Course Information

Course Name: POR 102
Semester: SUMMER 2018
Mode: Fully Online

Instructor Information

Instructor: Jaqueline Ristau
Email: jristau@umassd.edu
Office Hours: By appointment; consultation via e-mail or BB-Collaborate

Class Schedule, Office Hours, E-Tutoring

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring</td>
<td>BB Collaborate Schedule your day and time every week</td>
<td>Office hours</td>
<td>BB Collaborate</td>
<td>Post ALL your comments (questions) on VT by today</td>
<td>Answer ALL the questions directed to you by today</td>
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<tr>
<td>Week ends</td>
<td>Week starts</td>
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Note: student can use the forum “I need help with...” during the semester to make a written question regarding the material or any other issue related to the course. The instructor or a classmate will answer the question.

Course Description

Course Description:
Welcome to Portuguese 102! The online Portuguese 102 follows the intensive course sequence 101-102 that has been designed to give you an ability to communicate actively in Portuguese in areas of most immediate relevance using all four language skills: listening, speaking, reading and writing. POR 102 will focus on basic oral expression and listening comprehension, with attention given as well to introductory notions of reading and writing in Portuguese and to the culture of Portuguese-speaking countries.

Course Credits: 3

Required Text:
Students will purchase the electronic version of the text, which provides access to both the textbook and the Student Activities Manual. Students can purchase access for one semester or for multiple semesters.
The product to be purchased is:

Choose one of the following versions:
* If you had already purchased the multi semester access in POR 101, you may continue using the same access.
* If you are only registering for POR 102 you may purchase your access on the link below:

1. MyPortugueseLab with Pearson eText -- Instant Access -- for Ponto de Encontro: Portuguese as a World Language (one semester access), 2nd Edition ISBN-9780205978533 (this is just the access card; the link at the Pearson site is this: http://www.mypearsonstore.com/bookstore/myportugueselab-with-pearson-etext-instant-access-for-0205784917)

*If Portuguese 102 is your first online course and you would like to continue on POR 201, you may also purchase the multi semester access:

To register at the Pearson website, go to http://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/, follow the steps for registration at MyLanguageLabs. You can choose in which Portuguese variant you want to work on MyPortugueseLab (Brazilian or European). To enroll, choose one:

**On-line POR 102 - SUMMER 2018 (European)**, use the ID: COURSE ID
**On-line POR 102 - SUMMER 2018 (Brazilian)**, use the ID: COURSE ID

For information on how to navigate the site, please visit the Student User Guide on the link below:
http://media.pearsoncmg.com/alt/pegasus/ml_shared_assets/student_guide/student_user_guide2_5.html

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**Course Objectives**

During this course, students will:

- Develop a vocabulary base to begin building language skills.
- Use acquired vocabulary and grammatical structures;
- Develop knowledge of the grammar structures associated with, but not limited to the following: identify family members, describe daily routine activities, talk about past events, discuss housing and domestic chores, talk about clothing and shopping, ask and answer questions about weather conditions.
- Listen to passages or conversations and discuss their content;
- Read simple, authentic texts and discuss their content;
- Write paragraphs and short compositions using acquired vocabulary and grammatical structures;
- Engage in and sustain simple online conversation with others (i.e. greetings, asking and answering short questions).

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**Communication Plan**

**Expectations for electronic communication**

Please use email *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum “Do you have a question?”.

I will communicate with class by both UMass e-mail and myCourses board message system. Please be sure to check e-mail regularly. Please note that I typically do not check my email after 6:00pm and do not respond emails during the
weekends, official university breaks, or holidays. With this in mind, the best time to contact me is Monday to Friday, between 7:00am and 6:00 pm. I will also check the discussion forums daily during the work week. I will post often during the first weeks of the course and then drop off in Activity while expecting participants to fill any void.

