

## Term Information

Effective Term Spring 2019  
[Previous Value](#) Summer 2012

## Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

ONLINE teaching mode

What is the rationale for the proposed change(s)?

Add ONLINE teaching mode

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

n/a

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

## General Information

Course Bulletin Listing/Subject Area	Portuguese
Fiscal Unit/Academic Org	Spanish & Portuguese - D0596
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	1102.01
Course Title	Portuguese II
Transcript Abbreviation	Portuguese 2
Course Description	Development of listening, reading, speaking, and writing skills in cultural contexts. Both classroom-based and 100% online sections available each semester. Not open to native speakers of this language through regular course enrollment or EM credit.
<a href="#">Previous Value</a>	<i>Further development of listening, reading, speaking, and writing skills in cultural contexts. Not open to native speakers of this language through regular course enrollment or EM credit.</i>
Semester Credit Hours/Units	Fixed: 4

## Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
<a href="#">Previous Value</a>	No
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	Yes
Exam Type	Advanced Placement Program, College Level Examination Prog, Departmental Exams, International Baccalaureate, EM Tests via Office of Testing
Admission Condition Course	Yes

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Admission Condition	Foreign Language - Level
Off Campus	Never
Campus of Offering	Columbus

## Prerequisites and Exclusions

Prerequisites/Corequisites	Prereq: Portuguese 1101.01 or 1101.51
<a href="#">Previous Value</a>	<a href="#">Prereq: Portugese 1101.01 (Portgse 101.01) or 1101.51 (101.51).</a>
Exclusions	Not open to students with credit for Portuguese 1102.51 or 5501
<a href="#">Previous Value</a>	Not open to students with credit for Portugese 1102.51 (Portgse 102.51), 102.01, or 501.
Electronically Enforced	Yes
<a href="#">Previous Value</a>	<b>No</b>

## Cross-Listings

Cross-Listings

## Subject/CIP Code

Subject/CIP Code	16.0904
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior

## Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors  
General Education course:  
Foreign Language

## Course Details

<b>Course goals or learning objectives/outcomes</b>	<ul style="list-style-type: none"><li>• Foreign Language coursework develops students' skills in communication across ethnic, cultural, ideological, and national boundaries, and helps students develop an understanding of other cultures and patterns of thought</li><li>• Demonstrate basic communicative skills (e.g., speaking, listening, reading, and/or writing) in a language other than their native language</li><li>• Learn about the cultural contexts and manifestations of the peoples who speak the language that they are studying</li><li>• Recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own</li><li>• Demonstrate increased understanding of how language works</li><li>• Demonstrate increased understanding of their own culture</li></ul>
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**COURSE CHANGE REQUEST**  
1102.01 - Status: PENDING

Last Updated: Heysel,Garett Robert  
10/22/2018

**Content Topic List**

- Portuguese language skills
- Listen to and view authentic media
- Read authentic texts
- Sustain simple conversations about selected topics
- Vocabulary and grammar
- Cultural elements of the Portuguese-speaking world
- Internet and media of the Portuguese-speaking world

**Sought Concurrence**

No

**Attachments**

- ASC Technical Feasibility Review-PORT 1102.01 ONL-Silveira.pdf: ASC Technical Feasibility  
*(Other Supporting Documentation. Owner: Sanabria,Rachel A.)*
- PORT 1102.01 ONL\_SYLLABUS\_AU18\_v5.docx: ONLINE Syllabus  
*(Syllabus. Owner: Sanabria,Rachel A.)*
- PORT 1102.01\_Syllabus\_SP18\_vfinal (1)[1].docx: F2F SYLLABUS  
*(Syllabus. Owner: Sanabria,Rachel A.)*

**Comments**

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Sanabria,Rachel A.	10/22/2018 11:17 AM	Submitted for Approval
Approved	Podalsky,Laura	10/22/2018 05:10 PM	Unit Approval
Approved	Heysel,Garett Robert	10/22/2018 08:33 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Oldroyd,Shelby Quinn Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	10/22/2018 08:33 PM	ASCCAO Approval



**THE OHIO STATE  
UNIVERSITY**

**PORT 1102.01**  
**Portuguese II (Online Lecture, 4 Credit Hours)**  
**Course Description, Policies, Grading Procedures, and Syllabus**  
*Autumn 2018*

**Course Contact Information**

**Instructor:** X  
 E-mail: <XXXX.XX@osu.edu>  
 Office: XXX Hagerty Hall | Office Phone: (614) 292-XXXX  
 Office Hour(s): XXXX, or by appt.  
 Dept. Tutoring Hour(s): See <https://sppo.osu.edu/undergraduate/tlc>

**Spanish & Portuguese Language Program Administration**

<b>Language Program Director:</b> Dr. Holly Nibert E-mail: <a href="mailto:nibert.3@osu.edu">nibert.3@osu.edu</a> Office: 240 Hagerty Hall; Phone: (614) 292-7125 Office Hours: TR 2:30-5:30PM, or by appt.	<b>Asst. Language Program Director:</b> Megan Lobert, M.Ed. E-mail: <a href="mailto:lobert.3@osu.edu">lobert.3@osu.edu</a> Office Hours: Available by email only
<b>Asst. Language Program Dir.:</b> Dr. Richard Henricksen E-mail: <a href="mailto:henricksen.6@osu.edu">henricksen.6@osu.edu</a> Office: 277 Hagerty Hall; Phone: (614) 688-1482	<b>Acting Asst. Language Program Dir.:</b> Kristin Hawkins, M.A. E-mail: <a href="mailto:hawkins.323@osu.edu">hawkins.323@osu.edu</a> Office: 265 Hagerty Hall

**Tech Support**

- Carmen and non-MyLab (ML) technology issues, questions, or requests:**
  - Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
  - Phone:** 614-688-HELP (4357); **TDD:** 614-688-8743
  - Email:** [8help@osu.edu](mailto:8help@osu.edu)
- MyLab technology issues, questions, or requests:**
  - Self-Service and Chat support:** <https://support.pearson.com/getsupport/s/>
- TalkAbroad technology issues, questions, or requests:**
  - Self-Service and Chat support:** <https://talkabroad.com>
- Proctorio issues, questions or requests:**
  - Email:** [support@proctorio.com](mailto:support@proctorio.com)

**A. COURSE DESCRIPTION AND OBJECTIVES**

**1. Overview**

Portuguese 1102.01 is the continuation of Portuguese 1101.01. Portuguese 1102.01 presupposes basic knowledge of the Portuguese language and the cultures that speak it, including their perspectives, practices, and products. The course employs a multifaceted, communicative approach to adult second language acquisition that foment the continued development of the four skills of listening, speaking, reading, and writing. By the semester's end, students will be able to comprehend, speak, read, and write the language at a beyond-basic level by using augmented vocabulary and grammar to carry out essential communicative functions in context and in culturally appropriate ways. These goals are best achieved through meaningful and consistent application of Portuguese as the primary language of communication in the virtual classroom. In addition, active participation on a weekly basis is critical for successful second language acquisition (i.e., *in order to acquire Portuguese, you must be engaged intensively in its use!*). As a fully-online, self-directed language course, effective time management and self-discipline are critical to student success. It is recommended that students engage with the material on a daily basis (versus attempting to complete all the assignments at once).

**2. OSU General Education (GE) Foreign Language Courses: Goals and Expected Learning Outcomes (ELOs)**

Foreign language coursework develops a learner’s communication skills across ethnic, cultural, ideological, and national boundaries, and helps students develop a better understanding of other cultures and patterns of thought, as well as their own language and culture. For all Portuguese courses (1101.01 through 1103.01), the target language (Portuguese) is the primary language of instruction.

The Expected Learning Outcomes (ELOs) for GE Foreign Language courses at OSU include the following:

1. Students demonstrate basic communicative skills (e.g., listening, speaking, reading, and writing) in a language other than their native language.
2. Students learn about the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own.

In PORT 1102.01, these ELOs are manifested in the following concrete ways. Students will...

- Develop a vocabulary base relevant to immediate scenarios, including family members, routine activities, housing and household items, domestic chores, schedules, describing skills, clothing and shopping, sports and leisure activities, sporting events and weather conditions.
- Develop a working knowledge of grammatical structures, including present tense of stem-changing verbs, adverbs, using *Faz/Há* with expression of time, preterit tense of regular and irregular verbs, the preterit and the imperfect, present progressive, demonstrative adjectives and pronouns, reflexive verbs and pronouns, direct and indirect object nouns and pronouns, tag questions,
- Use vocabulary and grammar to carry out various communicative functions, such as identifying and comparing family members, describing routine activities, expressing preferences and feelings, discussing housing and household items, domestic chores, asking about and discussing schedules, expressing familiarity and describing skills, talking about past and ongoing events, talking about clothes, discussing consumer goods and markets, expressing opinions.
- Listen to and understand simple passages and conversations in context.
- Read and understand simple, authentic texts.
- Write comprehensible paragraphs that express basic ideas about the scenarios studied.
- Speak at a comprehensible level to engage in interpersonal conversations and express basic ideas about the scenarios studied.
- Demonstrate an understanding of the perspectives, practices, and products (ACTFL’s 3 P’s) of various Portuguese-speaking cultures.
- Demonstrate knowledge of the geography of the Portuguese-speaking world.
- Use technology and expand digital literacy to explore and reinforce cultural and linguistic concepts.

## B. COURSE MATERIALS

### B.1. Required materials

REQUIRED TEXTBOOK & ONLINE SUBSCRIPTIONS
<b>1. PEARON’S MYLAB STUDENT ACCESS CODE FOR <i>PONTO DE ENCONTRO</i>, 2<sup>nd</sup> ed.</b>
Pearson’s <b>MyLab Student Access Code</b> for <i>Ponto de Encontro: Portuguese as a World Language</i> (2nd ed.), 2013, by de Jouët-Pastré, et al., sold in the OSU bookstore package or directly online at <a href="https://www.myportugueselab.com">https://www.myportugueselab.com</a> . <b>a.</b> The <b>MyLab Course ID</b> for this specific class section, provided by your instructor: <b>XXXXXXXX</b>
<b>2. TALKABROAD</b>
Two (2) thirty-minute conversations purchased through <b>TalkAbroad</b> <a href="https://www.talkabroad.com">https://www.talkabroad.com</a> . You will need to create a free TalkAbroad account and purchase two (2) conversations at the cost of \$15 per conversation (2 conversations x \$15 each= \$30 total). [ATENÇÃO! If you are taking two semesters or more of Portuguese language courses at OSU (i.e., PORT 1101-1103), you may want to purchase at least the five (5) minimum sessions required to receive the discounted price of \$10.00 per conversation (5 sessions x \$10.00 = \$50), since there will be two (2) required TalkAbroad assignments per course level beyond PORT 1102; any unused sessions purchased will remain available indefinitely.] <b>a.</b> The TalkAbroad Section Code for this specific class section, provided by your instructor: <b>Niber2017-XXXXXX</b>

**NOTE ON REQUIRED MATERIALS:** You may purchase the MyLab Student Access Code (item 1) at the OSU bookstore or directly online. Access includes a digital eText and more. As an independent consumer, you are free to purchase your course materials in the place and manner of your choosing. However, you must have items 1 and 2 above. Explore your options carefully before buying. [NOTE: These materials will carry over beyond Autumn 2018 for PORT 1101.01 (Chapters LP-3), 1102.01 (Chapters 4-7), and 1103.01 (Chapters 8-11). *Be sure to take into consideration the life of your MyLab Student Access Code when planning your course sequence.*]

## B.2. Required equipment

REQUIRED HARDWARE
<b>1. COMPUTER</b>
Current Mac (OS X 10.6+) or PC (Windows 7+)*; <i>Mobile Devices</i> (optional): iPhone/iPad (iOS 7+) or Android (4.2+)
<b>2. INTERNET</b>
High-speed internet connection
<b>3. WEBCAM</b>
Built-in or external webcam, fully installed
<b>4. MICROPHONE</b>
Built-in laptop or tablet mic or external microphone

REQUIRED SOFTWARE
<b>1. BROWSER</b>
Google Chrome

## B.3. Optional course materials & equipment

- **Print textbook** *Ponto de Encontro: Portuguese as a World Language* (2nd ed.), 2013, by de Jouët-Pastré, et al.
- **Canvas mobile app** available in Apple App Store & Google Play
- Portuguese-English/English-Portuguese **Dictionary** (Larousse and Langenscheidt are good options. There is also a free digital dictionary within MyLab.)
- Access to the free **Companion Website** at <[www.pearsonhighered.com/ponto/](http://www.pearsonhighered.com/ponto/)>

## C. COURSE POLICIES

### 1. Course Prerequisite

Portuguese 1102.01 is a course designed for students who have successfully completed Portuguese 1101.01, or for students who have placed into the level via the Portuguese placement test. Portuguese 1102.01 is **not** open to native speakers of Portuguese or to students who have OSU EM (Examination Mark) test credit or transfer credit for 1102.01.

