**University of Puerto Rico – Mayagüez Campus**

**College of Arts & Sciences**

**Department of English**

**INGL 0066: Pre-Basic English**

**First Semester 2010-2011**

**Sec. 100, Mondays & Wednesdays, 4:30 – 5:45 p.m., CH224**

1. **General Information**

**Alpha-numeric codification:** INGL 0066 **Instructor:** Lisa Ortiz

**Course Title:** Pre-Basic English **Office:** Chardón Building – CH 010

**Number of credits:** 0 **Phone:** 787-832-4040 x. 3595

**Contact period:** 3 hours of lecture per week **Email:** lisa.ortiz@upr.edu

**Office hours:** Thursdays: 4:00-5:30 p.m. **Mailbox:** Chardón Building – CH 322

and/or by appointment. Appointments out of office hours may be at office in Residence 3-A.

1. **Academic catalogue course description:**

Intensive training in Basic Language for students requiring remedial work in English.

1. **Course overview:**

The purpose of INGL0066 is to prepare students who score 469 or lower on the ESLAT (i.e., English as a Second Language Achievement Test) given by the CEEB (i.e., College Entrance Exam Board) to enter and succeed in INGL3101 (*Basic English*), the first course in the English department’s *Basic* sequence of courses.

In this class, you will improve your speaking, listening, reading and writing abilities in English. The purpose of this class is for you to **practice what you know and to learn more English so that you can successfully use English in your academic career.** The only way to improve your English is to **use it**, so you should **expect to speak English in class, listen to English, and read and write a lot of English!** You are expected to participate in class by talking to me and to your classmates, by listening to me and to your classmates, and by completing in-class and out-of-class assignments. I do not expect for you to use English perfectly. **What I find important is that you try your best and communicate in English.** For this reason, it is important that you have patience with yourself and with your classmates. This class will also provide a space in which critical thinking will be enforced by discussing a variety of social topics pertinent to us as students and individuals.

The course structure is 3 hours of lecture per week during one semester. (INGL0066 is a non-credited course. Students receive no graduation credit, but successful completion of the course gives them 3 credits toward the 24 they must pass in their first year, and the same toward maintaining a scholarship if they have one.)

1. **Textbook, supplies, and other resources**
* Electronic Materials
* Tell Me More Account: <http://www.tellmemorecampus.com>.
* Bilingual dictionary
* Online dictionary: [www.merriam-webster.com](http://www.merriam-webster.com)
* Headphone with microphone
* Notebook
* Pen or pencil
* A binder to collect materials for a portfolio
1. **Course objectives**

 To address its purpose, INGL 0066 focuses primarily on developing students’ ability to communicate in and understand written and spoken English by improving grammar, vocabulary, and fluency in listening, written, and spoken forms. The instructor also aims to develop critical thinking by introducing topics students can relate to. Upon successfully completing this course, students should specifically be able to:

**Write**

* Revise/edit
* Write a paragraph with a topic sentence and supporting sentences
* Write a multi-paragraph essay
* Summarize something read, seen, or listened to
* Develop frequent use of writing throughout different in-class assignments

**Speak**

* Give short informal presentations in English to classmates
* Ask and answer questions in English
* Participate in class discussions and/or activities

**Listen**

* Listen to and understand instructions
* Listen to other classmates’ contributions to activities and/or class discussions

**Read**

* Identify the main idea
* Understand supporting details
* Outline a text/understanding a text’s structure

**Enhance Vocabulary**

* Use a dictionary
* Identify and understand word parts
* Guess vocabulary from context
* Key vocabulary from the readings

**Enhance Grammar**

* Identify word types (noun, verb, adjective, adverb)
* Use correct sentence order
* Use pronouns correctly
	+ Subject
	+ Object
	+ Possessive
* Form and use the present tense
* Have/be
* Yes/no questions—understand and respond
* WH-questions—understand and respond
* Form and use the past tense
	+ Have/be
	+ Common irregular verbs or those from the vocabulary list
	+ Yes/no questions—understand and respond
	+ WH-questions—understand and respond
* Form and use two types of future (*will* and be *going to*)
	+ Have/be
	+ Yes/no questions—understand and respond
	+ WH-questions—understand and respond

