

UNIVERSITY OF CALIFORNIA, LOS ANGELES  
DEPARTMENT OF SPANISH AND PORTUGUESE  
PORTUGUESE 1, 2 AND 3, 11A and B  
COURSE SYLLABUS  
2018-2019

**Instructor:**

**Office:**

**Office Hours:**

**E-mail\*:**

**\*Note to students: Please allow your instructor 24 hours to respond to any e-mail or voice mail. The instructor reserves the right to not respond to messages during evening hours or during the weekend (Saturday and Sunday).**

**Video recording, audio recording and photographs:** Please do not record any part of the class session or take photographs of the instructor, other students, the projection screen or exams. No recording or photographs are allowed in class except for those specifically indicated as an approved accommodation from the Center of Accessible Education.

### **COURSE DESCRIPTION**

Portuguese 1, 2 and 3, 11A and 11B are introductory courses in Portuguese language and culture. The approach is proficiency-oriented, communicative and task-based in order to help you develop communicative competence in all four skill areas (listening, speaking, reading and writing) as well as cultural competence. Portuguese 1, 2 and 3, 11A and 11B are conducted completely **in Portuguese**.

Portuguese 11A and 11B are *accelerated courses* designed **only** for those students with proficiency in another romance language.

Portuguese 1-3, 11A and 11B are delivered in a blended format. You are required to attend face-to-face class meetings **three (3) hours** (Port 1-3) or **five (3) hours** (Port 11A-B) per week. An additional **two (2) hours** per week of work will be assigned, on-line, through MyPortugueseLab.\*

The two hours of on-line work are included in the required contact hours for the course. Failure to complete the preparation work and spend the 2 hours online will affect your grade and greatly affect your ability to achieve the learning outcomes in the course.

The on-line portion of the course is required and you **must** have access to a computer and the Internet in order to complete the on-line portion. There are several computer labs on campus that have the required hardware and software to complete all of the on-line work.

We recommend the CDH Learning Lab @Rolfe in Rolfe Hall 2118. Please follow the link for a current schedule of drop-in hours. <http://www.cdh.ucla.edu/labs/>

**\*Please note:**

Technical difficulties with personal computers and/or Internet access or the MyPortugueseLab program will not be accepted as excuses for not completing the on-line portion of the course by the deadline.

Technical difficulties with MyPortugueseLab are not the responsibility of the instructor. **Your instructor will not be able to offer you technical support for MyPortugueseLab.** Because the on-line portion is such an important part of the course, do not delay in setting up your MyPortugueseLab access and contact Pearson customer service immediately if you are having any problems. <http://247pearsoned.custhelp.com>.

## REQUIRED TEXTBOOKS

*Ponto de encontro*, Klobucka, et al. 2<sup>nd</sup> Edition, 2012

*Ponto de encontro*: My Portuguese Lab\*

\*NOTE: *Students must create a MyPortugueseLab account under their OWN name (on file with the UCLA Registrar). Students may not use an account under someone else's name in accordance with the UCLA Student Code of Conduct (specifically, p. 9).*

## TEXT MATERIAL COVERED

Portuguese **1**: *Lição preliminar* through Lesson 5

Portuguese **2**: Lessons 6 through 10

Portuguese **3**: Lessons 11 through 15

Portuguese **11A**: *Lição preliminar* through Lesson 8

Portuguese **11B**: Lessons 9 through 15

**\*Note** about materials and technology in the classroom: All students are required to purchase the student textbook for in-class use, as well as on-line access (through MyPortugueseLab) to complete the required assignments outside of class. Your instructor will provide you with an individual course code on the first day of class. The course code will enable you to enroll in the correct section of MyPortugueseLab.

Each individual instructor reserves the right to determine whether or not personal electronic devices may be used during class; this includes laptops, Ipads, tablets, cell phones and other electronic devices. Please check with your instructor to confirm his/her personal policy.

## CLASS DYNAMICS

Class time will be dedicated to communicative activities in Portuguese. You should come to class prepared to participate and to enthusiastically engage in a variety of activities in groups and pairs. You will be introduced to new language and cultural information through the on-line preparation activities. In class, your instructor will provide opportunities to listen, speak, read and write in Portuguese. Class time will not be devoted to lengthy grammar discussions or mechanical or repetitive grammar drills.

It is **your** responsibility to complete the preparation activities prior to class as well complete any other exercises assigned by your instructor in MyPortugueseLab and on the Moodle class page. If you need additional assistance with specific concepts you should see your instructor during office hours.

## WORKLOAD

**Please note:** Because this is a hybrid course, the preparation activities assigned in MyPortugueseLab are required contact hours, which are part of the hour/unit count for the course. Your instructor will also assign additional assignments and you are expected to study beyond the preparation assignments.

**Each class will require approximately two to three hours a day of careful and systematic preparation and studying.** Without sufficient time and solid study skills/habits, you will struggle to pass this class. You are strongly advised to evaluate your own situation carefully **before** deciding to stay in the class.

## EVALUATION AND ASSESSMENTS:

Preparation and Practice	15%
Participation	10%
Listening and Reading Exams (2)	20%
Written Exams (2)	30%
Oral Exams (2)	25%

### Preparation and Practice: MyPortugueseLab

You are required to complete all of the assigned tutorials and activities in MyPortugueseLab, as indicated by your instructor, by the due date. Not completing the assigned activities will greatly affect your ability to participate in the in-class activities. **No late MyPortugueseLab work will be accepted.**

### In-Class Participation

Active participation is essential to the successful completion of this course. You are expected to demonstrate your willingness to participate in pair and group activities in class. You must come to class prepared (having completed the assigned preparation activities). If you do not prepare before class and participate actively in class, it is **highly unlikely that you will acquire the necessary skills to pass the course.** Your instructor will evaluate your participation on a weekly basis. If you are not in class, you will not receive participation points for that class period.