### 2. Course Sequence

Portuguese 1102.01 is the second course in a three-course sequence (1101.01, 1102.01, 1103.01) that fulfills the foreign language requirement of the College of Arts and Sciences. Students enrolled in Portuguese 1102.01 are eligible to enroll in Portuguese 1103.01 after successfully completing this course.

### 3. Academic Misconduct

**“It is the responsibility of the Committee on Academic Misconduct (COAM) to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term ‘academic misconduct’ includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. If your instructor suspects academic misconduct, they are obligated by University Rules to report any suspicions to COAM (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at <https://studentlife.osu.edu/resources/>.”**

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution, or subvert the educational process. Such instances include, but are not limited to: cheating on assignments or exams, collusion, falsification of excuses, submitting work from a previous semester without explicit permission of the current

instructor, violation of course rules contained in the syllabus or provided in class, or plagiarism. Plagiarism is the representation of another's works or ideas as one's own: it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. *Using online or electronic translators is a form of plagiarism when used to form phrases longer than a few words.* Plagiarism via the Internet is not only dishonest; it is also likely to be caught. Formal writing assignments, if they are clear and course-specific, do not match well content available on the Internet, and search engines make the detection of plagiarism as easy as plagiarism itself. For a written piece or oral report, for example, aim to use the vocabulary, grammatical structures, and strategies that you have learned in this course. Paraphrase information; do not "cut and paste" entire paragraphs from the Internet. For more on university policies concerning plagiarism, including information on the formal hearing process by the Committee on Academic Misconduct, visit the COAM FAQ page.

#### **4. Student Life Disability Services (SLDS)**

"Students with disabilities that have been certified by the Office of Student Life Disability Services (SLDS) will be appropriately accommodated and should inform the instructor as soon as possible of their needs." The Office of SLDS is located in 098 Baker Hall, 113 W. 12<sup>th</sup> Ave.; telephone 614-292-3307, TDD 614-292-0901; <http://slds.osu.edu/>.

This online course requires use of a variety of technology such as Carmen (Ohio State's learning management system) and other online communication and multimedia tools (e.g., streaming audio and video, synchronous and asynchronous course tools, etc.). If you need additional services to use any of these technologies, please request accommodations with your instructor immediately.

#### **5. Instructor Feedback & Response Time**

##### **5.a. E-mail**

You may expect a reply to email within **24-48 hours** during normal business days (i.e., Monday-Friday). For example, an email sent at 3:00 PM on Friday should receive a response by 3:00 PM the following Tuesday. For a quicker response, utilize the course *eClassroom* located within Carmen ([carmen.osu.edu](http://carmen.osu.edu) > PORT 1102.01 > modules > eClassroom) or contact a classmate directly. All correspondence should be professional and respectful in nature.

##### **5.b. Grading & Feedback**

For instructor-graded assignments (e.g., TalkAbroad reflections, formal writing assignments, etc.), feedback should be provided within **7 business days**. If you wish to further discuss any aspect of an assignment, please do not hesitate to contact your instructor with additional questions, comments, or concerns.

#### **6. Student Participation Requirements**

##### **6.a. Logging in**

Although the course assignments will require logging in to Carmen and/or MyLab multiple times per week, be sure you are consulting the course page in Carmen *at least once per week*; this includes weeks with holidays or weeks with minimal online course activity. If you have a situation that may cause you to miss an entire week of class, discuss it with your instructor *as soon as possible*.

##### **6.b. Participating in the course eClassroom**

The *eClassroom* within the *Discussion* tab in Carmen serves as a virtual space in which you can connect with both your instructor and classmates. It also represents a Q & A platform for all course-relevant questions and comments (e.g., *Não respondi bem à segunda questão do ML 11-46. Por que o subjuntivo é usado?; Quando a versão final da composição é entregue?*, etc.)

##### **6.c. Participating in group/partner activities**

In addition to the *eClassroom* (mentioned in 8b above), you will also communicate regularly with classmates via Carmen Conferences and periodically with a conversation partner abroad via <https://www.alkabroad.com>. Your participation in partner/group activities is crucial; don't let classmates down by falling behind on these commitments!

Please note that all group/partner assignments are synchronous activities and require pre-planning with your partner(s) to establish a mutually convenient time to connect online. Once the activity is complete, each student will be evaluated based off his/her individual contribution (i.e., your grade cannot be affected by teammates' participation and/or



performance.) Each partner/group activity will be evaluated on a credit/no-credit basis. [NOTE: 100%= complete and well done; 0% = partially complete or not well done or missing (i.e., not completed).] See Section G for further details.

## 7. Online Discussion & Communication Guidelines & Recommendations

### 7.a. Writing style

While there is no need to participate in class activities as if you were writing a formal academic paper, you should remember to *write using good grammar, spelling and punctuation*. Informal writing (including an occasional emoticon) is fine for non-academic topics. All forms of communication (i.e., written, spoken, etc.) should avoid the use of vulgar, sexually suggestive, or otherwise inappropriate content. Failure to act in accordance with this policy may result in dismissal from the course.

### 7.b. Tone & Civility

It is important to recognize the role we each play in maintaining a supportive online-learning community. Remember that certain informal styles (e.g., sarcasm, irony, etc.), which rely heavily on vocal inflections and/or nonverbal cues to accurately convey the intent, do not always directly transfer in online discourse. In order to cultivate and sustain a safe learning environment in which we can communicate freely, and be free to amicably disagree, it is crucial to be cognizant of our tone while participating in the online community.

## D. COURSE TECHNOLOGY

### 1. Basic technical skills required

- Basic computer & web-browsing skills
- Navigating Carmen (Ohio State's learning management system, or LMS)
- Accent marks: Use keyboard codes to insert accents in Portuguese

### 2. Basic technology skills required for the online PORT 1102.01 course

- **Audio-Video Tools:** The course requires a basic understanding of specific audio & video tools (e.g., Carmen Conferences, TalkAbroad, etc.) in order to communicate in the online classroom and complete required course assignments.
- **MyLab (ML):** A student must be able to acquire the ability to access and navigate course materials located in MyLab (available at <https://mylabs.px.pearsoned.com/Pegasus/frmLogin.aspx?s=3>).

### 3. Accessibility Policy

For information regarding the Accessibility Policy for Pearson's MyLab, TalkAbroad, and Proctorio please consult the following websites:

**3.a. TalkAbroad:** <https://talkabroad.com/index/terms>

**3.b. Pearson's MyLab:** <http://www.pearsoned.com/accessibility/>

**3.c. Proctorio:** <https://proctorio.com/accessibility>

### 4. Privacy Policy

For information regarding Privacy Policy for TalkAbroad and Pearson's MyLab, please consult the following websites:

**4.a. TalkAbroad:** <https://talkabroad.com/index/terms>.

**4.b. Pearson's MyLab:** <https://register.pearsoncmg.com/w3c/privacy.htm>.

**4.c. Proctorio:** <https://proctorio.com/privacy-and-cookies>

## E. ACADEMIC SUPPORT

### 1. Student Academic Services

The Ohio State University reflects their commitment to excellence in teaching and learning, research, creative activity and outreach and engagement through an extensive inventory of academic services available to all students. For detailed information regarding university-sponsored academic programs and services, please call (614) 292-6961, visit the Student Academic Services Building located at 281 W. Lane Avenue, Columbus, OH. 43210, or go to <http://artsandsciences.osu.edu/academics/current-students>.



## **2. Student Services**

The Student Service Center provides each OSU student convenient access to all pertinent information regarding the payment of tuition and fees, financial aid, matters concerning course registration, grades and more. Students may visit the lobby of the Student Academic Services Building (located at 281 W. Lane Avenue, Columbus, OH. 43210), call (614) 292-0300, or toll-free at (800) 678-6440, or go to <http://ssc.osu.edu> for more information.

## F. GRADING PROCEDURES

### 1. Grading Scale

		<b>B+</b>	88-89	<b>C+</b>	78-79	<b>D+</b>	68-69
<b>A</b>	93-100	<b>B</b>	83-87	<b>C</b>	73-77	<b>D</b>	65-67
<b>A-</b>	90-92	<b>B-</b>	80-82	<b>C-</b>	70-72	<b>E</b>	0-64

### 2. Key to Grade Percentages for Formal Writing Assignments & Oral Exam (see Appendices 1 & 2 for Evaluation Criteria)

50/50= 100% <b>A</b>	45/50= 90% <b>A-</b>	40/50= 80% <b>B-</b>	35/50= 70% <b>C-</b>
49/50= 98% <b>A</b>	44/50=88% <b>B+</b>	39/50= 78% <b>C+</b>	34/50= 68% <b>D+</b>
48/50= 96% <b>A</b>	43/50= 86% <b>B</b>	38/50= 76% <b>C</b>	33/50= 66% <b>D</b>
47/50= 94% <b>A</b>	42/50= 84% <b>B</b>	37/50= 74% <b>C</b>	32/50= 64% <b>E</b>
46/50= 92% <b>A-</b>	41/50= 82% <b>B-</b>	36/50= 72% <b>C-</b>	31 & below <b>E</b>

### 3. Final Grade: Components and Weighting

Grade Component	Weighting
<b>A. Homework</b>	
<b>1. MyLab Activities</b>	<b>16%</b> ; (4% each chapter x 4 = 16% total)
<b>2. Additional Activities</b>	<b>5%</b>
<b>B. Speaking Activities</b>	
<b>1. Conversas semanais (8 total)</b>	<b>8%</b> ; (1% each assignment x 8 = 8% total)
<b>2. Conversa com o/a professor/a (3 total)</b>	<b>3%</b> ; (1% each assignment x 3 = 3% total)
<b>3. TalkAbroad</b>	
<b>3.1. Conversations (2 total)</b>	<b>6%</b> ; (3% each conversation x 2 = 6% total)
<b>3.2. Reflections (2 total)</b>	<b>4%</b> ; (2% each conversation x 2 = 4% total)
<b>C. Formal Writing Assignment (1 total)</b>	<b>8%</b> ; (1% each for assignments 1, 2 & 3 + 5% for assignment 4 = 8% total)
<b>D. Formal Assessments</b>	
<b>1. Oral exam (1 total)</b>	<b>10%</b>
<b>2. Quizzes (2 total)</b>	<b>12%</b> ; (6% each quiz x 2 = 12% total)
<b>3. Midterm exam</b>	<b>13%</b>
<b>4. Final exam</b>	<b>15%</b>
<b>TOTAL</b>	<b>100%</b>

## G. GRADE COMPONENTS

### 1. Homework

During the course, **homework assignments will come from two sources: a.)** pre-assigned activities in MyLab (ML), and **b.)** additional activities assigned by your instructor throughout the semester. Due dates, evaluation criteria, and other pertinent information is detailed below. *No late homework will be accepted.*

#### 1.a. MyLab:

MyLab is the online platform utilized during this course to access online homework, tutorials, and assessment products. Throughout the semester you will be expected to complete two types of weekly activities within the MyLab system: 1) activities directly from the eText, identified in the course calendar as ML TXT, and 2) activities from the Student Activity

Manual (identified as ML SAM). All assigned ML activities and their due dates are clearly indicated in both the course calendar in section H (below) and in an electronic calendar within ML; all due dates are represented in the electronic ML calendar by an alarm clock icon. Lastly, all MyLab assignments are due *by 11:59 PM* on the date indicated.

ML activities will be assigned *weekly* from both the eText (ML TXT) and the Student Activities Manual (ML SAM). The MyLab system will automatically score and offer feedback on these pre-assigned activities, since they are machine-gradable. To encourage practice, MyLab will allow you to repeat an activity up to 100 times and will display and use only the highest score achieved in order to calculate chapter averages. The system will indicate the correct responses for an activity only after it has come due at 11:59 PM, so you can return to the activity later to check answers. Furthermore, any *unassigned* activities attempted or completed by you will not affect your chapter averages positively or negatively, so feel free to experiment!

### 1.b. Additional activities:

Throughout the semester, your instructor will assign additional activities to be completed by specific deadlines. These activities include a brief quiz over the course syllabus, a brief user agreement regarding the use of the online proctoring software, Proctorio, an activity on inserting special characters in Portuguese, and any additional miscellaneous readings, worksheets, and/or short videos. Assignment details, evaluation criteria, and other pertinent information are detailed below.

