



**UNIVERSITY OF PUERTO RICO
ARECIBO COLLEGE
ENGLISH DEPARTMENT
Syllabus for INGL 3015
DISTANCE EDUCATION**

Title English for the Science and Technology I (Online)

Course Code INGL 3015

Contact Hours 3 hours per week / 3 credits

Prerequisites

Basic English (INGL 3101-3102), Intermediate English (INGL 3103-3104) or Honor English (INGL 3011-3012)

Course Description

English for Science and Technology I is a course designed to develop the English language skills of students pursuing degrees in technical or scientific fields. Emphasis is placed on developing technical writing skills. Technical reading skills, technical vocabulary, and oral presentations on technical topics are also covered.

Learning Objectives

- A. At the end of the course the students will:
 - a. Reading /Writing skills:
 - i. Compose different types of technical documents.
 - ii. Read and analyze and take notes on assigned technical readings.
 - b. Speaking/Listening skills:
 - i. Present oral presentations on technical topics.
 - ii. Evaluate each other's oral presentation.
 - c. Critical thinking skills:
 - i. Evaluate visuals designs and technical documents effectiveness.
 - ii. Design effective visual aids that aid the comprehension of the technical topics they present.
 - d. Research skills:
 - i. Develop research skills using on-line resources at the library and on the internet.
 - e. Collaborative Skills:
 - i. Work in groups to write and make decisions about document design and content.
 - f. Ethical skills:
 - i. Understand and identify plagiarism and its consequences.

Course Outline and Time Distribution

1. Introduce course requirements and syllabus. Guidelines to technical reading (In Class)	2.0
2. Background: What is Technical Writing? What is Audience? What is Purpose?	3.0
3. Clarity and Conciseness	3.0
4. Developing effective websites	3.0
5. Social Media	3.0
6. Instructions	7.0
7. Proposal	12.0
8. Final Evaluation: Informal Proposal	3.0
9. Oral presentation design (In class)	6.0
Total Hours	45.0

Instructional Techniques

A. Any of the following strategies can be used to teach the course:

1. Wiziq (online classroom)
2. Collaborative activities
3. Simulation situations
4. Forum
5. Group and/or individual writing
6. YouTube
7. Portfolios/journals
8. Internet
9. E-mail
10. Library on-line resources
11. Power Point Presentations
12. Computers
13. Excel
14. Google Docs
15. Others

Learning Resources and Minimum Required Installations and Facilities

1. Library facilities and staff
2. Computer labs

Evaluation Techniques

1. Online Exams/ quizzes	10%
2. Homework/Mywriting Lab/	15%
3. Social Media/Wix/YouTube	15%
3. Description of Mechanism	10%
4. Process Description	10%
5. Instructions/ Instructional Video	20%
6. Informal Internal Proposal / short informal report	25%
7. Oral Presentation of Proposal / report	10%

TOTAL 105%

Reasonable Accommodation

Students who are sheltered under Law 51 or receive vocational rehabilitation services that require reasonable accommodations must inform the professor at the beginning of the semester by bringing an official letter that is sent from the office that deals with the matters of persons with impediments at the university in order to offer the necessary accommodations in accordance to the specifications that are delineated in said document.

Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 12-2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

Grading Scale

100% – 90% A
89% – 80% B
79% – 70% C
69% – 60% D
59% and lower F

Bibliography

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4. Gerson, S. J., & Gerson S. M. (2003). Technical Writing: Process and Product. 7th ed. Upper Saddle River, NJ: Prentice Hall. On Reserve
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14. Using the Passive Voice. YouTube Video <https://youtu.be/ePfmgMTgXl8>

REVISED: December 2015