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| **COURSE DESCRIPTION**  This 10.5-week face-to-face course is designed for students who have completed Spanish Regular 6 or external candidates who took the placement test and where eligible for Regular 7. This Spanish course places emphasis on the development of the necessary skills to effectively communicate in Spanish in formal and informal situations in the professional context. | |
| **LEARNING OBJECTIVES**  At the end of this course you will be able to:   * Comprender e intercambiar información sobre la trayectoria profesional y los planes de carrera. * Describir las funciones y responsabilidades de un puesto de trabajo. * Hablar de cualidades personales, capacidades y habilidades necesarias en un puesto de trabajo. * Comprender los objetivos de desarrollo humano de una organización internacional. * Expresar opiniones e hipótesis sobre la posible evolución del mundo en el futuro en ámbitos sociales, económicos y medioambientales. * Comentar las repercusiones (causas y consecuencias) de acciones actuales. * Hablar sobre las relaciones humanas en el trabajo y sobre el protocolo en eventos y comidas de trabajo. * Transmitir invitaciones, felicitación, agradecimiento y disculpas en los ámbitos personal y profesional. | **PRACTICAL INFORMATION**  Teacher: Verónica Gálvez  E-mail: [vgalvez6@gmail.com](mailto:hahnd@un.org)  Room: 20  Term: 02/10-9/12  Schedule: Mon-Wed, 12pm-1.30pm  Format: 3h face-to-face weekly + online evaluative tasks  Official holidays: 28/11  Floating holidays: 09/10, 28/10, 12/11 |
| **TEACHING MATERIALS**   * Handouts 1, 2 and 3 from the Spanish Programme |  |
| |  |  | | --- | --- | | **LMS/VIRTUAL COMPONENTS**   * Schoology: Assessment * Weebly: www.veronicagr.weebly.com | **SCHOOLOGY GUIDE (**[Video tutorial on how to sign up](https://vimeo.com/unlanguage/review/117491612/a9b1a5226c)**)**  Resultado de imagen para SCHOOLOGY GUIDE | | |
| **COURSE REQUIREMENTS**  You are expected:   * to attend regularly class sessions (at least 75%) and actively participate during the class. * to complete and return your homework respecting the deadlines * to check the course updates by e-mail or via Weebly regularly and bring the class materials. * to complete the 3 evaluative tasks in the dates scheduled with a minimum final grade of 65%. | |

**ASSESSMENT AND CONTENT DISTRIBUTION**

The assessment during this course is continuous and will be done throughout all the weeks of the term. This course therefore has no final exams but the final ORAL and WRITTEN grades in Inspira will be based on:

* Class attendance and active participation will determine 9% of the final grade in your ORAL.
* The punctuality in returning your homework to your teacher and its quality will determine   
  9% of the final grade in your WRITTEN
* Evaluative tasks and and activities **will** **determine** **91% of your final grade in both your WRITTEN and ORAL results.**

Assessment is a combination of formative and summative evaluation activities. See table below about Evaluative Tasks:

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| **Bloque I/ Parte I**  **Weeks 1, 2, 3** | **Bloque II/ Parte II**  **Weeks 4, 5, 6** | **Bloque III/ Parte III**  **Weeks 7, 8, 9, 10** |
| **Tarea 1 (26% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa**.  Ver un vídeo de una experta en Recursos Humanos y escribir un texto sobre competencias y habilidades profesionales. | **Tarea 2 (30% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa**  Participar en una Campaña de Comunicación redactando una carta en la que se exprese la interpretación personal del término “desarrollo sostenible” y las predicciones de desarrollo en el futuro. | **Tarea 3 (35% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa**  Observar, escuchar y leer varias interacciones sociales, formales e informales y reaccionar y responder en un tono adecuado. |

**IMPORTANT INFORMATION**

**Last day to drop a regular course is 8 Octubre 2019.**

**All tasks (T1, T2 and T3) must be completed to pass the course at the end of the term.** Missing one task might imply a final result of less than 65% (fail)

* Assessment is an integral and mandatory part of the regular courses of the Language and Communications Programme.
* In case of conflict between your calendar and the scheduled time for a task, please contact both your teacher and the Spanish Head Teacher
* Any technical issue in case of any online task must be reported via e-mail to your teacher within the scheduled time frame. Please allow your teacher one business day for an answer.
* Students will receive some “feedback” (a grade) on their progress and performance right after tasks T1, T2 and T3 are evaluated. The passing score is 65 points out of 100. Grades are as follows: **A** (Outstanding or Excellent)= 95 points **B** (Very good)= 80 points **C** (Pass)= 65 points **C-/D** (Fail)= 60 points
* Final results in Inspira are due three working days after the end of the course.
* Participants who pass a level but choose to repeat it may do so only in the immediately subsequent term.
* Kindly ask your teacher in case you have any doubt regarding the evaluation system.

**For further administrative information please see the Information circular** ST/IC/2019/5 - [Language and communications programme at Headquarters 2019](https://hr.un.org/sites/hr.un.org/files/handbook/ST.IC_.2019.5%20-%20Language%20%26%20Communications%20Programme.docx).