#### Syllabus quiz:

- **Overview:** Each student is required to review the course syllabus and complete a brief quiz over its content. The quiz is available on Carmen and due by the end of the first week (by Sunday at 11:59PM).
- **Grading:** As the assignment is evaluated on a credit/no credit, a score of 100% must be earned in order to receive full credit (where 100% credit= a score of 100% is earned and a score of 0%= less than a score of 100% is earned or the assignment is missing). [NOTE: You have unlimited attempts to take the syllabus quiz.]

#### Using Proctorio in PORT 1102 user agreement:

- **Overview:** Before students can use the online proctoring software, Proctorio, to complete formal assessments in the course, each student is required to agree to the terms and conditions of using Proctorio in PORT 1102. Students who do not agree to the terms and conditions established in the assignment "Proctorio in PORT 1102" will be *required* to take all course assessment **in person** at the OSU Testing Center (Main Campus). For additional details about using Proctorio in PORT 1102, please consult section 5 below titled *Proctoring of Formal Quizzes, Midterm and Final Exam*. [NOTE: If you are under the age of 18 you are not eligible to use Proctorio. You should contact your instructor *as soon as possible* to discuss proctoring options for your course quizzes and exams.]
- **Grading:** The assignment is graded on a credit/no-credit basis where 100% credit= a submission was received indicating either "acceptance" or "rejection" of the Proctorio terms and conditions, and 0%= no submission was received.

#### Inserting special characters in Portuguese:

- **Overview:** Each student will be expected to complete a brief assignment on inserting special characters in Portuguese. This activity will help you use special characters as you complete various assignments and the formal assessments throughout the semester. Please note that you will not be required to memorize the codes for inserting special characters. Nonetheless, it is important that you practice inserting special characters before completing the first assessment (i.e., Quiz1).
- **Grading:** As the assignment is evaluated on a credit/no credit, a score of 100% must be earned in order to receive full credit (where 100% credit= complete and well-done and a score of 0%= partially complete or not well done or missing (i.e., not completed).

#### Self-checks:

- **Overview:** Each student will be expected to complete brief "self-checks" throughout the course. These informal assessments allow you to evaluate your understanding of specific concepts as you move throughout the material. In addition, the self-checks provide feedback to your instructor to better gauge your progress with course material. Self-checks can be found within the weekly modules in Carmen and are due on Sundays by 11:59PM.
- **Grading:** As the assignment is evaluated on a credit/no credit, a score of 100% must be earned in order to receive full credit (where 100% credit= complete and well-done and a score of 0%= partially complete or not well done or missing (i.e., not completed).

#### Additional miscellaneous assignments (e.g., worksheets, readings, activities, etc.):

- **Overview:** Lastly, your instructor reserves the right to assign miscellaneous assignments that s/he believes contributes to your growth in the field of Portuguese language and/or culture. These assignments may include

but are not limited to PowerPoints, handouts, readings, videos, songs, etc. Your instructor will provide additional information regarding assignment instructions, points, and deadlines for each additional activity. If you ever have any questions or concerns, contact your instructor immediately!

## 2. Speaking activities

Throughout the course, you will have opportunities to engage in authentic, meaningful conversations **in Portuguese** in *three* ways: **a.)** synchronous *Conversas semanais* with a classmate, **b.)** synchronous *Conversa com o/a professor/a* with both your instructor and classmates, and, **c.)** a synchronous TalkAbroad conversations with a native speaker living in a Portuguese-speaking country. These activities are designed to encourage natural conversation in Portuguese. You will *not* be evaluated on your grammar or pronunciation, so take advantage of these valuable opportunities to practice speaking in Portuguese! As per grading, each of these activities are completed on a credit/no-credit basis. **If it appears that you are simply reading prepared answers (or scripts) during any of these conversations, you will receive a zero for the assignment without an opportunity to resubmit the work.** Additional details for each assignment are available below.

### 2.a. *Conversas semanais* (via Carmen Conferences)

- **Overview:** Throughout the course you will be expected to participate in eight 30-minute conversations with a classmate via Carmen conferences. These partner activities are synchronous video chats and will require scheduling a mutually convenient time between both students in order to complete the assignment. Carmen will automatically assign groups for each of these conversation activities. The first group member to log in to Carmen will need to create the conference session. Additional instructions on how to set up your Carmen conference sessions will be provided by your instructor during the semester.
- **Topics:** Your instructor will provide *suggested* topics in Portuguese before each *Conversas semanais* assignment. You are free to use the suggested topics and/or discuss (in Portuguese) subjects that are of mutual interest to both partners.
- **Grading:** These conversations will be graded on credit/no credit where 100% credit represents active participation in the target language (i.e., Portuguese) for the entire duration of the activity and 0% represents minimal or no participation. For your final course grade, each conversation is worth 1% for a total of 8% (1% x 8 conversations = 8%). Specific due dates are available in the course calendar in section H.

### 2.b. *Conversa com o/a professor/a!*

- **Overview:** Throughout the semester your instructor will organize three (3) small group virtual meetings via Carmen conferences. These 30-minute groups chats are a great opportunity not only get to know your instructor and other classmates but get live feedback on your speaking!
- **Topics:** During each conversation you will discuss topics directly related to the material studied during the course. Your instructor will provide more information about topics as needed throughout the semester.
- **Grading:** Each conversation will be evaluated on a credit/no-credit basis where 100% credit= active participation during the entire conversation and 0% credit= minimal or no participation. Please note that you are awarded full credit for simply *trying* to speak in Portuguese! Mistakes are *expected* and a natural part of the learning process! For your final course grade, each conversation is worth 1% for a total of 3% (1% x 3 conversations = 3%). All due dates are available in the course calendar in section H.

### 2.c. TalkAbroad (via TalkAbroad.com)

- **Overview:** Lastly, you will be required to participate in two (2) conversations through TalkAbroad and complete a reflection assignment about each experience. Each conversation will be 30 minutes in duration and will take place through [www.talkabroad.com](http://www.talkabroad.com) at the cost of \$15 per conversation (2 conversations x \$15= \$30 total). Both the conversation *and* the reflection represent *two* separate grades. Additional details on the conversation and reflection assignments are given below.
- **TalkAbroad Conversation:** In order to get started, you first will need to create a free TalkAbroad account, join the specific class section shown on page 2 of this syllabus (Section B.3.a), and purchase two (2) conversations. Then, you will choose a TalkAbroad conversation partner and select a date and time from his/her online schedule. Please note that, according to the rules of TalkAbroad as a company, ***all appointments must be booked at least 36 hours in advance***. If, for whatever reason, you need to reschedule or cancel your appointment, all requests must be submitted at least ***12 hours in advance*** in order for the credit(s) to be refunded to your account. On the day of your appointment, it is **critical that you are set up and ready to begin your scheduled appointment on time to ensure a full 30 minutes to complete your conversation**. Partners have appointments every 30 minutes and need

to begin and end conversations on time, even if a student arrives late. Your conversation will be recorded and photographed automatically, and the audio file will be available to you for review in your TalkAbroad account. Your instructor will access your recording, photograph, and time log through TalkAbroad. The conversations are worth 6% of the overall course grade (3% x 2 conversations= 6%). As per grading, the conversations will be evaluated according to their duration

<b>Grading of Conversation</b>
• 25:00-30:00 minutes= 100% credit
• 20:00-24:59 minutes= 75% credit
• 15:00-19:59 minutes= 50% credit
• 00:00-14:59 minutes= 0% credit

- **TalkAbroad Reflection:** *After* you complete your conversation, **you will need to submit a reflection assignment on language and culture.** This assignment consists of questions and answers in English, to help you process your experience conversing with a native speaker in Portuguese. The reflection must be submitted via Carmen on the date and time specified by your instructor. For each day (up to a maximum of three) that a reflection is late beyond its due date, 5% will be subtracted from the assessed final grade percentage, up to a total of 15% off for lateness. On the fourth day and beyond (including the two days of the weekend), a reflection will no longer be accepted for credit. The reflection is worth 4% of the overall course grade (2% x 2 reflections= 4%). As per grading, the reflection will be evaluated according to the following parameters:

<b>Grading of Reflection</b>
• All sections answered thoroughly= 100% credit
• All sections answered but not thoroughly= 75% credit
• Only some sections answered= 50% credit
• No questions answered, or no submission= 0% credit

### 3. Formal Writing Assignment

One pre-established topic will be assigned over the course of the semester. The formal writing assignments together will be worth 8% of the final course grade and **will entail the following 4 separate assignments or steps:**

<b>Week 5:</b>	<b>Formal Writing Assignment 1: Pre-writing activity</b> [1% of final grade] Submit via Carmen pre-writing activity (handwritten or typed in Portuguese; credit/no-credit); exact due date to be determined by instructor
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<b>Week 6:</b>	<b>Formal Writing Assignment 2: First draft &amp; peer review</b> [1% of final grade] Submit via Carmen first draft (typed, in Portuguese; double-spaced; use the special characters of Portuguese; credit/no-credit); exact due date to be determined by instructor
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<b>Week 8:</b>	<b>Formal Writing Assignment 3: Second draft</b> [1% of final grade] Submit via Carmen a second draft of approximately <b>125-150</b> words in Portuguese (typed; double-spaced; use the special characters of Portuguese; include a word count (WC); submit also the first draft; credit/no-credit); exact due date to be determined by instructor
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<b>Week 12:</b>	<b>Formal Writing Assignment 4: Final draft</b> [5% of final grade] Submit via Carmen a final draft of approximately <b>125-150</b> words in Portuguese (typed; double-spaced; use the special characters of Portuguese; include a word count (WC); submit also the second draft; will be graded using the rubric in Appendix 2); exact due date to be determined by instructor
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- **Definition of "credit/no credit":** 100% credit= complete (including any prior assignment requested), well done (in earnest effort), and on time. 0% (no-credit)= partially complete or not well done or missing (i.e., not completed).
- **Policy on late submissions:** Assignments 1, 2 & 3 must be submitted on the due date and by the time specified by your instructor. *No late work will be accepted for credit* without acceptable, verifiable documentation. Regarding Assignment 4 (the final draft), for each day (up to a maximum of three) that it is late beyond the due date, 5% will be subtracted from the assessed final grade percentage, up to a total of 15% off for lateness. On the fourth day and beyond (including the two days of the weekend), Assignment 4 will no longer be accepted for credit. For example, if the due date is 11:59 PM on Wednesday, the last possible time when you can submit it for credit (albeit with a loss of 15%) is 11:59 PM on Saturday (by email or through Carmen). In such a case, let's imagine that the instructor deems the 3-day-late final draft to be worth a score of 45 points, or 90% (A-). After the loss of 15% [3 days late x -5%], the student will receive a grade percentage of 75% (C) on the final draft [i.e., 90% - 15% = 75%]. After 3 days, Assignment 4 will receive a zero.
- **Policy on originality of work:** It should be noted that *all 4 assignments must reflect a student's own work*, in terms of both content and language. *Translations carried out through the use of a computer are unacceptable and will receive the grade of 0%, with no possibility of a resubmission.* Furthermore, *if you solicit the help of a tutor in your writing, you must simultaneously submit both a marked-up draft signed by the tutor and a clean copy of the draft due, in order to receive credit or a grade* (regardless of which of the 4 assignments is involved). You must produce all drafts, on your own, in Portuguese, before soliciting any help from others. This requirement is very important since you will be expected to complete a formal writing assignment directly in Portuguese on the final exam. A tutor may indicate any errors made on a draft by circling (although *not* correcting) them in an ink color different from your original copy. It is the student's job to then edit and correct his/her own draft. It is obvious to an instructor when a student has received help with writing. If you receive help and the above procedure is not followed (i.e., a signed, marked-up draft reflecting any feedback from a tutor is not submitted with the draft due), you will receive a 0% on that assignment, with no possibility of a resubmission. If you do not receive help on a given draft, you only need to submit your own work.

#### 4. Formal Assessments

During the semester you will be required to three exams: one online midterm, one online final exam, and one oral exam. In addition, you will be required to complete *at least* two online quizzes. Further details on each formal assessment are available below. Please note that in order to complete online quizzes and exams, you are required to use the University's online proctoring software, Proctorio. Proctorio is designed to detect suspicious behavior so that you can be sure that your exam was proctored fairly and impartially. Additional pertinent information regarding the use of Proctorio in PORT 1102 is available in section five below ("Proctoring of Formal Quizzes, Midterm and Final Exam").

##### 4.a. Quizzes ("Provas")

There will be *at least* two (2) brief (~20-30 minutes) quizzes, or "provas", administered via Carmen during the semester, one for each of the two textbook chapters *not* immediately preceding a major exam. Thus, minimally, there will be a brief quiz on Lição 4 and on Lição 6. Each quiz will cover listening comprehension, vocabulary, grammar, and culture. Both quizzes are available on Carmen for a 24-hour window and close by 11:59 PM on the date indicated in the course calendar. Please be aware that any *suspicion* of academic misconduct *will* be reported to COAM.

