

The University of Puerto Rico
College of Humanities
English Department
Rio Piedras Campus

Syllabus
INGL 3071 Conversational English
Spring 2004

Professor Mirerza González
Office: 8 Sótano PED

Office Hours: T-TH 1:00-2:20 pm

Class Meeting: T/TH 10 - 11:50 am SGG-209

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Course Description:

This course develops basic skills in reading, writing, listening and speaking English for everyday purposes. Designed for the intermediate student who has some familiarity with English, students will review the form, meaning and usage of basic structures in English and will transition to more complex structures and topics.

Course Objectives:

Throughout this course, you will ...

- * read course material and comprehend subject matter.
- * expand your range of vocabulary
- * use basic grammar and transition to more complex grammar and language use
- * demonstrate your mastery of vocabulary and grammar by interacting with the class and instructor in the classroom
- * understand spoken language and demonstrate comprehension through listening activities

Grading:

The following table describes the activities that are evaluated in this course. More specific descriptions follow.

Evaluated Outcome	Points
1. Exam #1	100
2. Writing Assignments – Lab (5 X 20pts.)	100
3. Lab attendance & class attendance	100
4. Exam #2	100
5. Final exam	100
Total	500

Grading Scale:

500-448=	447-398 =	397-349 =	348-299=	Below 298=
A	B	C	D	F

Students with special needs will be graded accordingly

The Importance of Deadlines: Please notice that in many of the assignments, you earn points for completing activities before the deadline. This is important because we all need to stay working at the same pace. At the beginning of the week, I will post a calendar to help you organize your time. Whenever possible, I allow students to complete late assignments, up to 5 days after the due date.

Class & LAB Attendance (100 pts):

1. As this is a course in which written and speaking skills in English are being developed, attendance to class is mandatory. Violation of this policy will seriously affect the student's academic standing in the course.
2. Whenever possible, notify your instructor of any absences in advance. Phoned messages for your instructor may be left at the instructor's voice or email.

Students Rights & Responsibilities

A. Special Accomodations (Law 51) : For students who are registered with the Rehabilitation Services Administration or students who are in need of special accommodations, please let me know on the first day of class. Possible arrangements dealing with assistive technology or equipment you may need should be coordinated through the Disability Services Office (OAPI) of the UPR-RRP, Dean of Students Affairs.

B. Grievances

Students with a grievance against another student in this class or students with a conflict with the instructor are referred to the grievance procedures outlined in the Student Handbook. It says, in part, "in academic matters such as a grade complaint, the student should first speak with his or her professor. The normal hierarchy then leads to the department chairperson, dean of the college, and provost." In Communication Studies the Basic Course Director may be consulted as well.

C. Cheating & Plagiarism

Students are reminded that cheating and plagiarism will not be tolerated. Even one incident of cheating or plagiarism is grounds for failing the course or more serious action by the university. Please study carefully the University policies on cheating and plagiarism that are detailed in the Student Handbook.

Below, you will find the class schedule and assignment due dates. This is SUPER important. Do NOT lose this syllabus!

CLASS SCHEDULE (due to changes)

<i>Date of Class</i>	<i>Class Topic</i>	<i>Assignment Due</i>	<i>Preparation</i>
Week #1 T-TH Jan. 20-22	Intro		
Week #2 T-TH Jan. 27-29	Syllabus, grading Lab + Useful questions		Vocabulary and assigned exercises
Week #3 T-TH Feb. 3- 5	Lab #1		Vocabulary and assigned exercises
Week #4 T-TH Feb. 10-12	Lab #2		Vocabulary and assigned exercises
Week #5 T-TH Feb. 17-19	Lab #3		Vocabulary and assigned exercises
Week #6 T-TH Feb. 24-26	Exam #1 (100 pts.) Lab #4		Vocabulary and assigned exercises
Week #7 T-TH Mar. 2- 4	Lab #5		Vocabulary and assigned exercises
Week #8 T-TH Mar. 9- 11	Lab #6		Vocabulary and assigned exercises

Week #9 T-TH Mar. 16-18	Lab #7		Vocabulary and assigned exercises
Week #10 T-TH Mar. 23-25	Lab #8		Vocabulary and assigned exercises
Week #11 T-TH M30- Ap1	Exam #2 Lab #9		
Week #12 April 5-10	NO CLASS	NO CLASS	NO CLASS
Week #13 April 13-15	Lab #10		Vocabulary and assigned exercises
Week #14 April 20-22	Lab #11		Vocabulary and assigned exercises
Week #15 April 27-29	Lab #12		Vocabulary and assigned exercises
Week #16 May 4-6	Lab #13		
Week #17 May 11	Final (100 pts.)		

Bibliography

Axtell, Roger E. (1995). *Do's and Taboos of Using English Around the World*. New York: John Wiley & Sons

Smith, H. Wendell. (1985). *Readable Writing*. Belmont, California: Wadsworth Publishing Company

Strunk, William, and E. B. White. (1972). *The Elements of Style*. New York: Macmillan Publishing Co., Inc.

Sullivan, Tony. 1979. *Grammar*. Cambridge: The National Extension College.