



Syllabus for INGL-3093

TITLE	:	Conversational English
COURSE CODE	:	INGL-3093
CONTACT HOURS	:	3 hours per week/ 3 credits
CO-REQUISITE AND PRE-REQUISITE	:	Basic English (INGL 3101-3102), Intermediate English (INGL 3103-3104), or Honor English (INGL 3011-3012).
COURSE DESCRIPTION		
Practice to develop the necessary skills to acquire vocabulary. The class is developed completely in English.		
LEARNING OBJECTIVES		
<p>A. General: This course is designed to help students emphasize the basic principles of effective communication, typically required in certain professional fields.</p> <p>B. Specific: This course is designed for Industrial Psychology and Latin American Program students to reinforce the basic skills and structures of the English language that are necessary in the delivery and development of formal, effective, and professional language. Students will be able to perform satisfactorily in the following areas:</p> <p>Listening/Speaking:</p> <ol style="list-style-type: none"> 1. Develop general comprehension and critical listening skills. 2. Produce the sounds and basic stress patterns of the English language. 3. Improve articulation, enunciation, and pronunciation. <p>Conversation:</p> <ol style="list-style-type: none"> 1. Detect and avoid distracting gestures and defects in vocal mechanism. 2. Recognize, control, and reduce communication apprehension. 3. Recognize strengths and weaknesses in the communication of others and oneself. 4. Analyze, interpret, and respond to audience verbal and non-verbal communication. 5. Deliver brief, informal and formal oral presentations. 6. Converse with ease and self-confidence. 		

Writing:

1. Develop a working vocabulary from exposure to written and oral material.
2. Create outlines for oral presentations.
3. Keep a record of the students' lectures, comments, and discussions.

Critical Thinking:

1. Use supporting material as evidence.
2. Understand and use appeals to logic, emotions, reliability, and values effectively.
3. Recognize and avoid logical fallacies in dialogues and in writing.
4. Argue and engage opposing viewpoints constructively.

Book:

No Book

COURSE OUTLINE AND TIME DISTRIBUTION

Topic	Time Distribution		
	Synchronous Classes (face-to-face)	Hybrid	Asynchronous Classes (Online)
I. Course Introduction	2 hours	1 hours	2 hours
II. Evaluation on speaking apprehension	3 hours	1.5 hours	3 hours
III. Effective interpretation and response*	20 hours	10 horas	20 hours
IV. Active listening*	8 hours	4 hours	8 hours
V. Proficient language usage*	12 hours	6 hours	12 hours
Total (*Every class)	45 hours	45 hours (22.5 hybrid)	45 hours

INSTRUCTIONAL TECHNIQUES

Face-to-Face	Hybrid	Online
<ul style="list-style-type: none"> • Individual presentations • Group presentations • Collaborative activities • Individual responses • Individual writing • Guess speakers and activities • Technology resources (internet and E-mail) 	<ul style="list-style-type: none"> • Instructional modules • Professional and academic articles • Videoconferences (asynchronous and/or synchronous) • Communication platforms • Individual presentations • Group presentations • Collaborative activities 	<ul style="list-style-type: none"> • Modules (interactive) • Professional and academic articles • Group work • Individual Work • Interactive activities • Individual presentations • Group presentations • Collaborative activities • Individual responses

<ul style="list-style-type: none"> Library facilities and online resources 	<ul style="list-style-type: none"> Individual responses Individual writing Guess speakers and activities Technology resources (internet and E-mail) Library facilities and online resources 	<ul style="list-style-type: none"> Individual writing Guess speakers and activities Technology resources (internet and E-mail) Library facilities and online resources Synchronous virtual meetings
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RESOURCES REQUIRED

Resources	Face-to-face	Hybrid	Online
Moodle	Institution	Institution	Institution
Email (institutional)	Institution	Institution	Institution
Computer (Internet Access)	Student	Student	Student
Programs and applications: Word, Excel, PowerPoint Presentation	Student	Student	Student
Headphones	No	Student	Student
Camera and microphone	No	Student	Student
Updated journals and magazines	Student	Student	Student
Readings for specific topics	Student	Student	Student
English/ English/Spanish Dictionary	Student	Student	Student
Specialized dictionary related to professional fields	Student	Student	Student

EVALUATION TECHNIQUES

Face-to-Face	Hybrid	Online
*Introduction Oral Presentation 10%	*Introduction Oral Presentation10%	*Introduction Oral Presentation 10%
*Reports, Dialogues, Critiques, and group work20%	*Reports, Dialogues, Critiques, and group work20%	*Reports, Dialogues, Critiques, and group work20%
*Participation30%	*Participation30%	*Participation30%
*Attendance20%	*Attendance20%	*Attendance20%
*Written outlines, quizzes, and assignments 10%	*Written outlines, quizzes, and assignments10%	*Written outlines, quizzes, and assignments 10%
*Final exam: Oral and written evaluation 10%	*Final exam: Oral and written evaluation10%	*Final exam: Oral and written evaluation 10%
Total..... 100%	Total..... 100%	Total.....100%