##### 4.b. Exams

There will be two exams: a midterm exam covering Lições 4 and 5 and a cumulative final exam (Lições 4-7). You will have a window in which you must complete each exam; the midterm must be completed within *two* 55-minute session between Thursday, Oct. 4th and Friday, Oct. 5th while the final exam must be completed within *two* 60-minute session between Friday, Dec. 7th- Tuesday, Dec. 11th. Please be aware that any *suspicion* of academic misconduct *will* be reported to COAM.

##### 4.c. Oral Exams

One oral exam will be administered during the semester through the Conference feature in Carmen. The oral exam will take place sometime during Weeks 13-14. You will take the oral exam individually with your instructor on a mutually convenient date and time. A sign-up sheet will be made available on Carmen. *Please select your day and time carefully as you will not be able to reschedule without acceptable documentation.* The format of the exam will be spontaneous in nature (i.e., not read or memorized material); thus, the best way to prepare for it is to complete all speaking assignments

and actively participate throughout the semester *in Portuguese*. The oral exam will be evaluated according to the criteria in Appendix 2. Further details about the oral exam will be provided by your instructor at a later date in the semester.

### **5. Proctoring of Formal Quizzes, Midterm and Final Exam**

Throughout the semester you will be asked to complete at least four formal assessments via the University's learning management system, Carmen. In order to complete online quizzes and exams you will need Proctorio, the online proctoring software that is fully integrated into all Carmen course(s) at OSU. Before you will be allowed to use Proctorio, you will be required to read and agree to the following terms and conditions during a brief Carmen "quiz" titled "Using Proctorio in PORT 1102.01." Please note that in order to be eligible to use the online proctoring software in this course you must earn 100% on the assignment.

**Overview of Proctorio:** Proctorio is an online proctoring software utilized by Ohio State University to administer online assessments. It is designed to track 20 types of suspicious behavior so that you can be sure that your exam was proctored fairly and impartially. Once you complete each quiz/exam, your instructor will automatically be sent a suspicion report for his/her review. The report will indicate any abnormal behavior detected during the session; abnormal behaviors include but are not limited to obstruction of any portion of your face, communication with someone on and/or off screen, activation of the copy and paste, print, and/or screen capture feature, and use of other electronic devices.

**Terms and conditions for using Proctorio in PORT 1102:** In order to use the online proctoring software to complete course quizzes and exams, you must abide by the following requirements. **If at any point during a quiz/exam you choose to violate the terms listed below a zero will be awarded for the assessment.** Furthermore, if your instructor *suspects* academic misconduct a report *will* be submitted to the University's Committee on Academic Misconduct (COAM). Review the following requirements for using Proctorio to complete course quizzes and exams. If you have any questions or concerns, contact your instructor.

#### **A student using Proctorio to complete a quiz and/or exam in PORT 1102.01 must...**

- keep his/her *entire* face visible during exam
- keep his/her eyes towards the screen
- take the exam alone in a private room/space
- turn off all sources of external sound such as but not limited to radio, tv, phones, etc.
- remove all phones, laptops, tablets, and/or other electronic devices from view
- remove all external resources (e.g., books, websites, notes, etc.)
- avoid the use of features such as copy and paste, screen capture, and print

NOTE: You must be 18 or older to use Proctorio. If you are under the age of 18 please notify your instructor *by the end of week 2* of the semester so that alternative accommodations may be arranged.



## H. WEEKLY SYLLABUS

Key to abbreviations used in syllabus	
ML = MyLab	→ = ML homework "corresponds to" topic listed on same line in previous column
pp. = pages	

"COMECE AQUI" MODULE (August 20-24)	
Além do livro   due Sun., Aug. 26 by 11:59 PM:	
<ul style="list-style-type: none"> <li>• Watch "Bem vindos a PORT 1102 ONL"</li> <li>• Complete Syllabus &amp; Course Policies Quiz</li> <li>• Complete "Using Proctorio in PORT 1102" user agreement</li> <li>• Register for MyLab at <a href="http://myportugueselab.com">http://myportugueselab.com</a></li> <li>• Register for TalkAbroad at <a href="http://talkabroad.com">http://talkabroad.com</a></li> </ul>	

WEEK 1 (August 20-24)	
<ul style="list-style-type: none"> <li>• Tuesday, August 21: SEMESTER CLASSES BEGIN</li> <li>• Friday, August 24: LAST DAY TO ADD A COURSE (without instructor's written permission)</li> </ul>	
Textbook pages & topics:	ML homework
<b>Lição 4: A família</b> (pp. 152-162) <ul style="list-style-type: none"> <li>• À primeira vista (pp. 152-155)</li> <li>• O que é que os parentes fazem (pp. 155-156)</li> <li>• Estrutura 1: expressing opinions - present tense stem-changing verbs (pp. 157-160)</li> <li>• Para ler "Laços de família" (pp. 161-162)</li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., Sept. 2: → ML (4-1, 4-2, 4-3, 4-24, 4-25)</li>   <li>→ ML (4-5, 4-6, 4-7, 4-8)</li> </ul>
Além do livro due Sun., Aug. 26 by 11:59 PM	
<ul style="list-style-type: none"> <li>• <b>Sign up and complete <i>Conversa com o/a professor/a #1</i></b> (instructor will organize small group sessions on Carmen throughout the week; some sessions will be available into Week 2 only for students who join the class after the Week 1 sessions have occurred)</li> </ul>	

WEEK 2 (August 27-31)	
<ul style="list-style-type: none"> <li>• Friday, August 31: LAST DAY TO ADD A COURSE (without a petition)</li> </ul>	
Textbook pages & topics:	ML homework
<b>Lição 4: A família</b> (pp. 163-171) <ul style="list-style-type: none"> <li>• Estrutura 2: adverbs (pp. 163-165)</li> <li>• Estrutura 3: talking about daily activities - present tense irregular verbs (pp. 165-169)</li> <li>• Estrutura 4: Faz/Há with expressions of time (pp. 169-171)</li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., Sept. 2: → ML (4-9, 4-10)</li> <li>→ ML (4-12, 4-14, 4-33, 4-35)</li>   <li>→ ML (4-38)</li> </ul>
Além do livro due Sun., Sept. 2 by 11:59 PM	
<ul style="list-style-type: none"> <li>• <b>Complete <i>Conversas semanais #1 on Carmen</i></b> (suggested topics to be provided by instructor)</li> <li>• <b>Read &amp; complete "How to insert special characters in Portuguese"</b></li> <li>• <b>Estudar Lição 4 Vocabulário</b> (pp. 186-187) (OPTIONAL)</li> </ul>	
Optional ML Portuguese tutorials available in ML for:	
<ul style="list-style-type: none"> <li>• Lição 4: Pronúncia – Ligação de palavras e crase</li> </ul>	

WEEK 3 (September 3-7)	
<ul style="list-style-type: none"> <li>• Monday, September 3: Labor Day --- NO CLASSES</li> </ul>	
Textbook pages & topics:	ML homework

<p><b>Lição 4: A família</b> (pp. 173-178, 183-185)</p> <ul style="list-style-type: none"> <li>• Mais um passo: preterit tense regular verbs and IR (pp. 173-174)</li> <li>• Encontros (pp. 175-176)</li> <li>• Para ler “Vamos visitar o passado” (pp. 177-178)</li> <li>• Para escrever: “Minha família”</li> <li>• Horizontes: O Norte do Brasil e o Amazonas (pp. 183-185)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The following <b>review</b> activities are due Sun. Sept. 9:</i></li> <li>→ ML (4-16, 4-39)</li> <li>→ ML (4-40, 4-41)</li> <li>→ ML (4-19, 4-20)</li> <li>→ ML (4-22, 4-23)</li> </ul>
<p><b>Além do livro   due Sun., Sept. 9 by 11:59 PM</b></p>	
<ul style="list-style-type: none"> <li>• <b>Complete <i>Conversas semanais #2 on Carmen</i></b> (suggested topics to be provided by instructor)</li> <li>• <b>Complete “Inserting special characters in Portuguese” quiz</b> (evaluated on credit/no credit)</li> <li>• <b>Read introduction to TalkAbroad</b></li> </ul>	
<p><b>Optional ML Portuguese tutorials available in ML for:</b></p>	
<ul style="list-style-type: none"> <li>• Lição 4: Pronúncia – Os sons do “s” e do “z”</li> </ul>	

<b>WEEK 4 (September 10-14)</b>	
<p>• <i>Friday, September 14: LAST DAY TO DROP A COURSE (without receiving a “W” on record)</i></p>	
Textbook pages & topics:	ML homework
<p><b>Lição 5: A casa e os móveis</b> (pp. 190-200)</p> <ul style="list-style-type: none"> <li>• À Primeira Vista: Em casa (pp. 190-191)</li> <li>• A casa (pp. 192-193)</li> <li>• As tarefas domésticas (pp. 194-196)</li> <li>• Estrutura 1: ongoing actions - present progressive (pp. 197-200)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The following <b>review</b> activities are due Sun., Sept. 16:</i></li> <li>→ ML (5-1, 5-2, 5-3)</li> <li>→ ML (5-5, 5-6)</li> <li>→ ML (5-8, 5-9, 5-10, 5-37)</li> </ul>
<p><b>Além do livro   due Sun., Sept. 16 by 11:59 PM</b></p>	
<ul style="list-style-type: none"> <li>• <b>Take QUIZ 1 on Lição 5</b> (available Sun. ONLY)</li> <li>• <b>Conversa com o/a professor/a! #2</b> (instructor will organize small group sessions on Carmen throughout the week)</li> <li>• <b>Estudar Lição 5 vocabulário</b> (pp. 230-231) (OPTIONAL)</li> </ul>	
<p><b>Optional ML Portuguese tutorials available for:</b></p>	
<ul style="list-style-type: none"> <li>• Tutorial - linking words (ligação de palavras)</li> </ul>	

<b>WEEK 5 (September 17-21)</b>	
Textbook pages & topics:	ML homework
<p><b>Lição 5: A casa e os móveis</b> (pp. 200-208)</p> <ul style="list-style-type: none"> <li>• Para ler: Lugares para morar (pp. 200-201)</li> <li>• Estrutura 2: describing physical and emotional states (202-205)</li> <li>• Estrutura 3: demonstrative adjectives (pp. 205-206)</li> <li>• Estrutura 4: demonstrative adjectives and pronouns (pp. 206-208)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The following <b>review</b> activities are due Sun., Sept. 23:</i></li> <li>→ ML (5-11, 5-39, 5-40)</li> <li>→ ML (5-14, 5-15, 5-42)</li> </ul>
<p><b>Além do livro   due Sun., Sept. 23 by 11:59 PM</b></p>	
<ul style="list-style-type: none"> <li>• <b>Complete TalkAbroad conversation &amp; submit reflection 1</b></li> <li>• <b>Complete <i>Conversas semanais #3 on Carmen</i></b> (suggested topics to be provided by instructor)</li> <li>• <b>Read “Introduction to Formal Writing Assignment 1: Pre-writing strategies”</b></li> <li>• <b>Complete Formal Writing Assignment 1 (Pre-Writing Activity):</b> Submit pre-writing activity to Carmen (handwritten or typed; credit/no credit)</li> </ul>	
<p><b>Optional ML Portuguese tutorials available in ML for:</b></p>	
<ul style="list-style-type: none"> <li>• Lição 5: Pronúncia – Os sons do “c”,e do “ç”</li> </ul>	

<b>WEEK 6 (September 24-28)</b>	
Textbook pages & topics:	ML homework

<p><b>Lição 5: A casa e os móveis</b> (pp. 208-211, 214-215, 218-229)</p> <ul style="list-style-type: none"> <li>Estrutura 5: irregular verbs <i>dar, ler, ver</i> and <i>vir</i> (pp. 208-211)</li> <li>Estrutura 5b: <i>Saber</i> and <i>Conhecer</i> (pp. 214-215)</li> <li>Mais um passo: reflexive verbs and pronouns (pp. 218-219)</li> <li>Horizontes: Brasília e o Centro-Oeste (pp. 228-229)</li> <li>Encontros: Vídeos <ul style="list-style-type: none"> <li>- Onde você mora?</li> <li>- Primeiro passo</li> <li>- Tarefas domésticas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following <b>review</b> activities are due Sun., Sept. 30: <ul style="list-style-type: none"> <li>→ ML (5-17, 5-18, 5-19, 5-46)</li> <li>→ ML (5-20, 5-21, 5-22)</li> <li>→ ML (5-23, 5-49)</li> <li>→ ML (5-30)</li> <li>→ ML (5-52, 5-53, 5-54)</li> </ul> </li> </ul>
<b>Além do livro   due Sun., Sep. 30 by 11:59 PM</b>	
<ul style="list-style-type: none"> <li><b>Formal Writing Assignment #2 (STEP 1 of 2):</b> Submit first draft via Carmen for peer review (<i>typed; double-spaced, use special characters of Portuguese; credit/no credit</i>); (You have one week to perform 2 peer reviews; both are due end of Week 7)</li> <li><b>Complete Conversas semanais #4 on Carmen</b> (suggested topics to be provided by instructor)</li> </ul>	
<b>Optional ML Portuguese tutorials available in ML for:</b>	
<ul style="list-style-type: none"> <li>Lição 5: Pronúncia – Os sons do “q”</li> </ul>	

