# UPR

**UNIVERSITY OF PUERTO RICO AT ARECIBO**
**ENGLISH DEPARTMENT**

# Syllabus for INGL-3114

| TITLE | : | English Language Oral Practice II |
|---|---|---|
| **COURSE CODE** | : | INGL-3114 |
| **CONTACT HOURS** | : | O credits/One hour a week |
| **CO-REQUISITE AND PRE-REQUISITE** | : | INGL 3114 Students enrolled in Basic 3102 course must also be enrolled in the English lab (INGL-3114) to pass the course. |

## COURSE DESCRIPTION

This course is designed to complement Basic English II (INGL 3102).

## LEARNING OBJECTIVES

A. General Objectives:
   To further develop the listening, speaking, and pronunciation skills of students in the Basic English Course.

B. Specific Objectives:
   At the end of this course students will be able to satisfactorily:
   1. listen for details in conversation to aid understanding
   2. apply note-taking skills
   3. identify discourse markers
   4. acquire and practice academic vocabulary
   5. use words forms and verb phrases
   6. speak in public

## PLATFORM ROSETTA STONE

*Description: All lab. Students must register in the program to have access to lessons required in the course.
*Program:

• Rosetta Stone offers all the interactive features and comprehensive levels to help you learn English.

• It also provides you tools and instructions to complete each task.
• You will improve your English skills (English grammar, vocabulary and language)
• Tasks: speaking, listening, reading, and writing

**\*Process:**
- All lab. students will be completing several lessons in their program.
- Their lessons will depend on the level you will be place based on a proficiency test.
- The program is divided in 2 levels (Foundations and Fluency Builder)
- Each lesson provides a variety of interactive exercises that allow students to practice and improve different English skills.

## COURSE OUTLINE AND TIME DISTRIBUTION

| Topic | Time Distribution | | |
|---|---|---|---|
| | Synchronous Classes (face-to-face) | Hybrid | Asynchronous Classes (Online) |
| I. Introduction to the Course: roll taking, syllabus, getting to know you activities 2 hours | 2 hours | | 2 hours |
| II. Note taking methods/ Listening strategies and practice | 6 hours | | 6 hours |
| III. Oral practice/ short conversations | 5 hours | | 5 hours |
| IV. Midterm/final | 2 hours | | 2 hours |
| **Total** | **15 hours** | | **15 hours** |

## INSTRUCTIONAL TECHNIQUES

| Face-to-Face | Hybrid | Online |
|---|---|---|
| • Instructional Videos<br>• Internet<br>• Individual work<br>• Interactive activities<br>• Communication skills (speaking)<br>• Listening skills<br>• Reading skills<br>• Writing skills<br>• Vocabulary content<br>• Professional and academic information in the program<br>• Email<br>• Moodle | | • Instructional Videos<br>• Internet<br>• Individual work<br>• Interactive activities<br>• Communication (speaking)<br>• Listening skills<br>• Reading skills<br>• Writing skills<br>• Vocabulary content<br>• Professional and academic information in the program<br>• Email<br>• Moodle |

## RESOURCES REQUIRED

| Resources | Face-to-face | Hybrid | Online |
|---|---|---|---|
| Rosetta Stone (registration) | Institution | | Institution |
| Rosetta Stone (registration) | Instructor | | Instructor |
| Rosetta Stone (proficiency test/ lessons) | Student | | Student |
| Computer (Internet Access) | Student | | Student |
| Headphones with Microphone | Student | | Student |

## EVALUATION TECHNIQUES

| Face-to-Face | Hybrid | Online |
|---|---|---|
| *All Grades will be given in numerical percentages. The laboratory grade is fifteen percent (15%) of the Basic English 3102 course grade.<br><br>1. Lessons 80% (20 lessons)<br>2. Attendance 20%<br><br>**Total...............................100%** | | *All Grades will be given in numerical percentages. The laboratory grade is fifteen percent (15%) of the Basic English 3102 course grade.<br><br>1. Lessons 80% (20 lessons)<br>2. Attendance 20%<br><br>**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 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.

- The Rules and Regulation Manual of the UPR lists plagiarism in section 3.52 as one of several punishable behaviors.

*Sección 35.2 - Conducta sujeta a acciones disciplinarias*

Sección 35.2.3 - Falta de integridad intelectual, manifestada en forma de plagio o fraude.

Artículo 6.2- Conducta Estudiantil sujeta a sanciones disciplinarias

**\*Note:** Disciplinary actions may be given (suspension, reputation damaged, zero in class)

## 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.

<u>**-Communicating with Fellow Students:**</u>

• **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, 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

## BIBLIOGRAFÍA

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