**Time Considerations**
Students should be prepared to spend a minimum of 6 hours a week on reading, watching videos and on course assignments. While you may feel that I’m displaying a lot of information to you on a weekly basis remember that in a traditional “live” course you would be coming to class for 5 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In our online course environment, my expectation is that you will be spending those 3 “class hours” on your own, working on the concepts that you would usually get in a live lecture. **Please be sure to budget your time accordingly!**

**Substantive participation should:**

- Use the target language to communicate, both written and orally.
- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer’s comments.
- Ask insightful questions.
- Challenge comments in class, including those of the facilitator.
- Answer other people’s questions.
- Exemplify the point with real-life events, when possible.
- Make comments that are relevant to the course content and objectives.

**Things to keep in mind as you write discussion posts and communicate with other students:**

In f2f learning you would be interacting with other students in your class. Maintaining a degree of interaction is important to the learning process. In this online course, you are encouraged to take advantage of opportunities designed to promote online interactive communication. You will do this through:

- Share an experience that is related to the discussion. Comment on other participants’ experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course.
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed.
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week’s reading.
- Discuss a work issue that is related to the course or discussion and ask for feedback.
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life.
- Share resources such as Web links, books, etc. that you have used to answer other participants’ questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page).

**Methods of Instruction**

**Evaluation and Grading Breakdown:**

<table>
<thead>
<tr>
<th>Active Participation/Quizlet</th>
<th>15%</th>
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</thead>
<tbody>
<tr>
<td>Oral activities (VT/BB Collaborate/Tutoring)</td>
<td>20%</td>
</tr>
<tr>
<td>Average of 4 quizzes</td>
<td>20%</td>
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</tbody>
</table>
### MyPortugueseLab activities | 15%
---|---
Compositions and all written assignments | 15%
Presentation | 10%
Final Oral Activity | 5%

### Grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97.5-100</td>
</tr>
<tr>
<td>A</td>
<td>92.5-97.4</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-92.4</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89.9</td>
</tr>
<tr>
<td>B</td>
<td>82.5-87.4</td>
</tr>
<tr>
<td>B-</td>
<td>80.0-82.4</td>
</tr>
<tr>
<td>C+</td>
<td>77.5-79.9</td>
</tr>
<tr>
<td>C</td>
<td>72.5-77.4</td>
</tr>
<tr>
<td>C-</td>
<td>70.0-72.4</td>
</tr>
<tr>
<td>D+</td>
<td>67.5-69.9</td>
</tr>
<tr>
<td>D</td>
<td>62.5-67.4</td>
</tr>
<tr>
<td>D-</td>
<td>60.0-62.4</td>
</tr>
<tr>
<td>F</td>
<td>0-59.9</td>
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</table>

### Late Assignments:

Students must submit assignments and discussion board postings during the time frame indicated in the assignment rubric. All oral activities will not be accepted for credit after the deadline. All other late assignments can be submitted up to 3 days after the due date with a deduction of 10% per day that they are late. No exceptions. After 3 days no late written assignments will be accepted. All test dates are noted on the syllabus. Make-up exams will be given only in cases of documented emergency.

### Expectations

**Complete Assignments**

All assignments for this course will be submitted electronically through myCourses or MyPortugueseLab (Pearson) unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances (check late assignments’ policy).

**Active Participation**

All discussion assignments must be completed by the assignment due date and time. Students are expected to participate in ALL online activities as listed on the course calendar. Late or missing discussion assignments will affect the student’s grade.

Participation is essential to your success in this class. In distance education courses, you are required to participate just as if you were in a face-to-face course. In order to get full credit for participation you are expected to:
- complete all quizlet activities by the due date.
- Participate in all oral activities by providing full answers and replying to questions or commentaries addressed at you by the due date.
- Communicate with your BB-Collaborate partner to schedule your meetings and shows up prepared (having read the content necessary, with an idea of what the activity is about); tries to incorporate Portuguese as much as possible in the conversation, is helpful towards the partner.
- Schedule your Tutoring sessions by each Saturday
- Submit tests at the due date,
- Submit MyPortugueseLab activities on its due dates.
- Reply e-mails that are addressed at you
- Log in the MyCourses Plataform every week.