<b>WEEK 7 (October 1-5)</b>	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li><b>REVIEW Lição 4 &amp; Lição 5</b></li> <li><b>MIDTERM EXAM:</b></li> </ul>	<ul style="list-style-type: none"> <li>The following <b>preview</b> activity is due Sun., Oct. 7:</li> </ul>
<b>Além do livro   due Sun. Oct. 7 by 11:59 PM</b>	
<ul style="list-style-type: none"> <li><b>Complete two peer reviews for Formal Writing Assignment #2 (STEP 2 of 2) on Carmen</b></li> </ul>	

<b>WEEK 7: MIDTERM EXAM INFORMATION</b>	
	ONLINE (via Carmen's Proctorio)
<b>Location:</b>	<a href="https://carmen.osu.edu">https://carmen.osu.edu</a> > PORT 1102.01 > Modules > PORT 1102.01 MIDTERM
<b>Date(s) available to take the exam:</b>	12:01 AM Thursday, Oct. 4 - 11:59 PM Friday, Oct. 5
<b>Duration of Exam:</b>	<b>Part 1:</b> 55-minutes <b>Part 2:</b> 55-minutes
<b>Exam Sections:</b>	<b>Part 1:</b> Listening, Vocabulary, Reading <b>Part 2:</b> Grammar, Culture
<b>Chapters:</b>	Ponto de encontro, 2 <sup>nd</sup> edition Lições 4 & 5
<b>NOTE:</b> In order to use Proctorio for this online midterm, you <b>must</b> have completed the "Using Proctorio in PORT 1102" agreement from Week 2. If you did not complete this assignment, please contact your instructor immediately.	

<b>WEEK 8 (October 8-12)</b>	
<ul style="list-style-type: none"> <li>Thursday, October 11 – Friday, October 12: Autumn Break – No Classes</li> </ul>	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li><b>Lição 6: A roupa e as compras</b> (pp. 234-245) <ul style="list-style-type: none"> <li>À Primeira Vista (pp. 234-240) <ul style="list-style-type: none"> <li>- A roupa e as compras</li> <li>- Tecidos e desenhos</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following <b>review</b> activities are due Sun., Oct. 14: <ul style="list-style-type: none"> <li>→ ML (6-1, 6-3, 6-25, 6-26, 6-28)</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>Estrutura 1: regular verbs – preterit tense (pp. 241-242)</li> <li>Estrutura 2: irregular verbs <i>IR</i> and <i>SER</i>- preterit tense (pp. 242-245)</li> </ul>	<p>→ ML (6-4, 6-5, 6-7, 6-29, 6-32)</p> <p>→ ML (6-10, 6-11, 6-33)</p>
<b>Além do livro   <i>due Sun., Oct. 14 by 11:59 PM</i></b>	
<ul style="list-style-type: none"> <li><b>Conversa com o/a professor/a! #3</b> (instructor will organize small group sessions on Carmen throughout the week)</li> <li><b>Submit Formal Writing Assignment #3 (Second Draft):</b> Submit second draft to instructor for feedback (typed; double-spaced, use special characters of Portuguese; include a word count; include second draft with submission; credit/no credit)</li> <li><b>Estudar Lição 6 Vocabulário</b> (pp. 264-265) (OPTIONAL)</li> </ul>	

WEEK 9 (October 15-19)	
Textbook pages & topics:	ML homework
<b>Lição 6: A roupa e as compras</b> (pp. 247-253) <ul style="list-style-type: none"> <li>Estrutura 3: direct object nouns and pronouns (pp. 247-251)</li> <li>Estrutura 4: Tag questions (pp. 252-253)</li> <li>Para ler: <i>À noite</i></li> </ul>	<p><i>The following review activities are due Sun., Oct. 21:</i></p> <p>→ ML (6-12, 6-13, 6-14, 6-15)</p> <p>→ ML (6-16)</p> <p>→ ML (6-20, 6-21, 6-22)</p>
<b>Além do livro   <i>due Sun., Oct. 21 by 11:59 PM</i></b>	
<ul style="list-style-type: none"> <li><b>Complete Conversas semanais #5 on Carmen</b> (suggested topics to be provided by instructor)</li> </ul>	

WEEK 10 (October 22-26)	
<ul style="list-style-type: none"> <li><b>Friday, October 26: LAST DAY TO DROP A COURSE</b> (without petitioning)</li> </ul>	
Textbook pages & topics:	ML homework
<b>Lição 6: A roupa e as compras</b> (pp. 254-260, 262-263) <ul style="list-style-type: none"> <li>Mais um passo: some more uses of <i>por</i> and <i>para</i> (p. 254)</li> <li>Encontros (pp. 255-260) <ul style="list-style-type: none"> <li>- Video</li> </ul> </li> <li>Expressões úteis: <i>Negociando</i> (pp. 257)</li> <li>Horizontes: <i>Lisboa, a capital de Portugal</i> (pp. 262-263)</li> </ul>	<ul style="list-style-type: none"> <li><i>The following review activities are due Sun., Oct. 28:</i></li> <li>→ ML (6-17, 6-18, 6-38)</li> <li>→ ML (6-39)</li> <li>→ ML (6-40, 6-41)</li> <li>→ ML (6-24)</li> </ul>
<b>Além do livro   <i>due Sun., Oct. 28 by 11:59 PM</i></b>	
<ul style="list-style-type: none"> <li><b>Complete TalkAbroad conversation #2 &amp; submit reflection #2</b></li> <li><b>Read feedback from instructor on Formal Writing Assignment Workshop #3 (Second Draft):</b> Instructor returns second draft with feedback &amp; provides overall observations and practice with editing (for example, error identification, organization, etc.)</li> </ul>	
<b>Optional ML Portuguese tutorials available in ML for:</b>	
<ul style="list-style-type: none"> <li>Acentuação de palavras paroxítonas</li> </ul>	

WEEK 11 (October 29- November 2)	
Textbook pages & topics:	ML homework
<b>Lição 7: O tempo e os passatempos</b> (pp. 268-276) <ul style="list-style-type: none"> <li><i>À Primeira Vista</i> (pp. 268-276) <ul style="list-style-type: none"> <li>- Os esportes</li> <li>- Jogadores e equipamentos (pp. 269-270)</li> <li>- O tempo e as estações (pp. 271-273)</li> <li>- Um jogo importante (pp. 274-276)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><i>The following review activities are due Sun., Nov. 4:</i></li> <li>→ ML (7-1, 7-2, 7-3, 7-4, 7-25, 7-26, 7-27)</li> </ul>
<b>Além do livro   <i>due Sun., Nov. 4 by 11:59 PM</i></b>	
<ul style="list-style-type: none"> <li><b>Complete QUIZ 2 on Lição 6</b> (available Sun., Nov. 4 ONLY)</li> <li><b>Complete Conversas semanais #6 on Carmen</b> (suggested topics to be provided by instructor)</li> </ul>	

- **Sign up for Final Oral Exams** (*Sign-up sheet will be available on Carmen*)
- **Estudar Lição 7 Vocabulário** (pp. 304-305) (OPTIONAL)

**Optional ML Portuguese tutorials available in ML for:**

- Tutorial Lição 7: O acento gráfico

**WEEK 12**  
**(November 5-9)**

<i>Textbook pages &amp; topics:</i>	<i>ML homework</i>
<b>Lição 7: O tempo e os passatempos</b> (pp. 277-284) <ul style="list-style-type: none"> <li>• Estrutura 1: indirect object nouns and pronouns (pp. 277-280)</li> <li>• Estrutura 2: Some irregular preterits (pp. 281-284)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>review</i> activities are due Sun., Nov. 11:</b> → ML (7-5, 7-6, 7-28)</li> <li>→ ML (7-7, 7-9, 7-10)</li> </ul>
<b>Além do livro   due Sun., Nov. 11 by 11:59 PM</b>	
<ul style="list-style-type: none"> <li>• <b>Complete Conversas semanais #7 on Carmen</b> (<i>suggested topics to be provided by instructor</i>)</li> <li>• <b>Formal Writing Assignment #4 (Final Draft):</b> Submit final draft to instructor (<i>typed, double-spaced, use special characters of Portuguese, include a word count; graded with rubric in Appendix 2</i>)</li> </ul>	

**WEEK 13**  
**(November 12-16)**

• <i>Monday, November 12: Veterans Day – NO CLASSES</i>	
<i>Textbook pages &amp; topics:</i>	<i>ML homework</i>
<b>Lição 7: O tempo e os passatempos</b> (pp. 286-291) <ul style="list-style-type: none"> <li>• Estrutura 3: ongoing actions and descriptions in the past – the imperfect (pp. 286-287)</li> <li>• Estrutura 4: imperfect of regular and irregular verbs (pp. 287-289)</li> <li>• Estrutura 5: narrating in the past (pp. 289-291)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>review</i> activities are due Sun., Nov. 18:</b> → ML (7-11, 7-12)</li> <li>→ ML (7-13, 7-33, 7-38, 7-39)</li> <li>→ ML (7-14, 7-15)</li> </ul>
<b>Além do livro   due Sun., Nov. 18 by 11:59 PM</b>	
• <b>Complete ORAL EXAMS</b> ( <i>exact dates and times to be determined by instructor</i> )	

**WEEK 14**  
**(November 19-23)**

• <i>Wednesday, November 21-Friday, November 23: Thanksgiving Break ---NO CLASSES</i>	
<i>Textbook pages &amp; topics:</i>	<i>ML homework</i>
<b>Lição 7: O tempo e os passatempos</b> (pp. 294-301) <ul style="list-style-type: none"> <li>• Mais um passo: <i>Há/Faz</i> expressing ago (pp. 294-295)</li> <li>• Encontros: Os esportes e o tempo (pp. 296-301)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>review</i> activities are due Sun., Nov. 25:</b> → ML (7-19, 7-20, 7-41, 7-42, 7-43, 7-44)</li> </ul>
<b>Além do livro   due Sun., Nov. 25 by 11:59 PM</b>	
• <b>Complete ORAL EXAMS</b> ( <i>exact dates and times to be determined by instructor</i> )	

**WEEK 15**  
**(November 26-30)**

<i>Textbook pages &amp; topics:</i>	<i>ML homework</i>
<ul style="list-style-type: none"> <li>• <b>Lição 7: O tempo e os passatempos</b> (pp. 302-303)               <ul style="list-style-type: none"> <li>• Horizontes: O Sul de Portugal (pp. 302-303)</li> <li>• Additional practice - Class REVIEW</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>review</i> activities are due Sun., Dec. 2:</b> → ML (7-23, 7-24)</li> </ul>
<b>Além do livro   due Sun., Dec. 2 by 11:59 PM</b>	
• <b>Complete Conversas semanais #8 on Carmen</b> ( <i>suggested topics to be provided by instructor</i> )	

**WEEK 16**  
**(December 3-7)**

• <i>Wednesday, December 5: LAST DAY OF REGULARLY SCHEDULED SEMESTER CLASSES</i>	
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• Thursday, December 6: READING DAY

• Remaining class time: REVIEW

### FINAL EXAM INFORMATION

ONLINE (via Carmen's Proctorio)

**Location:**

<https://carmen.osu.edu>

> PORT 1102.01

> Modules

> PORT 1102.01 FINAL EXAM

**Date(s) available to take the exam:**

Fri., Dec. 7- Tuesday., Dec. 11

**Duration of Exam:**

**Part 1:** 60-minutes

**Part 2:** 60-minutes

**Exam Sections:**

**Part 1:** Listening, Vocabulary, Writing

**Part 2:** Grammar, Culture, Reading

**Chapters:**

*Ponto de encontro*, 2nd edition Lições 4-7 (with an emphasis on 6 & 7)

**NOTE:** In order to use Proctorio for this online final, you **must** have completed the "Using Proctorio in PORT 1102" agreement from Week 2. If you did not complete this assignment, please contact your instructor immediately.

