

Spanish for Government Officials

May 3-4, 2017

Spotsylvania County Public Safety Building

Patricia Strait, Dean, of the National Defense University will be teaching the course. See the course description and syllabus on the following pages. **Space is limited, so enroll now to guarantee a seat in the class.**

Spanish for Government Officials is an **elective** course for treasurers and deputies as well as commissioners of the revenue and their deputies to complete the Master certification and thus be eligible for the Career Development Program administered by the Compensation Board. **Members of the Commissioners of the Revenue Association of Virginia (CRAV) are eligible for the member's registration fee.**

If you have questions on certification, contact Al Spengler at aws@virginia.edu or 434 982-5518.

Course Registration Deadline:
April 26, 2017

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$185** for **TAV/CRAV members** and **\$235** for **non-members**. Member rate also applies to members of the **Commissioners of the Revenue Association of Virginia**. A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled.

Lunch on first day as well as refreshment breaks both days are included in the registration fee. Mexican food will be served for lunch in keeping with the theme of the course. Lunch is not provided on day two as the exam is before lunch!

If you need a vegetarian meal, please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.

Spanish for Government Officials **Language, Culture and Business Practices**

Professor: Dr. Patricia B. Strait

E-mail: patriciastrait@yahoo.com

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Spanish for Government Officials is an **elective** course for treasurers and deputies as well as commissioners of the revenue and their deputies to complete the Master certification and thus be eligible for the Career Development Program administered by the Compensation Board.

General Course Description: The course allows the participant to develop his/her understanding of Hispanic culture and language in order to develop stronger and more meaningful relationships with clients and co-workers who originate from Spain, Mexico, South and Central America. While the emphasis of the course will be placed on understanding cultural differences, ample opportunities will be given to learn important vocabulary and phrases in order to develop conversational skills in Spanish, which pertain to both business settings and personal interactions. Consideration will be given to developing the skills necessary in order to travel in Spanish speaking countries.

Course Expectations: It is expected that all students will have fun! Participate in class discussions – in Spanish or English (¡por supuesto!) as much as possible. Learning a new language and culture is always an adventure, and making errors is expected. Be patient with yourself. Our main objective is to enjoy ourselves and learn something about Hispanic culture and the Spanish language. **So relax and have fun!**

Readings:

Readings, internet links, and presentation materials will be made available in class and noted in your syllabus that will be given to you on the first day of class.

Suggested Internet site: duolingo.com

General Course Objectives:

To improve the student's skills in speaking and listening in Spanish

To increase Spanish vocabulary especially concerning business matters

To gain an understanding of the issues facing Spanish speaking nations

To improve the student's understanding of Hispanic culture

Seminar Schedule

Day One:

- A. How the Spanish influence began**
- B. Case Study: Hampton Roads**
- C. Hispanic influences on business practices**
 - a. Titles**
 - b. Greetings**
 - c. Relationships (personal and professional)**
 - d. Power differentials**
- D. Language Practice -essential differences between English and Spanish**

Day Two:

- A. Language Practice (pronunciation, vocabulary, and structure)**
- B. Written Communication (documents and business letters)**

Patricia B. Strait

Dr. Strait began her career in the United States Navy where she served as an air traffic controller for four years. Upon finishing her tour in the navy, she worked as an air operations duty officer while employed by the Department of Defense.

Dr. Strait holds a variety of degrees including a Bachelor's Degree in English, a Bachelor's Degree in Spanish, a Master's Degree in Management, and a Doctorate in Public Administration and Urban Management. In addition, she has completed course work at La Universidad de Salamanca in Spain.

She is a frequent speaker at international conferences including London, Quebec, Barcelona, Brussels, Vancouver, Valencia, Montreal, Berne, Switzerland, and Athens, Greece. She is an active member of the European Group of Public Administration, the Mid-Atlantic Latin American Council, the European Business Ethics Network, and the international organization, Partners of the Americas, which develops economic and educational partnerships between the United States and countries in South and Central America.

Dr. Strait has published and written articles in both English and Spanish involving topics such as labor economics, immigration, and employee ethics. She has served as a full time faculty member at Virginia Tech, Old Dominion University, and University of Richmond.

Dr. Strait currently serves at the National Defense University.

Class Schedule and What You Need to Bring with You

Day One **Registration 8:30 to 9:00 a.m.**
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two **Class** will begin at **8:30 a.m.** and ends before lunch.
Exam will take place before lunch.

Open Book Exam begins before lunch on Day Two. You have **one hour** to complete the exam and can leave when you are finished.

Remember to bring the following materials with you to class:

Several #2 pencils

Assorted highlighters and/or stickies for marking important passages in the text

Dress casual, you learn best when you are comfortable.

Grades

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line.

You can download the enrollment form at the Cooper Center website:

<https://certification.coopercenter.org>

and then download the *Enrollment Form* found at the bottom of the page

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

Directions

The **Spotsylvania County Public Safety Building** is located at **9119 Dean Ridings Lane, Spotsylvania, VA 22553**. Our classroom is on the second floor.

DIRECTIONS:

You can use direction websites such as **Googlemap.com** or **mapquest.com** to obtain directions from your locality to the meeting site.

Here is the website:

<http://www.spotsylvania.va.us/content/2614/147/370/15481.aspx>

Directions from I-95 to Spotsylvania Exit 126

Merge right onto Route 1 South.

Proceed south 0.4 mile to stoplight at Southpoint Pkwy (Rt 711) and turn right.

Follow Southpoint Pkwy 1.3 miles to its intersection with Courthouse Rd.

Turn left at stoplight and proceed west on Courthouse Rd (Rt 208) for approximately five miles to the intersection of the Route 208 Bypass and Route 208 Business.

Turn left at stoplight onto Route 208 Business (Courthouse Rd).

Proceed approximately 0.5 miles.

Turn Left onto Dean Ridings Ln (just after the 7-11).

The Public Safety building is at the end of the road on the left.

Estimated Driving Times from Selected Locations

Alexandria	1 ¼ hours
Charlottesville	1 ½ hours
Culpeper	1 hour
Fredericksburg	20 minutes
Richmond	1 hour
Williamsburg	1 ¾ hours

Lodging near Spotsylvania Courthouse

We have blocked a **limited number of rooms** at the:

Country Inn & Suites by Carlson

5327 Jefferson Davis Highway

Fredericksburg, VA 22408

540 898-1800 or 800

The block name is: **Treasurers Association of Virginia.**

The room rate is **\$89** plus taxes; rate includes **complimentary hot breakfast** and **free wireless Internet access, fitness center, indoor pool.**

Cut-off date for rooms is **April 18, 2017.**

Hotel website is:

<https://www.countryinns.com/fredericksburg-hotel-va-22408/vafreds?facilitatorId=GOOGLE>