**Critically analyze**

* Reflect upon different situations and topics presented in or out of classroom.
* Think about different perceptions toward situations and topics presented in or out of classroom.
1. **Instructional Strategy:**

Communication is an essential part of English language teaching and learning, which means that all of our assignments and class activities will have a communicative purpose. We will often work in groups or pairs so that we can learn from each other and practice together. We will also discuss in class and out of class work together, so it is important to be prepared. The course instructor will explain and model how to work on the reading, vocabulary, and grammar points listed in the course syllabus. You will also work on many exercises in preparation for the exit exam. Strategies such as author’s chair, presentations, group work, and conferencing, among others may be used.

1. **Requirements: (Guidelines for assignments (if applicable) will be posted on the course site in due time.)**

All students must:

* **attend** class and language laboratory regularly and punctually (no more than 3 absences);
* **actively and respectfully participate** in class, group, and pair tasks in class using English;
* **complete** all assignments in class and as homework on time (see course schedule;
* **take** the exit exam and all class tests and quizzes;
* **keep** all graded assignments as a record of progress;
* **take** primary responsibility for learning (e.g., ask questions or get help when necessary);
* **demonstrate** (through the portfolio assignment) their knowledge of the topics covered in class;
* **produce original work.**

In addition, students must comply with the following policies:

***Campus policies:***

We will observe the following institutional policies:

* ***Attendance***: Class attendance is **compulsory** at UPRM.

**Course policies on attendance:**

* Students who miss 3 or more classes will automatically receive a whole letter grade **reduction**.
	+ Absences from examinations: Students are required to attend all examinations. Arrangements for an alternate date may be made with the instructor **before** the examination period. Students who miss an examination and haven’t made arrangements before the examination period may be given a make-up by presenting an appropriate excuse (e.g., a doctor’s note).
	+ Students who arrive reasonably late to class will be marked as absent.
	+ Students who miss a class and have an appropriate excuse may be excused.
	+ Students who do not participate or bring required materials to class may be marked absent.
	+ Students who leave the classroom for extended periods of time will be marked absent for the day. It is the absent student’s responsibility to obtain any missed materials (class notes, handouts, assignments) before our next class meeting.
	+ Absences from oral presentations:
		- Individual presentations (if applicable). If a student has an emergency on the day he/she is expected to orally present his/her work in class, he/she should contact the instructor immediately. The instructor may consider giving the student a chance to make up the presentation, provided the student submits a written excuse documenting the emergency as soon as he/she returns to class.
		- Group presentations (if applicable). If a student has an emergency on the day his/her group is expected to orally present their work in class, he/she will not be able to present after the scheduled date. The student will not receive credit for the oral presentation, and the rest of the group members will present their corresponding parts.
	+ **Cell phones and other intrusive electronic devices should be turned off before entering the classroom.** Note that it is also disruptive and disrespectful to keep your phone on the vibrating mode but then get up each time you get a phone call or a message. **Do not answer your cell phone in class.** If you leave the classroom to answer the phone, do not come back. **No text messaging during the class is allowed.**
	+ **Computer/Laptop, IPods,** or any other electronic devices in class **are not allowed**, unless assigned by the instructor for class-related assignments.
	+ **Students who spend their time in class engaging in unrelated phone/computer activities will be marked absent for the day.**
* **Withdrawals:** A student may withdraw from individual courses at any time during the term, but before the deadline established in the University Academic Calendar. A student may withdraw from UPR-Mayagüez at any time up to the last day of classes.
* **Law 51/Disabilities:** All reasonable accommodations according to the Americans with Disability Act (ADA) will be coordinated with the Dean of Students and in accordance with the particular needs of the student. **Students will identify themselves** with the Institution and the professor for purposes of assessment (exams) accommodations, **while presenting the necessary documentation, if applicable.** For more information please call the Student with Disabilities Office, which is part of the Dean of Students Office at (787) 265-3862 or (787) 832-4040 x. 3250 or 3258.
* **Academic dishonesty/Plagiarism:** Stealing or inappropriately using the work of others — copying from other sources — wholly, in part, or in outline form — **must be properly cited**. Any student caught stealing or inappropriately using work from someone else will be warned and **will not receive credit** for the corresponding work. If the situation occurs again the student will be reprimanded in line with university policy for such action. It is the institutional policy of the UPRM to observe the highest standards of intellectual integrity and to pursue the prosecution of all violations. **Academic fraud is subject to the disciplinary sanctions described in article 14 and 16 of the revised General Student Bylaws of the University of Puerto Rico.** Examples of academic fraud include, but are not limited to, passing somebody else’s work as your own, turning in work downloaded from the Internet, using the verbal and/or written expressions of others in your own writing without citing the author, cheating on examinations, and submitting the same work for two different courses. **If you have questions about this, please ask BEFORE submitting your work.** Any instance of academic fraud will result in a “zero” on the assignment in question (no exceptions, no second chances). More serious measures, including reporting the fraud to the Dean of Students, may be taken in case of recurrence.