**SUMMARY of Dates of Formal Writing Assignments, *Conversas semanais*, *Conversa com o/a professor/a!*, TalkAbroad reflections, Quizzes, and Exams**

ASSIGNMENT	DUE DATE
<i>Conversa com o/a professor/a!</i> #1	Week 1; Sun., Aug. 26 by 11:59 PM
<i>Conversas semanais</i> #1	Week 2; Sun., Sept. 2 by 11:59 PM
<i>Conversas semanais</i> #2	Week 3; Sun., Sept. 9 by 11:59 PM
Quiz 1: <i>Lição 4</i>	Week 4; Sun., Sept. 16 by 11:59 PM
<i>Conversa com o/a professor/a!</i> #2	Week 4; Sun., Sept. 16 by 11:59 PM
<i>Conversas semanais</i> #3	Week 5; Sun., Sept. 23 by 11:59 PM
TalkAbroad Conversation & Reflection 1	Week 5; Sun., Sept. 23 by 11:59 PM
Formal Writing Assignment 1: Pre-writing activity	Week 5; Sun., Sept. 23 by 11:59 PM
<i>Conversas semanais</i> #4	Week 6; Sun., Sept. 30 by 11:59 PM
Formal Writing Assignment 2 (PART 1 of 2): First draft	Week 6; Sun., Sept. 30 by 11:59 PM
Formal Writing Assignment 2 (PART 2 of 2): Peer review of first draft	Week 7; Sun., Oct. 7 by 11:59 PM
Midterm Exam: <i>Lições 4 &amp; 5</i>	Week 7; Thur., Oct 4-Fri., Oct 5, 2018 by 11:59 PM
<i>Conversa com o/a professor/a!</i> #3	Week 8; Sun., Oct. 14 by 11:59 PM
Formal Writing Assignment 3: Second draft	Week 8; Sun., Oct. 14 by 11:59 PM
<i>Conversas semanais</i> #5	Week 9; Sun., Oct. 21 by 11:59 PM
TalkAbroad Conversation & Reflection 2	Week 10; Sun., Oct. 28 by 11:59 PM
<i>Conversas semanais</i> #6	Week 11; Sun., Nov. 4 by 11:59 PM
Quiz 2: <i>Lição 6</i>	Week 11; Sun., Nov. 4 by 11:59 PM
<i>Conversas semanais</i> #7	Week 12; Sun., Nov. 11 by 11:59 PM
Formal Writing Assignment 4: Final draft	Week 12; Sun., Nov. 11 by 11:59 PM
Final Oral Exam: <i>Lições 4, 5 &amp; 6</i>	Weeks 13-14; exact dates to be determined by instructor
<i>Conversas semanais</i> #8	Week 15; Sun., Dec. 2 by 11:59 PM
Final Exam: <i>Lições 4, 5, 6, &amp; 7</i>	Week 16; Fri., Dec. 7-Tues., Dec. 11



**APPENDIX 1**

**EVALUATION CRITERIA FOR FORMAL WRITING ASSIGNMENT 4: FINAL DRAFT**

<b>LOGISTICS</b>										
The <i>final draft</i> of your formal writing assignment is accompanied by your <i>second draft</i> (i.e., Assignment 3) [2 pts.], is typed <i>and</i> double-spaced [1 pt.], uses the special characters of the target language [1 pt.], and includes a word count (WC) [1 pt.].										
<b>Poor</b>										<b>Excellent</b>
	1		2		3		4		5	
<b>LENGTH</b>										
Your formal writing assignment complies with length specifications. [1= 109 or fewer words; 2= 110-114; 3= 115-119; 4= 120-124 words; 5= 125-150 words]										
<b>Poor</b>										<b>Excellent</b>
	1		2		3		4		5	
<b>CONTENT &amp; DEVELOPMENT</b>										
The main ideas are related to the topics studied in the course, are conveyed clearly and succinctly, and are sufficiently developed and supported by details.										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
<b>ORGANIZATION</b>										
Your formal writing assignment includes a brief title, an introductory statement, a clear body, and a concluding statement. The body of the composition is separated logically into coherent paragraphs. The sentences of each paragraph flow together to develop ideas and are not disjointed. There are transitions present to connect ideas between sentences and/or paragraphs.										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
<b>VOCABULARY</b>										
Your formal writing assignment includes target vocabulary studied in the course. There is a variety of words and expressions, without excessive repetition. Words and expressions are used appropriately according to context and are spelled correctly. There is no use of English vocabulary.										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
<b>GRAMMAR</b>										
Your formal writing assignment integrates target grammatical structures covered in the course. Said structures are used with a reasonable degree of accuracy. Although some errors may be present, they are not excessive and do not interfere with the basic comprehension of the text.										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
TOTAL= _____/50 pts.= _____ %, Letter Grade _____										

## APPENDIX 2

### GRADING CRITERIA FOR ORAL EXAM

#### 1. Comprehensibility / Pronunciation / Clarity of speech

0	1	2	3	4	5	6	7	8	9	10
Very little speech is comprehensible; pronunciation is very inaccurate greatly impedes comprehension.								All speech is comprehensible; pronunciation is accurate for a first-year learner and does not impede comprehension.		

#### 2. Vocabulary

0	1	2	3	4	5	6	7	8	9	10
Very inadequate and/or inaccurate; erroneous use of numerous words; unable to recall the basic vocabulary during the semester.								Very rich/varied and accurate; reflective of words, expressions, and topics covered during covered the semester.		

#### 3. Grammar

0	1	2	3	4	5	6	7	8	9	10
Consistently very inaccurate; Numerous errors in all of the structures covered during the semester.								Consistently accurate use of the structures covered during the semester.		

#### 4. Content

0	1	2	3	4	5	6	7	8	9	10
Ideas not well developed at all; very little content provided; unconnected or disjoint ideas; content completely irrelevant to the topic at hand.								Ideas very well developed and connected; content completely relevant to the topic at hand; content fully addresses the topic at hand.		

#### 5. Fluency

0	1	2	3	4	5	6	7	8	9	10
Numerous, frequent pauses in speech; slow speech; needs frequent prompting by instructor.								Speech flows smoothly for a first-year learner; an absence of excessive pausing; requires no prompting.		

TOTAL POINTS EARNED = \_\_\_\_\_ /50 POINTS POSSIBLE = \_\_\_\_\_ %



THE OHIO STATE  
UNIVERSITY

PORT 1102.01  
Portuguese II (Lecture, 4 Credit Hours)  
Course Description, Policies, Grading Procedures, and Syllabus  
Spring 2018

Course Contact Information

Section: XXXXX, TWRf, X:00-X:00 AM/PM, XXX Hagerty Hall

Instructor: XXXX

E-mail: <XXXX.XX@osu.edu>

Office: XXX Hagerty Hall | Office Phone: (614) 292-XXXX

Office Hour(s): XXXX, or by appt.

Dept. Tutoring Hour(s): See <sp.0su.edu/undergraduate/tlc/spanish-schedule>

Acting Language Program Director: Megan Lobert

E-mail: lobert.3@osu.edu

Office: 249 Hagerty Hall; Office Phone: (614) 688-5434

Office Hours: MWF 10:30 AM-6:00 PM, or by appt.

Assistant Language Program Director: Dr. Richard Henriksen

E-mail: lobert.3@osu.edu

Office: 240 Hagerty Hall; Office Phone: (614) 688-5434

Office Hours: MR 8:30 AM-4:30 PM, T 8:30 AM-11:00, 1:00-4:30 PM  
or by appt.

A. COURSE DESCRIPTION AND OBJECTIVES

1. Overview

Portuguese 1102.01 is the continuation of Portuguese 1101.01. Portuguese 1102.01 presupposes basic knowledge of the Portuguese language and the cultures that speak it, including their perspectives, practices, and products. The course employs a multifaceted, communicative approach to adult second language acquisition that foments the continued development of the four skills of listening, speaking, reading, and writing. By the semester's end, students will be able to comprehend, speak, read, and write the language at a beyond-basic level by using augmented vocabulary and grammar to carry out essential communicative functions in context and in culturally appropriate ways. These goals are best achieved through using Portuguese as the primary language of communication in the classroom. In addition, active participation on a weekly basis is critical for successful L2 acquisition (i.e., *in order to acquire Portuguese, you must be engaged intensively in its use!*).

2. OSU General Education (GE) Foreign Language Courses: Goals and Expected Learning Outcomes (ELOs)

Foreign language coursework develops a learner's communication skills across ethnic, cultural, ideological, and national boundaries, and helps students develop a better understanding of other cultures and patterns of thought, as well as their own language and culture. For all Portuguese courses (1101.01 through 1103.01/.51), the target language (Portuguese) is the primary language of instruction.

The Expected Learning Outcomes (ELOs) for GE Foreign Language courses at OSU include the following:

1. Students demonstrate basic communicative skills (e.g., listening, speaking, reading, and writing) in a language other than their native language.
2. Students learn about the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own.

In PORT 1102.01, these ELOs are manifested in the following concrete ways. Students will...

- Develop a vocabulary base relevant to immediate scenarios, including family members, routine activities, housing and household items, domestic chores, schedules, describing skills, clothing and shopping, sports and leisure activities, sporting events and weather conditions.
- Develop a working knowledge of grammatical structures, including present tense of stem-changing verbs, adverbs, using Faz/Há with expression of time, preterit tense of regular and irregular verbs, the preterit and the imperfect,

- present progressive, demonstrative adjectives and pronouns, reflexive verbs and pronouns, direct and indirect object nouns and pronouns, tag questions,
- Use vocabulary and grammar to carry out various communicative functions, such as identifying and comparing family members, describing routine activities, expressing preferences and feelings, discussing housing and house-hold items, domestic chores, asking about and discussing schedules, expressing familiarity and describing skills, talking about past and ongoing events, talking about clothes, discussing consumer goods and markets, expressing opinions.
  - Listen to and understand simple passages and conversations in context.
  - Read and understand simple, authentic texts.
  - Write comprehensible paragraphs that express basic ideas about the scenarios studied.
  - Speak at a comprehensible level to engage in interpersonal conversations and express basic ideas about the scenarios studied.
  - Demonstrate an understanding of the perspectives, practices, and products (ACTFL's 3 P's) of various Portuguese-speaking cultures.
  - Demonstrate knowledge of the geography of the Portuguese-speaking world.

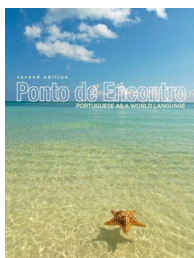
## B. COURSE MATERIALS

### Required:

1. Pearson's **MyLab Student Access Code** for *Ponto de Encontro: Portuguese as a World Language* (2nd ed.), 2013, by de Jouët-Pastré, et al., sold in the OSU bookstore package or directly online at [www.myportugueselab.com](http://www.myportugueselab.com).
  - a. The **MyLab Course ID** for this specific class section, provided by your instructor: XXXXX00-00000
2. Two (2) thirty-minute conversations purchased through **TalkAbroad** [www.talkabroad.com](http://www.talkabroad.com). You will need to create a free TalkAbroad account and purchase two (2) conversations at the cost of \$15 per conversation (2 conversations x \$15 each= \$30 total). [ATENÇÃO! If you are taking two semesters or more of Portuguese language courses at OSU (i.e., PORT 1102-1103), you may want to purchase at least the five (5) minimum sessions required to receive the discounted price of \$10.00 per conversation (5 sessions x \$10.00 = \$50), since there will be two (2) required TalkAbroad assignments per course level beyond PORT 1102; any unused sessions purchased will remain available indefinitely.]
  - a. The **TalkAbroad Section Code** for this specific class section, provided by your instructor: Niber2018-XXXXXX

### Optional:

3. **Print textbook** *Ponto de Encontro: Portuguese as a World Language* (2nd ed.), 2013, by de Jouët-Pastré, et al.
4. Portuguese-English/English-Portuguese **Dictionary** (Larousse and Langescheidt are good options. There is also a free digital dictionary within MyLab.)
5. Access to the free **Companion Website** at [www.pearsonhighered.com/ponto/](http://www.pearsonhighered.com/ponto/)



The OSU bookstores sell a shrink-wrapped package that includes items 1 (with 24-month access) and 3 (print [SAMtextbook](#)) above. If you prefer to work *solely digitally*, you may purchase MyLab directly online, since it contains a digital eText and more— *however, if you choose the digital-only option, please read over Section C.5 below carefully*. When purchased directly online, the MyLab Student Access Code sells for \$99.95 (for one-semester, 5-month access) or for \$149.95 (for multi-semester, 24-month access). As an independent consumer, you are free to purchase your course materials in the place and manner of your choosing. However, you must have required items 1 and 2. Explore your options carefully before buying. [NOTE: These materials will carry over beyond **Spring 2018** for PORT 1101.01/.51 (Chapters LP-3), 1102.01/.51 (Chapters 4-7), and 1103.01/.51 (Chapters 8-11). *Be sure to take into consideration the life of your MyLab Student Access Code when planning your course sequence.*]

*Code when planning your course sequence.*]

## C. COURSE POLICIES

### 1. Course Prerequisite

Portuguese 1102.01 is a course designed for students who have successfully completed Portuguese 1101.01/.51, or for students who have placed into the level via the Portuguese placement test. Portuguese 1102.01 is **not** open to native speakers of Portuguese or to students who have OSU EM (Examination Mark) test credit or transfer credit for 1102.01.

