University of Puerto Rico-Arecibo
English Department

INGL 3101-Syllabus

COURSE TITLE	:	Basic English I
COURSE CODE	:	INGL 3101
CONTACT HOURS	:	45 Hours 3 hours per week / 3 credits
PREREQUISITES/REQUISITES	:	The course is offered to students who score under 581 in the English section of the College Entrance Examination Board (CEEB). Students who score under 450 in the CEEB are advised to enroll in a Basic English Course (INGL 3101 Q sessions). The offering of the course will be subject to enrollment and availability of resources.
CO-REQUISITE		INGL 3113 Students enrolled in Basic 3101 course must also be enrolled in the English lab (INGL-3113) to pass the course.

COURSE DESCRIPTION:

This course focuses on developing reading language skills. Listening and speaking will be integrated during the class discussion of the reading selections. Incidental paragraph writing may be used as a reader response exercise

LEARNING OBJECTIVES:

At the end of the course the students will:
1. Participate in the discussion of reading selections in class to demonstrate their degree of reading comprehension.
2. Use vocabulary in context skills to increase their vocabulary and comprehension of assigned reading materials.
3. Analyze reading selections to identify the main idea and supporting details that will increase comprehension of assigned reading materials
4. Develop critical thinking skills and increase comprehension of assigned reading materials by making inferences and drawing logical conclusions.
5. Develop research skills using on-line resources at the library to search for, read, and discuss assigned topics.

6. Share their reactions and points of views on the assigned reading materials through writing and other creative forms.

BOOK:

The readings will be uploaded to Moodle

COURSE OUTLINE AND TIME DISTRIBUTION

Topic	Time distribution		
	In Person	**Hybrid**	**Online**
I.Introduction to the Course and Study Skills	6	3 In Person/ 3 online	6
II Reading comprehension skills to be analyzed in all the different assigned reading selections throughout the semester 1. Reading skills 2. Vocabulary in context 3. Main Idea 4. Supporting details 5. Identifying Inferences 6. Drawing conclusions 7. Critical Reading	24	12 In Person/ 12 online	24
III. Basic Elements of Grammar	6	3 In Person/ 3 online	6
IV. Writing Activities	9	4.5 In Person/ 4.5 online	9
Total de horas contacto	**45 hours**	**45 hours**	**45 hours**

INSTRUCTIONAL TECHNIQUES

In person	Hybrid	Online
1. Lectures and/or workshops 2. Collaborative activities or projects 3. Video recordings and/or video conferences 4. Group and/or individual oral presentations 5. Group and/or individual writings	1. Lectures and/or workshops 2. Collaborative activities or projects 3. Video recordings and/or video conferences 4. Group and/or individual oral presentations 5. Group and/or individual writings 6. Guest speakers 7. Electronic portfolio 8. Chats and/or blogs	1. Lectures and/or workshops 2. Collaborative activities or projects 3. Video recordings and/or video conferences 4. Group and/or individual oral presentations 5. Group and/or individual writings 6. Guest speakers 7. Electronic portfolio 8. Chats and/or blogs

| 6. Guest speakers
7. Electronic portfolio
8. Chats and/or blogs
9. Internet
10. E-mail
11. Library electronic search engines for research
12. Extra-curriculum activities and/or field trips
13. Community service assignments
14. Flip grid
15. Moodle | 9. Internet
10. E-mail
11. Library electronic search engines for research
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13. Community service assignments
14. Flip grid
15. Zoom
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15. Zoom
16. Moodle |

Technology Requirements for the course

Resource	In Person	Hybrid	Online
Account on the institutional learning management platform (Ej. Moodle)	Institution	Institution	Institution
Institutional 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	Does not apply	Student	Student
Webcam or mobile with camera and microphone	Does not apply	Student	Student

EVALUATION:

In Person	Hybrid	Online
1. Reading exam #1- 20% * 2. Reading exam #2- 20% 3. Quizzes and /or oral presentations/assignments/projects/journal/portfolio/other - 10%	1. Reading exam #1- 20% * 2. Reading exam #2- 20% 3. Quizzes and /or oral presentations/assignments/projects/journal/portfolio/other - 10%	1. Reading exam #1- 20% * 2. Reading exam #2- 20% 3. Quizzes and /or oral presentations/assignments/projects/journal/portfolio/other - 10%

4. Participation/attendance - 10% *** 5. Laboratory 3113 - 15% 6. Reading comprehension partial final exam (main idea, inference, context clues, critical thinking, finding details) partial final exam- 25% **Total 100%** *If a professor decides not to consider this criterion, quizzes may be given to substitute for this first reading exam. ***If a professor decides not to consider this criterion, the percentage will be allotted as follows: 5% to each of the first 2 reading exams.	4. Participation/attendance - 10% *** 5. Laboratory 3113 - 15% 6. Reading comprehension partial final exam (main idea, inference, context clues, critical thinking, finding details) partial final exam- 25% **Total 100%** *If a professor decides not to consider this criterion, quizzes may be given to substitute for this first reading exam. ***If a professor decides not to consider this criterion, the percentage will be allotted as follows: 5% to each of the first 2 reading exams.	4. Participation/attendance - 10% *** 5. Laboratory 3113 - 15% 6. Reading comprehension partial final exam (main idea, inference, context clues, critical thinking, finding details) partial final exam- 25% **Total 100%** *If a professor decides not to consider this criterion, quizzes may be given to substitute for this first reading exam. ***If a professor decides not to consider this criterion, the percentage will be allotted as follows: 5% to each of the first 2 reading exams.

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):

Reasonable Modification (Accommodation)

Students who receive reasonable modification (accommodation) benefits and / or receive Vocational Rehabilitation services should contact the professor at the beginning of the semester to coordinate the modification (accommodation) and necessary equipment according to the recommendations of the OSEI UPRA Coordinator. To process the application, you can access the link http://docs.upra.edu/osei/Procesamiento_de_Servicios-OSEI.pdf. The request for reasonable accommodation does not exempt the student from complying with the academic requirements of the course or program.

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 13, 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 of part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person 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.

Para velar por la integridad y seguridad de los datos de los usuarios, todo curso Hybrid, a distancia y Online 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.

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, 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.

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.

GRADING SCALE

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

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