### Oral activities
Learning to **speak** in the target language is a vital skill, which will only be developed with practice. The more the student interacts and practices speaking, the higher will be his/her ability to use the language orally. In this course, students will have many opportunities to practice and develop their oral skills. The tools mostly used in this course will be: *Voice Thread* ([http://instructionaldev.umassd.edu/mycoursesstudents/](http://instructionaldev.umassd.edu/mycoursesstudents/)), *Blackboard Collaborate* ([http://instructionaldev.umassd.edu/mycoursesstudents/](http://instructionaldev.umassd.edu/mycoursesstudents/)), and *MyPortugueseLab* ([https://www.pearsonmylabandmastering.com/northamerica/my languagelabs/](https://www.pearsonmylabandmastering.com/northamerica/my languagelabs/)).

Students are expected to ask/answer questions, share their opinions, present their projects, and do other activities that involve interactions. Some activities will require working with a partner or in groups.

**Tests**

There will be four tests in Online Portuguese 102. There will be one test at the end of each lesson (includes Lição 4, Lição 5, Lição 6, and Lição 7). All tests will include **listening, reading, writing, grammar and vocabulary skills**. All tests dates are noted in the syllabus. Make-up exams will be given **only in cases of documented emergency**.

**Compositions**

Students will write two compositions during the course. Composition topics will be given when the compositions are assigned. A first version will be submitted, graded by the instructor, and resubmitted to students, who will then write a second (and final) version based on comments provided. Due dates are indicated in the syllabus.

**Presentation**

Each student (or group) will be responsible for presenting one topic of their choice to the class (using the recording tools provided in myCourses). Topics must be discussed with the instructor in advance, and must be related to the Portuguese-speaking world. Presentations will be short (5-10 minutes) and will be delivered in Portuguese. Presentations can include visual aids, interviews or any other material that may be helpful. Students will be evaluated on research, organization, and language use. A separate rubric will be distributed. **Presentations will be posted on week 4** and shared with the class. The rest of the class will ask questions that will be answered by the presenter using VoiceThread. Answers will also be recorded.

**MyPortugueseLab activities**

Students will complete activities from Lição 4 to Lição 7 in MyPortugueseLab (Pearson). Students can choose to work with Brazilian or European Portuguese. Assignments will be posted on myCourses throughout the semester. Late homework will not be accepted. Note: Homework assignments are to be completed individually unless otherwise noted. Failure to observe this policy may result in a grade of zero (0) for the assignment. Instructions on how to access MyPortugueseLab are available on the course website (myCourses).

**Tutoring Session**

Students will meet with a tutor once a week for 30 minutes as part of their oral assignments. Student will have one task to be completed with the tutor (5 to 10 min.) The remaining of the time will be used for any question that students may have, with oral/written assignments, or just to practice speaking Portuguese. Weekly meeting will be schedule according to students and tutor availability. Tutor will contact class with his available days and time.

**IMPORTANT**

**Building Rapport:** If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure to let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective learner. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

**Incomplete Policy**

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that **at least 70% of the course must be already completed** and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state
your reasons for the incomplete in writing. We will then decide on a course of action.

**Course Conduct**

UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face, off campus, blended, and online courses. Please see the Office of Diversity, Equity & Inclusion brochure for information at [http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/](http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/).

**Student Academic Integrity Policy**

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.

Academic dishonesty is defined as attempting to obtain academic credit for work that is not one’s own. Examples include:

1. copying another student’s answers on an examination;
2. obtaining, or attempting to obtain, the answers to an examination in advance;
3. submitting a paper that was written by someone else;
4. submitting a paper that includes phrases, sentences and paragraphs that were copied verbatim, or almost verbatim, from a work written by someone else, without making this clear without indicating that these words were someone else’s through the use of quotation marks or other appropriate citation conventions;
5. collaborating on a homework assignment when this has been expressly forbidden by the professor;
6. using unauthorized materials in completing assignments or examinations;
7. submitting the same paper for more than one class without the express permission of the instructors involved.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

* This list of examples should not be considered exhaustive. Please see the university’s academic integrity policy in the Student Handbook:
In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the Center for Access and Success. The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Liberal Arts, Room 016; phone: 508.999.8711.