For this reason, if you have other obligations that will require you to miss more classes, for example: internships, MCAT, LSAT, interviews, personal events such as weddings or, anniversaries, or you have planned surgery, travel or other activities that will require you to miss any class periods, **you should not enroll in this course**

### Exams: Listening, Reading and Writing

There will be **2** exams that will assess your listening, reading and writing skills. The exams will be delivered **on-line** through CCLE. You **must** have access to a computer and the Internet in order to complete the on-line exams. You will be monitored via *Respondus* software during your exam. There are several computer labs on campus that have the required hardware and software to complete the exams. Whether you complete the exams on campus or on a home computer, you **MUST** verify the functionality of hardware and software prior to beginning the exams.

**Please note: This is a hybrid course, and the ability to take on-line exams is a requirement.** The department will **not** be responsible for any exam problems that are due to your personal equipment or your internet connection. Plan to take the exams on a reliable computer, with a reliable internet connection. Once started, on-line exams will not be reset for any reason. Once the on-line window has closed, you will not be able to take the exams.\* No exceptions.

**There will be no make-up exams.\***

## Oral Exams

There will be 2 oral exams. You will be provided formative feedback on your daily oral performance throughout the quarter. You will also engage in communicative activities and situations in class on a daily basis. Your overall achievement in oral proficiency will be evaluated twice per quarter. The oral exams will consist of situational topics, very similar to those carried out in class, provided to you at the time of the exam. The oral exam must be completed in groups during the designated class periods or during your instructor's office hours. **There will be no make-up exams.\***

\*Personal obligations such as work, travel, internships, LSAT, MCAT, club sports, scheduled medical or dental procedures, etc. are not considered valid excuses for missing exams. If you have any time conflict because of your personal schedule, a make-up exam will **NOT** be scheduled. If you cannot take the exams on the date scheduled, you should **not** take this course this quarter.

**Please note:** If an exam is missed due to a **documented legal or medical emergency of your own**, you must present the appropriate documentation to your instructor **no later than 48 hours** after the absence. No documentation will be accepted after 48 hours.

**Please read carefully:** Personal obligations which may include, but are not limited to: travel study, conferences, participation in club sports, internships, training, employment, scheduled medical or dental appointments or procedures, MCAT, LSAT or other examinations, interviews, personal events such as family weddings, anniversaries or vacations, will **not** be considered as excused absences for participation, on-line exams or oral exams. If you miss an exam for **ANY** reason other than the documented emergencies mentioned above, you will receive "0" on that exam. There will be no exceptions to this policy. **Please check the course calendar carefully to make sure you do not have any conflicts. If you have unavoidable personal conflicts, you should not enroll in Portuguese 1-3, 11A or 11B this quarter.**

## COURSE GRADE

The final course grade will be based on a percentage system of the points accumulated during the quarter, according to the following scale:

100-98 = A+	86-83 = B	72-70 = C-	59-0 = F
97-94 = A	82-80 = B-	69-67 = D+	
93-90 = A-	79-77 = C+	66-63 = D	
89-87 = B+	76-73 = C	62-60 = D	

**Please note below the criteria for passing the course, there will be no exceptions.**

For P/NP grading (undergraduates), **P = C (73) or better.**

For S/U grading (graduate students), **S = B (83) or better.**

## ACADEMIC INTEGRITY

As a student and member of the University community, you are expected to demonstrate integrity in all of your academic endeavors. You are evaluated on your own merits. Be proud of your accomplishments and protect academic integrity at UCLA.

As specified by University policy, violations or attempted violations of academic dishonesty include, but are limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty (See *University of California Policies Applying to Campus Activities, Organizations, and Students, 102.01*).

Violations of the academic integrity policy are not acceptable and will not be tolerated. For more information, please visit: <http://www.deanofstudents.ucla.edu/students.html>

## **ACCOMMODATIONS**

### **Center for Accessible Education (CAE)**

The University provides services to students with disabilities and should any student require disability-related accommodations, they should contact the Center for Accessible Education at: [www.cae.ucla.edu](http://www.cae.ucla.edu)  
TDD 310-206-6083

Please note that your instructor will not discuss or offer any accommodations that have not been documented and recommended officially by the University.

## **TITLE IX**

Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 1st Floor Wooden Center West, [CAREadvocate@careprogram.ucla.edu](mailto:CAREadvocate@careprogram.ucla.edu), (310) 206-2465.

In addition, Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768.

You can also report sexual violence or sexual harassment directly to the University's Title IX Coordinator, 2241 Murphy Hall, [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu), (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.

Faculty and TAs are required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator should they become aware that you or any other student has experienced sexual violence or sexual harassment.

## **ISSUES AND CONCERNS**

You should ***always*** speak with your instructor directly with any issues or concerns about this course. If you have an issue that you are unable to resolve with your instructor, please contact the Director of the Language Program, Dr. Juliet Falce-Robinson at [jfalce@humnet.ucla.edu](mailto:jfalce@humnet.ucla.edu) or visit Dr. Falce-Robinson during office hours in Rolfe Hall 5317.