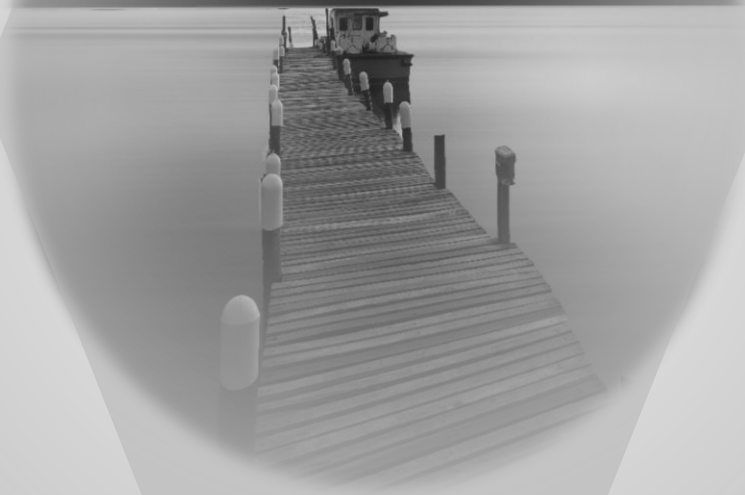


University of Puerto Rico- Arecibo
English Department
CLASS SYLLABUS

INGL 3103



2020



**UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT
PRONTUARIO
INTERMEDIATE WRITING I**

Title	Intermediate English I
Course Code	INGL 3103
Contact Hours	Three (3) credits
Requisites	580 to 689 on College Entrance Examination Board (CEEB) test.

Course Description

Analysis of select readings such as essays, stories, poetry and plays. It also includes writing, grammar and the use of idiomatic expressions.

Learning Objectives

By the end of the course students will:

- A. Improve analytical reading skills.
- B. Read for aesthetic enjoyment and pleasure.
- C. Identify, understand and apply the steps involved in the writing process.
- D. Apply critical thinking skills to local, national and international matters/events and to assigned reading/viewing material provided.
- E. Use basic word processing software and/or online platforms to compose paragraphs, essays and/or prepare special presentations.
- F. Apply basic research strategies using library or web resources to support arguments.
- G. Develop and sharpen oral/conversational/debate skills while engaged in classroom discussions.

Course Outline and Time Distribution

A. Introduction to the course, discussion of syllabus and general class guidelines.	1.5 hrs
B. Introduction and application of the essay writing process	16.5 hrs
C. Development/application and assessment of reading/critical thinking skills	9 hrs
D. Basic research skills development and its application to the essay	9 hrs
E. Writing the summary	3.0 hrs
F. Revision	3.0 hrs
G. Grammar	3.0 hrs
Total 45.0 hours	

Instructional Techniques

A. The following strategies may be used to teach the course:

1. Lectures
2. Collaborative activities
3. Oral presentations
4. Debates
5. Group and/or individual writing
6. Group and/or individual presentations (power point presentations)
7. Use of electronic means to hand-in work

Learning Resources and Minimum Required Installations and Facilities

Due to the nature of this hybrid or distance learning course, students must have internet access to use Moodle for access to the course and its resources. A specific textbook or e-book may be assigned in addition to the use of Moodle resources. Students enrolled in this course are required to read all assigned textbook readings to satisfy the modules in the Moodle and for every class meeting. Students will use the UPRA library databases and multimedia resources online.

Evaluation Techniques

1. Reading Examinations/Writing exams/Short papers	50%
2. Class activities: quizzes/attendance/assignments/participation	10%
3. Special assignment: (portfolio/journal/presentation project)	20%
4. Final Exam	20%

Percentages of any criteria not used will be distributed among other criteria.

Grading Scale

100% – 90% A

89% – 80% B

79% – 70% C

69% – 60% D

59% and lower F

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.

Discrimination Policy

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.

Bibliography

Anker, Susan, ed. *Real Writing with Readings Paragraphs and Essays for College, Work, and Everyday Life*. NY: MacMillian Learning. 7th ed. 2016.

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Kirsznner, Laurie G., ed. *Focus on Reading and Writing*. 1st ed. NY: MacMillian Learning. 2015.

Moore Howard, Rebecca, ed. *Writing Matters: A Handbook for Writing and Research (Comprehensive Edition with Exercises)*, 3rd ed. NY: MacGraw Hill. 2018.

Reinkin, James and Andrew Hart. *Strategies for Successful Writing*, 2nd ed. New Jersey: Prentice Hall, 2010.

Wilhoit, Stephen. Ed. *Brief Guide to Writing from Readings, A, MLA Update Edition, 7th Edition*. OH: The University of Dayton/Pearson. 2017.

Wood, Nancy V. *Perspectives on Argument*. Upper Saddle River, N.J: Pearson/Prentice Hall, 2007.

Van Rys, John. *The College Writer: A Guide to Thinking, Writing, and Researching, Brief*. 6th ed. NY: Cengage Publishing. 2017.

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.

*Revised by Jane Alberdeston in accordance PED Guidelines, 22 Jun 2020.

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