Center for Access and Success

Resources for UMass Dartmouth Students

Tutoring

Contact our tutor Catherine A McGuiness emeguiness@umassd.edu or Prof. Sandra Rivera srivera@umassd.edu Language Lab Director

Foreign Literature & Languages
Liberal Arts 207 / 508-999-8333 /508-910-6646

Technical Help

Technical support for myCourses is available 24/7:

Students can email myCoursesHelp@umassd.edu or call the Student Help desk at 508-999-8505 during normal business hours. (Mon-Fri 9:00 a.m.-5:00 p.m. EST)

During off-hours, weekends, and holidays, technical assistance is available for students at http://umd.echelp.org/

Information and instructions on myCourses and its tools are available on the Instructional Development website: http://instructionaldev.umassd.edu/mycoursesstudents/. For help navigating myCourses (submitting an assignment, sending a course message, etc.), click on MYCOURSES and then scroll to Help for Students. For help with tools such as Voice Thread, click on Instructional Tech on the left and find the tool you need.

Support information for all other UMass Dartmouth technologies can be found here: http://www.umassd.edu/extension/technicalresources/

NOTE:
Students are responsible for the content of this syllabus. Please keep it for your reference.
<table>
<thead>
<tr>
<th>Week/Date Beginning</th>
<th>Unit of Instruction Topic</th>
<th>Responsibilities subject to change - check weekly in MyCourses</th>
</tr>
</thead>
</table>
| **Week 1** (07/17-23) | **Lição Preliminar:**  
- Introductions  
- Greetings  
- Identifying and describing people  
- Location of people and objects  
- Classroom objects  
- Telling time  
- Classroom expressions | 1. Reading/listening: MyPortugueseLab (virtual textbook)  
2. Grammar practice: MyPortugueseLab  
3. Speaking/listening practice: Voice Thread  
4. Practicing speaking in pairs: Tutoring session  
5. Writing practice: Composition 1/1/ written assignments  
6. Playing: Quizlet |
| **Quiz 1** | |
| **Week 2** (07/24-30) | **Lição 1:**  
- Talking about people  
- Talking about academic lives and daily occurrences  
- Specifying gender and number  
- Combining words  
- Expressing location and states of being  
- Asking and answering questions | 1. Reading/listening: MyPortugueseLab (virtual textbook)  
2. Grammar practice: MyPortugueseLab  
3. Speaking/listening practice: Voice Thread  
4. Practicing speaking in pairs: Tutoring session  
5. Writing practice: Composition 1/2/ written assignments  
6. Playing: Quizlet |
| **Quiz 2** | |
| **Week 3** (07/31-08/06) | **Lição 2:**  
- Identifying and describing  
- Expressing inherent qualities and changeable conditions  
- Expressing ownership  
- Talking about daily life | 1. Reading/listening: MyPortugueseLab (virtual textbook)  
2. Grammar practice: MyPortugueseLab  
3. Speaking/listening practice: Voice Thread  
4. Practicing speaking in pairs: Tutoring session  
5. Writing practice: Composition 2/1/ written assignments  
6. Playing: Quizlet |
| **Quiz 3** | |
| **Week 4** (08/07-13) | **Lição 3:**  
- Expressing movement  
- Expressing future actions  
- Expressing age, possession, and obligation  
- Talking about quantity | 1. Reading/listening: MyPortugueseLab (virtual textbook)  
2. Grammar practice: MyPortugueseLab  
3. Speaking/listening practice: Voice Thread  
4. Practicing speaking in pairs: Tutoring session  
5. Writing practice: Composition 2/2/ written assignments  
6. Playing: Quizlet |
| **PRESENTATION due** | |
| **Quiz 4** | |
| Week 5  
  (08/14- 15) | **LAST WEEK (2 days)** | VT - Questions/answers regarding PRESENTATION  
VT – Final Oral Activity |
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<tbody>
<tr>
<td></td>
<td>• Final Oral Activity</td>
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</tr>
<tr>
<td></td>
<td>• Discussion on Presentation</td>
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</tbody>
</table>