***Note:** Certification 111-2014-2015 of the Governing Board defines a face-to-face course as: "Course in which 75% or more of instruction hours require the physical presence of students and the professor in the classroom." The remaining 25% may be covered using different educational strategies, among which are: visits related to the course, field experiences, excursions, and online activities, among others. It is the responsibility of the professor to

provide evidence of all the activities with attendance sheets and assessment of these activities.

REASONABLE MODIFICATION (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.

Netiquette

Students taking online courses should follow the universal Netiquette guidelines below:

-Communicating with your instructor:

- **DO NOT TYPE IN ALL CAPS, PLEASE.** Typing a text all caps is inappropriate because it is perceived as yelling.
- **Be pro-active.** Exhaust all avenues before asking a question. For instance, if you need to know the professor's office hours, check the banner on the Moodle page or the course guidelines. Questions about the grade breakdown? Check out the syllabus under General Information in Moodle. Need to know the due dates for assignments? You will find them in the chronogram. If you still have a question, write to your professor.
- **Proofread your assignments before submitting to your instructor.** Always use proper spelling, grammar, capitalization, and punctuation.
- **Read first.** Before responding to an email, chat, or forum, make sure you read the previous discussions first. You need to know what other people have answered or asked so you do not duplicate efforts, hindering the class from moving forward to subsequent topics.

- **Submit files in the format assigned by your instructor.** When submitting any assignment, always follow your instructor's rules, e.g. format and content. Ignoring these instructions is bad netiquette and could lead to losing points on the assignment.
- **Conduct yourself professionally on email and while online.** A common netiquette error is to treat e-correspondence with faculty and staff as an ongoing chat among friends.

-Communicating with Fellow Students:

- **Avoid sarcasm, harmful words or phrases, obscene language.** Sarcasm can lead to misguided arguments online. Therefore, be careful with jokes, hurtful words, or obscene language, that could come across as distasteful or rude.
- **Respect people's opinions.** If you want to express your disagreement with an argument presented by another student, do so respectfully. Begin your argument with phrases like: "I do not agree with your opinion because..." or "Your point is understood, however...."
- **Be precise when answering questions asked by your classmates.** When replying to a fellow student's question about assignment instructions or due dates, please be 100% certain of your answer. Do not guess; do not misinform.
- **Do not abuse the chat box.** Please, use the chat box for comments or questions relevant to the course. Chat boxes are for sharing ideas but can distract when loaded with irrelevant comments.
- **Conduct yourself professionally on email and while online.** A common netiquette error is to treat e-correspondence with faculty and staff as an ongoing chat among friends.
- **Be kind and show empathy.** Because the Internet has some level of anonymity, some people tend to behave rudely. Make a point to always be respectful- even if you disagree. You can debate any subject without hurting other people.
- **Think before you type.** "Whether or not privacy settings are in place, the internet has a tendency to house things forever, and what you say privately can easily become public," advises etiquette expert Devoreaux Walton.

INSTITUTIONAL POLICY

Against Sex, Gender, and Sexual Orientation Discrimination (Cert. 36 2018—2019 JU):

The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification Num. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment, may turn to the Office of the Student Ombudsperson, the Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for an orientation and/or formal complaint.

Grading Scale

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

Course require minimum of D for approval

According to the amended 2020-2021-31 Certification of the Academic Senate the student will have the option to benefit from P/NP mode during this second semester of academic year 2021-2022 due to the Covid-19 pandemic. In this course grades A, B, C and D would be equivalent to **approved (P)** and **F to not approved (NP)**. The action of qualifying for an **Approved or Not Approved is irrevocable**. It will be the student's responsibility to evaluate exclusions to this option.

BIBLIOGRAFÍA

Berco, Roy M., Wolvin, A., & Wolvin, D. (2004). *Communicating: A Social and Career Focus* (9th ed.). Boston: Houghton Mifflin Co.

Hahner, J.C. & Sokoloff, M. (2001). *Speaking Clearly: Improving Voice and Diction* (4th ed.) New York: McGraw-Hill, Inc.

Jones, L. (2001). *Expressions*. Boston: Heinle, Thomson Learning.

*Revised by Dr. Marisol Santiago Pérez in accordance with Cert. 112 2014-2015 on January of 2021.

- Changes to the syllabus must be consulted with the Course Coordinator and Director of the Department.