***Course policies:***

In addition, we will observe the following course/classroom policies:

* Arrive to class on time.
* Participate in different activities to achieve course objectives (e.g., author’s chair, writing prompts, smart box, etc.)
* Contribute to the class and classmates in order to develop a **community of learners.**
* **Respect and demonstrate tolerance toward classmates** and instructors when dealing with controversial topics (if applicable.)
* Comply with attendance policies mentioned above.
* Submit work on or before scheduled date. **Late work is not accepted.**
* **Meet the laboratory requirements.** This semester we will be using an online program called “Tell Me More” to fulfill the required 10 hours of language laboratory. The first week of class you will not have the laboratory. On the second week you must go at your assigned day and time to your classroom to receive an orientation. The website for Tell Me More is <http://www.tellmemorecampus.com>.
* Prevent disruptive behavior. Disruptive behavior impedes the progress of lecture or the learning of other students. It can also constitute the lack of respect towards the professor or other students and the failure to follow classroom guidelines and policies. If any student presents such behavior, necessary action will be taken.

**Advice from the instructor**: Please come to class each time. The three hours per week in this class are less than 2% of your time. This class will help you interact with the world around you and will provide you with necessary knowledge to succeed in your academic career. Make a schedule that has time for each class and follow it. Every course in your curriculum is important, and in due time you will notice how general courses can benefit your learning for concentration courses. Although you will not receive graduation credits for this course, it is important you understand the seriousness of passing it. Take every class seriously, but make it an enjoyable experience so at the end, you can be proud of what you have accomplished. Remember, for this and every course you will register, the course will be as good as you help make of it.

1. **Evaluation/Grade reporting** (May be subject to change.)

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| **Evaluation criteria** | **Percentage** | **Final Grade Curve** |
| **Exit Exam** | **50** | 90 – 10080 – 8970 – 7965 – 690 – 64 | ABCDF |
| **In-class work** | **Language Laboratory** | **10** |
| **Assignments (presentations, grammar homework, writing, daily work, etc.)** | **15** |
| **Examinations** | **10** |
| **\*Final portfolio** | **10** |
| **Participation** | **5** |
| **Total** | **100%** |

**\***The final **portfolio** will demonstrate that the student has mastered the material of the course. It will include evidence (in the form of assignments, tests, quizzes, etc.) that the student has met course goals (such as identifying parts of speech or using vocabulary items).

1. **Instructor responsibilities**

INGL0066 instructors will:

* **prepare for and teach** assigned sections in such a way that students cover the material of the course and have an opportunity to meet its stated objectives if they work as instructed;
* **hold** required number of office hours and make special arrangements where necessary and possible to meet with students who cannot meet during official office hours;
* **keep** attendance records for every class and report these records to the registrar’s office when requested;
* **treat** students respectfully and ensure that students do the same to each other and to the instructor.

**\*Syllabus is subject to change.**