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 the weekend (Saturday and Sunday).

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 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.
Only in the event that the Pearson 24/7 customer service cannot resolve your issue, please contact the Director of the Language Program jfalce@humnet.ucla.edu.

REQUIRED TEXTBOOKS


*Ponto de encontro*: My Portuguese Lab

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, I pads, 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

Each class will require approximately two to three hours a day of careful and systematic studying. Without sufficient time and solid studying 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 CRITERIA

Student Performance 25%
Quizzes 15%
Midterm Exams (2) 30%
Oral Exams 20%
Final Exam 10%

Student Performance
Active preparation and participation are 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.

For this reason, if you have other obligations that will require you to miss more than three (3) 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 more than 3 class periods, you should not enroll in this course.

MyPortugueseLab (15%).
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.

Oral and Written Expression (10%)
Proficiency in speaking and writing are important objectives of the course. For that reason, you will be provided many opportunities to acquire the necessary skills to speak and write in a variety of contexts and situations. You will be assigned role plays, skits, oral presentations as well many different formats for writing in class. The speaking and writing skills that you acquire through these activities will be evaluated two times per quarter with oral and written exams. It is important that you attend daily and complete these activities in order to be prepared to pass the exams. No late speaking or writing activities will be accepted.

Speaking and writing activities will be carried out daily in class.

Quizzes
There will be a minimum of six and maximum of ten (unannounced) quizzes throughout the quarter. The quizzes will cover the assigned material and may be written or oral. The lowest quiz grade will be dropped. There will be no make-up quizzes.*

*If a quiz is missed due to a documented legal or medical emergency of your own, the next quiz will count double. 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.

Midterm Exams
There will be 2 midterm exams. The exams will include listening comprehension, reading comprehension, written expression and culture. There will be no make-up exams.*
*Personal obligations such as work, travel, scheduled medical or dental procedures, etc. are not considered valid excuses for missing a midterm exam. If you have any time conflict because of your personal schedule, a make-up exam will NOT be scheduled. If you cannot take a midterm exam on the date scheduled, you should not take this course this quarter.

If a midterm 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. Permission to make-up the midterm exam is given solely at the discretion of the Director of the Language Program.

**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 exam 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. **There will be no make-up oral exams.**

**Final Written Exam**
The final exam will be comprehensive and will include listening comprehension, reading comprehension, grammar, vocabulary and culture. The final exam will be on-line and delivered through the MyPortugueseLab program. Your instructor will provided specific instructions at the appropriate time during the quarter.

**Please read carefully:** Personal obligations which may include, but are not limited to: travel study, conferences, internships, training, employment, scheduled medical or dental appointments or procedures, participation in club sports, MCAT, LSAT or other examinations, interviews, personal events such as family weddings, anniversaries or vacations, will not be considered as excused absences for quizzes, midterm exams, oral exams or the final exam. If you miss a quiz or an exam for **ANY** reason other than the documented emergencies mentioned above, you will received “0” on that exam or quiz. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
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<tr>
<td>A</td>
<td>97-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
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<tr>
<td>B+</td>
<td>89-87</td>
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<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
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<tr>
<td>C+</td>
<td>79-77</td>
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<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
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<tr>
<td>D+</td>
<td>69-67</td>
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<tr>
<td>D</td>
<td>66-63</td>
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<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
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</tbody>
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**IMPORTANT: Please note** - The following is the criteria for a passing grade, **there are 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
Any student with a documented visible or non-visible disability should see the Office of Students with Disabilities as soon as possible to arrange for the appropriate accommodations. For more information, please visit: http://www.osd.ucla.edu/Index.htm

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

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 or visit Dr. Falce-Robinson during office hours in Rolfe Hall 4333.

For information about the language program, Advanced Placement credit, proper placement in a class, and other frequently asked questions please visit:
http://www.humnet.ucla.edu/spanport/programs/lclang.html