### 2. Course Sequence

Portuguese 1102.01 is the second course in a three-course sequence (1101.01/.51; 1102.01/.51; 1103.01/.51) that fulfills the foreign language requirement of the College of Arts and Sciences. Students enrolled in Portuguese 1102.01 are eligible to enroll in Portuguese 1103.01 or Portuguese 1103.51 after successfully completing this course.

### 3. Academic Misconduct

"It is the responsibility of the Committee on Academic Misconduct (COAM) to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term 'academic misconduct' includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. If your instructor suspects academic misconduct, they are obligated by University Rules to report any suspicions to COAM (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at <[studentlife.osu.edu/csc](http://studentlife.osu.edu/csc)>."

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution, or subvert the educational process. Such instances include, but are not limited to: cheating on assignments or exams, collusion, falsification of excuses, submitting work from a previous semester without explicit permission of the current instructor, violation of course rules contained in the syllabus or provided in class, or plagiarism. Plagiarism is the representation of another's works or ideas as one's own: it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. Plagiarism via the Internet is not only dishonest; it is also likely to be caught. Composition assignments, if they are clear and course-specific, do not match well content available on the Internet, and search engines make the detection of plagiarism as easy as plagiarism itself. For a written piece or oral report, for example, aim to use the vocabulary, grammatical structures, and strategies that you have learned in this course. Paraphrase information; do not "cut and paste" entire paragraphs from the Internet. Using online or electronic translators can also be a form of plagiarism when used to form phrases longer than a few words. For more on university policies concerning plagiarism, including information on the formal hearing process by the Committee on Academic Misconduct, visit the COAM FAQ page.

### 4. Student Life Disability Services (SLDS)

"Students with disabilities that have been certified by the Office of Student Life Disability Services (SLDS) will be appropriately accommodated and should inform the instructor as soon as possible of their needs; all discussions are strictly confidential. The SLDS Office is located in 089 Baker Hall Hall, 113 W. 12th Ave.; telephone 292-3307, TDD 292-3307, TDD 292-0901; <<http://www.ods.ohio-state.edu/>>."

### 5. In-class Use of Electronic Devices

Students (especially those with documentation from SLDS) may use electronic devices (such as a laptop computer) during class, *but only to access course materials*. For example, students may access the eText or glossary within MyLab as an alternative to bringing print materials to class. However, personal use of these devices (such as texting, accessing email or social networks, not silencing ring tones, etc.) during class lectures, quizzes and/or exams will not be permitted or tolerated. ~~However, personal use of these devices during class (such as texting, accessing email or social networks, not silencing ring tones, etc.) will not be permitted or tolerated.~~ After two warnings, and upon the third violation by an individual, or if electronic devices become a distraction during class in general, your instructor reserves the right to revoke this privilege from that individual or from the entire class, and/or dismiss that individual from the class session. A dismissal for this reason will result in an unexcused absence. In short, please be respectful and cognizant of these guidelines when using electronic devices!

## D. GRADING PROCEDURES

1. Grading Scale

		<b>B+</b>	88-89	<b>C+</b>	78-79	<b>D+</b>	68-69
<b>A</b>	93-100	<b>B</b>	83-87	<b>C</b>	73-77	<b>D</b>	65-67
<b>A-</b>	90-92	<b>B-</b>	80-82	<b>C-</b>	70-72	<b>E</b>	0-64

2. Key to Grade Percentages for Compositions (see Appendix 2 for Evaluation Criteria for Compositions)

50/50= 100% <b>A</b>	45/50= 90% <b>A-</b>	40/50= 80% <b>B-</b>	35/50= 70% <b>C-</b>
49/50= 98% <b>A</b>	44/50=88% <b>B+</b>	39/50= 78% <b>C+</b>	34/50= 68% <b>D+</b>
48/50= 96% <b>A</b>	43/50= 86% <b>B</b>	38/50= 76% <b>C</b>	33/50= 66% <b>D</b>
47/50= 94% <b>A</b>	42/50= 84% <b>B</b>	37/50= 74% <b>C</b>	32/50= 64% <b>E</b>
46/50= 92% <b>A-</b>	41/50= 82% <b>B-</b>	36/50= 72% <b>C-</b>	31 & below <b>E</b>

3. Final Grade: Components and Weighting

Grade Components	Weighting
<b>A. Homework</b>	
1. MyLab (ML) activities	16%; (4% per chapter x 4 = 16% total)
2. Daily assignments	4%; (1% per chapter x 4 = 4% total)
3. TalkAbroad (2 total)	10%; ([3% per conversation + 2% reflection] x 2 = 10% total)
<b>B. Class Participation (4 total)</b>	10%; (2.5% per chapter x 4 = 10% total)
<b>C. Composition (1 total)</b>	8%; (1% each for assignments 1, 2 & 3 + 5% for assignment 4)
<b>D. Formal assessments</b>	
1. Quizzes (2 total)	14%; (7% per quiz x 2 = 14% total)
2. Midterm Exam	13%
3. Oral Exam	10%
4. Final Written Exam	15%
<b>TOTAL</b>	<b>100%</b>

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4. Final Grade: Computation (for use by the student)

Class Participation:

- Chapter 4 \_\_\_\_\_ x .025 = \_\_\_\_\_
- Chapter 5 \_\_\_\_\_ x .025 = \_\_\_\_\_
- Chapter 6 \_\_\_\_\_ x .025 = \_\_\_\_\_
- Chapter 7 \_\_\_\_\_ x .025 = \_\_\_\_\_

Homework:

- **MyLab** (each chapter grade is the average score derived from all scores on assigned chapter activities only, indicated by a clock icon in MyLab and on the weekly syllabus in Section F)
  - Chapter 4 \_\_\_\_\_ x .04 = \_\_\_\_\_
  - Chapter 5 \_\_\_\_\_ x .04 = \_\_\_\_\_

Chapter 6	_____ x .04	= _____
Chapter 7	_____ x .04	= _____
• <b>Daily homework</b> assigned by your instructor (1 point per activity, scored on a credit/ no-credit basis)	_____ x .04	= _____
• <b>TalkAbroad:</b>		
Conversation 1	_____ x .03	= _____
Reflection 1	_____ x .02	= _____
Conversation 2	_____ x .03	= _____
Reflection 2	_____ x .02	= _____
<b>Composition:</b>		
Assignment 1 (scored on a credit/ no-credit basis)	_____ x .01	= _____
Assignment 2 (scored on a credit/ no-credit basis)	_____ x .01	= _____
Assignment 3 (scored on a credit/ no-credit basis)	_____ x .01	= _____
Assignment 4 (graded using rubric in Appendix 2)	_____ x .05	= _____
<b>Composition:</b>		
Composition: First draft	_____ x .05	= _____
Composition: Final draft	_____ x .03	= _____
<b>Quizzes:</b>		
Quiz 1: Chapter 4	_____ x .07	= _____
Quiz 2: Chapter 6	_____ x .07	= _____
<b>Midterm Exam:</b> Chapters 4 & 5	_____ x .13	= _____
<b>Final Oral Exam:</b> Chapters 4, 5, 6, & 7	_____ x .10	= _____
<b>Final Written Exam:</b> Chapters 4, 5, 6, & 7	_____ x .15	= _____

PRELIMINARY TOTAL = \_\_\_\_\_  
 # of 55-minute, unexcused absences \_\_\_\_\_ x -1% = \_\_\_\_\_  
**FINAL TOTAL = \_\_\_\_\_ (Out of 100%)**

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## E. GRADE COMPONENTS

### 1. Policy on Attendance and Chronic Tardiness

Daily class attendance is crucial for the development of your language skills and therefore for success in this course. Regular attendance is expected. Absences will be closely monitored and fall into three categories: "grace sessions", excused absences, and unexcused absences. **Any unexcused absences will negatively affect your final course grade at the end of the semester, as explained below.** Please keep a personal record of your absences and tardies, and when possible, obtain and keep any documentation that verifies your reason for missing class (e.g., an email informing your Portuguese instructor about staying home due to a migraine, etc.). A chart for recording such information is provided in Appendix 4 for your convenience.

Over the course of the semester, you will be allowed **four (4) "grace sessions" of 55 minutes** (equivalent to *one (1) week of class*) without the need for official documentation. If your class section meets four days per week (e.g., MTWR from 8:00-8:55 AM), you will be allowed *four days* of absences as "grace sessions". If your class section meets two days per week (e.g., MW from 6:30-8:20 PM), you will be allowed *two days* of absences as "grace sessions" (since one (1) class day= 110 minutes, or *two (2) sessions* of 55 minutes). In either case, these days should **not** be interpreted as *free days!* **Use them wisely! They should be reserved** for foreseeable or unforeseeable events and emergencies, *including illness for which medical attention is not sought.* **ATENÇÃO!** Should you be absent the day of a quiz or an exam, you must present *official, documented proof* of illness or of some other calamity in order to be able to make it up. Otherwise, you will *receive a zero!* See the following paragraph for more information on how to document an absence.]

Any additional absences (beyond the four "grace sessions" of 55 minutes) can be **excused**, if you have an acceptable, verifiable reason. In this context, "acceptable" means an illness, a death in the family (or some other significant family event, such as a wedding), a subpoena, jury duty, military service, performance in a university-sponsored athletic competition, a job interview, etc. "Verifiable" means that you can provide *official, original* documentation to account for the reason. Such documentation typically provides a phone number that can be called for verification. **[ATENÇÃO!** The falsification of



official documents is a serious offense that *will be reported* to COAM. See Section C.3 above.] Examples include a doctor's note (on original letterhead paper; in general, photocopies and faxes will not be accepted), a dated container of medication, an original program from a funeral or wedding, an obituary, a written call to service from a court of law or other government institution, a note from a university athletic division, etc. Personal notes from friends or relatives *will not be accepted* as official documentation. Documentation intended to excuse an absence should be presented to your instructor (and, if necessary, to the Acting Language Program Director, Megan Lobert(3), and/or to the Assistant Language Program Director, Dr. Richard Henriksen(6), as soon as possible. No documentation will be accepted after Reading Day, which for Spring 2018 is Tuesday, April 24 by 11:59 PM.

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~~Documentation intended to excuse an absence should be presented to your instructor (and, if necessary, to the Language Program Director (Dr. Holly Nelson(3)) and/or Assistant Language Program Directors, Megan Lobert(3) and Richard Henriksen(6)) as soon as possible. No documentation will be accepted after Reading Day, which for Spring 2018 is Tuesday, April 24.~~

Any additional absences (beyond the "grace sessions" and any excused absences) will be considered *unexcused*. Furthermore, *extreme tardiness* can accumulate into unexcused absences. A late arrival to class of 15 minutes or more on three (3) different class days will be counted as one (1) *unexcused absence* from class.

*Each unexcused absence of 55 minutes will result in the lowering of your final course grade by 1% at the end of the semester.* For example, in a class section that meets four days per week (e.g., MTWR), if your overall grade is 92% (A-) and you have three (3) *unexcused* absences of 55 minutes (beyond the "grace sessions" and any excused absences), your final assigned course grade will be 89% (B+) [i.e., 92% - 3% = 89%]. In a class section that meets two days per week (e.g., MW), recall that one (1) class day= two (2) sessions of 55 minutes. So, if a student misses 3 class days without official documentation (beyond the "grace sessions" and any excused absences), an overall grade of 92% (A-) will be lowered to 86% (B), since 3 class days= 6 sessions of 55 minutes [i.e., 92% - 6% = 86%]. *In sum, make sure that you clearly understand the attendance and tardiness policies for this course, that you keep track of your own attendance and tardiness records, and that you make wise decisions regarding if and when you miss class.*

[NOTE: The following message appears on the "Student Health Services" page: "If you had a visit with a health care provider, he/she can provide you with a visit verification form. If your professor will not accept the visit verification form, stop by Administrative Services and Credentialing in room 264, directly across from the elevator. They can provide you with a medical excuse that should be accepted by your professor. If you did not see a health care provider but still need to document your illness, you can use the Absence Excuse Form (PDF)." Please know that the Absence Excuse Form will *not* be accepted as official documentation for this course. You are expected to reserve and use your four (4) "grace sessions" of 55 minutes to cover this and any other type of absence that cannot be officially documented.]

