

UNIVERSIDAD DE PUERTO RICO
English Department
ENGL 3094
SYLLABUS

TITLE:	Conversational English for Professionals
COURSE CODE:	INGL 3094
CONTACT HOURS/CREDIT HOUR:	3 hours per week / 3 credits
REQUIREMENTS:	Basic English (INGL 3101-3102), Intermediate English (INGL 3103-3104), or Honor English (INGL 3011-3012), and Conversational English (INGL 3093).
COURSE DESCRIPTION:	
Practice to develop the necessary skills to continue acquiring more vocabulary used in distinctive professional circumstances. The class is developed completely in English.	
Learning Objectives:	
<p>A. General: This course is designed to help students effectively emphasize all the principals involved in oral and written 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. Broader development in comprehension and critical listening skills.2. Practice extensively with the sounds, vocabulary, and stress patterns of the English language.3. Overall self-improvements in articulation, enunciation, and pronunciation. <p>Conversation:</p> <ol style="list-style-type: none">1. Constantly detect and avoid distracting gestures and defects in vocal mechanism.2. Repeatedly reduce communication apprehension by continuous oral practice.3. Frequently improve strengths and reduce weaknesses in the communication of others and oneself.4. Effectively analyze, interpret, and respond to audience verbal and non-verbal communication.5. Continuously deliver brief, informal and formal oral presentations.6. Regularly converse with ease and self-confidence.7. Successfully voice stand in all debates, controversies, and issues discussed.8. Endlessly engage in everyday topics of conversation in order to enrich vocabulary and language skill.	

Writing: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 			
LIBRO DE TEXTO PRINCIPAL: Handouts			
Course Outline and Time Distribution			
TEMA	DISTRIBUCIÓN DEL TIEMPO		
	Presencial	Híbrido	En Línea
I. Introduction to the course	1.5 hours	1.5 hours	1.5 hours
II. Evaluation on speaking apprehension	3.0 hours	3.0 hours	3.0 hours
III. Effective interpretation and response*	20.0 hours	20.0 hours	20.0 hours
IV. Active listening*	9.5 hours	9.5 hours	9.5 hours
V. Proficient language usage*	12.0 hours	12.0 hours	12.0 hours
Total, contact hours	45 hours	45 hours (18 presenciales = 40% y 27 horas a distancia = 60%)	45 hours
*Every class			
INSTRUCTIONAL TECHNIQUES:			
Se podrán utilizar algunas de las siguientes:			
In class	HYbrid	Online	
<ol style="list-style-type: none"> 1. Lectures by the teacher 2. Readings 3. Group work 4. Individual tasks 5. Assessment activities 6. Practical activities 7. Oral presentations 	<ol style="list-style-type: none"> 1. Online instructional modules 2. Professional article readings online 3. Instructional Videos 4. Group work 5. Individual tasks 6. Assessment activities 7. Practical activities 8. Oral presentations 9. Recorded and synchronous conferences 	<ol style="list-style-type: none"> 1. Interactive instructional modules 2. Professional article readings online 3. Instructional Videos 4. Group work 5. Individual tasks 6. Assessment activities 7. Practical activities 8. Oral presentations 9. Recorded lectures 10. Synchronous meetings 	

RECURSOS MÍNIMOS DISPONIBLES O REQUERIDOS:			
RECURSO	PRESENCIAL	HÍBRIDO	EN LÍNEA
Account in the institutional learning management platform (e.g. Moodle)	Institution	Institution	Institution
Email account	Institution	Institution	Institution
Computer with high-speed internet access or mobile device with data service	Student	Student	Student
Programmed or applications: word processor, spreadsheets, presentation editor	Student	Student	Student
Integrated or external speakers	Not applicable	Student	Student
Cámara web o móvil con cámara y micrófono	Not applicable	Student	Student
EVALUATION TECHNIQUE:			
IN CLASS	HÍBRIDO	EN LÍNEA	
Introduction Oral Presentation 10% Reports, Dialogues, Critiques, and group work 20% Participation 30% Attendance 20% Written outlines, quizzes, and assignments 10% Final Exam: Oral and written evaluation 10%	Introduction Oral Presentation 10% Reports, Dialogues, Critiques, and group work 20% Participation 30% Attendance 20% Written outlines, quizzes, and assignments 10% Final Exam: Oral and written evaluation 10%	Introduction Oral Presentation 10% Reports, Dialogues, Critiques, and group work 20% Participation 30% Attendance 20% Written outlines, quizzes, and assignments 10% Final Exam: Oral and written evaluation 10%	
Total: 100%	Total: 100%	Total: 100%	
<p>*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.</p>			
REASONABLE ACCOMODATION:			
<p>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.</p>			
ACADEMIC INGEGRITY			
<p>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</p>			

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.

Para velar por la integridad y seguridad de los datos de los usuarios, todo curso híbrido, a distancia y en línea deberá ofrecerse mediante la plataforma institucional de gestión de aprendizaje, la cual utiliza protocolos seguros de conexión y autenticación. El sistema autentica la identidad del usuario utilizando el nombre de usuario y contraseña asignados en su cuenta institucional. El usuario es responsable de mantener segura, proteger, y no compartir su contraseña con otras personas.

POLÍTICA INSTITUCIONAL CONTRA EL HOSTIGAMIENTO SEXUAL (NORMATIVA SOBRE DISCRIMEN POR SEXO Y GÉNERO EN MODALIDAD DE VIOLENCIA SEXUAL).

«La Universidad de Puerto Rico prohíbe el discrimen por razón de sexo y género en todas sus modalidades, incluyendo el hostigamiento sexual. Según la Política Institucional contra el Hostigamiento Sexual en la Universidad de Puerto Rico, Certificación Núm. 130, 2014-2015 de la Junta de Gobierno, si un estudiante está siendo o fue afectado por conductas relacionadas a hostigamiento sexual, puede acudir ante la Oficina de Procuraduría Estudiantil, el Decanato de Estudiantes o la Coordinadora de Cumplimiento con Título IX para orientación y/o presentar una queja».

«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 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, or the Coordinator of the Office of Compliance with Title IX for an orientation or formal complaint».

GRADING SCALE

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

CONTINGENCY PLAN

In the event of an emergency when classes are interrupted, the professor of this course Will activate the Contingency Plan for Academic Continuity.

REFERENCES

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.