## 2. Class Participation

As stated earlier, daily class attendance is crucial for the development of your language skills and therefore for success in this course. Absences in this course fall into three categories: "grace sessions", excused absences, and unexcused absences. **All absences, except those that are excused, will negatively affect your participation grade** (quite simply, you cannot participate if you are not present in class).

Your overall class participation will be evaluated according to the seven criteria specified on the "Class Participation Self-Assessment Sheet," shown in Appendix 1. Since you cannot participate if you are absent, regular class attendance is an important component of your participation grade (Criteria 1 in Appendix 1). Note also in Criteria 2 that arriving more than 5 minutes late to class (or leaving early or frequently during class) will result in a loss of points from your participation grade for that period. [See also Section E.1 above regarding *extreme tardiness*, which is defined as 15 or more minutes late.]

At the end of each of the four chapters covered in this course, you will be asked to complete the self-assessment for your instructor either in class or online through Carmen. To complete it, choose one point value on the horizontal scale given for each of the seven evaluation criteria. You must choose from among the point values given; for example, '18' points is not

an option for the "Class attendance" component. The low, mid, and high points of each scale are defined. Choose the point value on each scale that most accurately describes your performance in that area for that grading period. Then, add up the points and write the resulting total score in the space provided at the end. Your instructor may accept or alter your self-assessment, may offer comments, and then will record the total number of points earned for that chapter or "grading period." [NOTE 1: If you do not understand or if you disagree with a change made to your self-assessment, you should discuss the matter with your instructor immediately. Office hours are the most appropriate time for this.] By the end of the semester, you will have received four (4) class participation grades. [NOTE 2: If your instructor prefers the online submission of participation grades through Carmen, and you do not submit a self-assessment by the due date indicated, your instructor reserves the right to simply *assign you* a participation grade for that period.]

### 3. Homework

For each chapter, **homework assignments will come from three sources:** **a)** pre-assigned activities in MyLab (ML), located at [www.myportugueselab.com](http://www.myportugueselab.com); **b)** daily assignments made by your individual instructor (for example, additional activities from MyLab (written out on paper or completed online, as preferred by your instructor), extra handouts, etc.); and **c)** synchronous TalkAbroad conversations and reflection assignments.

**a. MyLab activities:** First, regarding the pre-assigned activities in MyLab, various assignments (e.g., SAM, videos, games, etc.) and their due dates appear in the weekly syllabus in Section F. MyLab assignments and their due dates also are indicated within the MyLab system, by means of a clock icon on an electronic calendar. Be sure to check this electronic calendar weekly. All MyLab assignments are due *by 11:59 PM* on the date indicated, regardless of your particular class section's meeting days and time. The MyLab system will automatically score and offer feedback on these pre-assigned activities, since they are machine-gradable. To encourage practice, MyLab will allow you to repeat an activity up to 100 times and will display and use only the highest score achieved in order to calculate chapter averages. The system will indicate the correct responses for an activity only after it has come due at 11:59 PM, so you can return to the activity later to check answers. Furthermore, any *unassigned* activities attempted or completed by you will not affect your chapter averages positively or negatively, so feel free to experiment!

**b. Daily assignments:** Second, your instructor will assign 2-4 brief homework activities for each class day (1-2 "review" activities over the day's content and 1-2 "preview" activities to prepare for the next class day's content), to closely gauge your progress. Second, your instructor will make brief daily homework assignments (1-3 activities), to closely gauge your progress. Each activity assigned will be worth one (1) point, awarded on a credit/no-credit basis. [NOTE: 1 point= complete and well done; 0 points = partially complete or not well done or missing (i.e., not completed).] These assignments will be due in class *at the beginning of the class hour* of the due date given by your instructor. **No late homework will be accepted.** If you are absent from class when an assignment is due, you should try to submit it to your instructor's mailbox or as an email attachment that same day. If that is not possible, the assignment will only be accepted if submitted the *next session you are present in class*. You also are responsible for finding out from your instructor (or from another classmate) what assignments were given during your absence(s), in order to have all of the work ready to submit upon your return to class. In short, "I wasn't in class yesterday" is **not** an acceptable excuse for incomplete homework.

**c. TalkAbroad:** Third, you will be required to participate in two (2) conversations through TalkAbroad and complete a reflection assignment about each experience. Each conversation will be 30 minutes in duration and take place through [www.talkabroad.com](http://www.talkabroad.com) at the cost of \$15 per conversation (2 conversations x \$15 each= \$30 total). The first conversation *and* reflection are due during Week 5, and the second conversation *and* reflection are due during Week 10. In order to get started, you first will need to create a free TalkAbroad account (if you do not already have one), join the specific class section shown on page 2 of this syllabus (Section B.2.a), and purchase the two (2) conversations, by Week 3 of the semester. Then you will choose one or two TalkAbroad conversation partners and select a date and time from his/her online schedule. Please note that, according to the rules of TalkAbroad as a company, all appointments must be booked at least 36 hours in advance. If, for whatever reason, you need to reschedule or cancel your appointment, all requests must be submitted at least 12 hours in advance in order for the credit(s) to be refunded to your account. On the day of your appointment, it is critical that you are set up and ready to begin your scheduled appointment on time to ensure a full 30 minutes to complete your conversation. Partners have appointments every 30 minutes and need to begin and end conversations on time, even if a student arrives late.

[NOTE: In order to ensure a full 30 minutes to complete your conversation, it is critical that you are set up and ready to begin your scheduled appointment on time. Partners have appointments every 30 minutes and need to begin and end

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conversations on time, even if a student arrives late.] Each conversation will be recorded and photographed automatically, and the audio file will be available to you for review in your TalkAbroad account. Your instructor will access your recording, photograph, and time log through TalkAbroad. **You will need to complete and submit to your instructor a reflection assignment on language and culture after each conversation.** This assignment consists of questions and answers in English, to help you process your experience conversing with a native speaker in Portuguese. Each reflection must be submitted on the date and by the time specified by your instructor. For each day (up to a maximum of three) that a reflection is late beyond its due date, 5% will be subtracted from the assessed final grade percentage, up to a total of 15% off for lateness. On the fourth day and beyond (including the two days of the weekend), a reflection will no longer be accepted for credit. As per grading, the conversation and the reflection assignment represent two different grades and The two components (i.e., the conversation and reflection) are worth 10% of your final overall course grade: (3% per conversation x 2 conversations = 6%, 2% per reflection x 2 reflections = 4%; 6% + 4% = 10% total). Each conversation and reflection will be evaluated according to the following criteria:

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Grading of Each Conversation	Grading of Each Reflection Assignment
• 25:00-30:00 minutes= 100% credit	• All sections answered thoroughly= 100% credit
• 20:00-24:59 minutes= 75% credit	• All sections answered but not thoroughly= 75% credit
• 15:00-19:59 minutes= 50% credit	• Only some sections answered= 50% credit
• 0:00-14:59 minutes= 0% credit	• No questions answered, or no submission= 0% credit

#### 4. Composition

One pre-established composition topic will be assigned over the course of the semester. The composition will be worth a total of 8% of the final course grade and **will entail 4 separate assignments or steps: 1) a pre-writing activity (worth 1%), 2) a first draft (1%), 3) a second draft (1%), and 4) a final draft, of approximately 125-150 varied words in Portuguese (5%).** All 4 assignments should incorporate the vocabulary and grammar from the textbook chapter(s). **Assignments 1 & 2 will be shown in class** and will be graded on a credit/no-credit basis. They may be handwritten or typed (double-spaced, using the special characters of Portuguese) *and printed*. Printing is especially important for Assignment 2 (the first draft), since you and your classmates will engage in peer editing during class time. **Assignment 3 will be submitted to your instructor (either in class or through Carmen, according to your instructor's preference) and will be graded on a credit/no-credit basis.** It must be typed, double-spaced, using the special characters of Portuguese. When you submit Assignment 3, you will also need to submit Assignments 1 & 2 for comparison. [NOTE: Credit= complete (including prior assignments), well done (in earnest effort), and on time. No-credit (0%)= partially complete or not well done or late or missing (i.e., not completed).] **Assignment 4 will be submitted to your instructor (either in class or through Carmen) and will be evaluated according to the six criteria specified in the rubric shown in Appendix 2 of this syllabus. It must be typed, double-spaced, using the special characters of Portuguese, and it must include a word count (WC). When you submit Assignment 4, you will also need to submit Assignment 3 for comparison.**

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Assignments 1, 2 & 3 must be shown or submitted on the due date and by the time specified by your instructor. **No late work will be accepted for credit** (without acceptable, verifiable documentation). Regarding Assignment 4 (the final draft), for each day (up to a maximum of three) that it is late beyond the due date, 5% will be subtracted from the assessed final grade percentage, up to a total of 15% off for lateness. On the fourth day and beyond (including the two days of the weekend), Assignment 4 will no longer be accepted for credit. For example, if your class section meets four days per week (e.g., TWRF from 8:00-8:55 AM) and your work is due at 8:00 AM on Wednesday, the last possible time when you can submit it for credit (albeit with a loss of 15%) is 8:00 AM on Saturday (by email or through Carmen). In such a case, let's imagine that the instructor deems the 3-day-late final draft to be worth a score of 45 points, or 90% (A-). After the loss of 15% [3 days late x -5%], the student will receive a grade percentage of 75% (C) on the final draft [i.e., 90% - 15% = 75%]. After 3 days, Assignment 4 will receive a zero.

It should be noted that all 4 assignments must reflect a student's own work, in terms of both content and language. Translations carried out through the use of a computer are unacceptable and will receive the grade of 0%, with no possibility of a resubmission. Furthermore, if you solicit the help of a tutor in your writing, you must simultaneously submit both a marked-up draft and the draft due, in order to receive credit or a grade (regardless of which of the 4 assignments is involved). You must produce all drafts, on your own, in Portuguese, before soliciting any help from others. This requirement is very important, since you will be expected to write a composition directly in Portuguese on the final exam. A tutor may indicate any errors made on a draft by circling (although not correcting) them in an ink color different from your original copy. It is the student's job to then edit and correct his/her own draft. It is obvious to an instructor when a student has received help with writing. If you receive help and the above procedure is not followed (i.e., a marked-up draft reflecting any feedback from others is not submitted with the draft due), you will receive a 0% on that assignment, with no possibility of a resubmission. If you do not receive help on a given draft, you only need to submit your own work. One composition will be assigned over the course of the semester. It will entail an outline, a first draft, and a final draft. Each draft needs to contain 125-150 varied words in Portuguese and incorporate the vocabulary and grammar from the textbook chapter(s). A topic will be assigned to guide your writing. Any prior draft(s) must be resubmitted on due dates, to facilitate comparison. See the weekly syllabus in Section C for due dates. Both first and final drafts will be evaluated according to the six criteria specified in Appendix I. For your final course grade, the first draft will be worth 5% and the final draft 3%, for a total of 8%.

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Each draft must be submitted *on the date and by the time specified by your instructor*. For each day (up to a maximum of three) that a draft is late beyond its due date, 5% will be subtracted from the assessed grade percentage, up to a total of 15% off for lateness. On the fourth day and beyond (including the two days of the weekend), a draft will no longer be accepted for credit. For example, if your work is due by 11:59 PM on Tuesday, the last possible time when you can submit it for credit (albeit with a loss of 15% from the start) is 11:59 PM on Friday. After that, you would receive a zero on the assignment.

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It should be noted that *each draft must reflect a student's own work*, in terms of both content and language. Translations carried out through the use of a computer are unacceptable and will receive the grade of 0%, with no possibility of a resubmission. Furthermore, *if you solicit the help of a tutor in your writing, you must simultaneously submit both a marked-up draft and the draft due, in order to receive credit and a grade* (whether the first or final draft is involved). You must produce all drafts, on your own, in Portuguese, before soliciting any help from others. This requirement is very important, since you will be expected to write compositions directly in Portuguese on exams. A tutor may indicate any errors made on a draft by circling (although *not* correcting) them in an ink color different from your original copy. It is the student's job to then edit and correct his/her own draft. It is obvious to an instructor when a student has received help with writing. If you receive help and the above procedure is not followed (i.e., a marked-up draft reflecting any feedback from others is not submitted with the draft due), you will receive a 0% on that assignment, with no possibility of a resubmission. If you do not receive help on a given draft, you only need to submit your own work.

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### 5. Quizzes ("Provas/Controles")

There will be *at least* two (2) brief (~20-30 minutes) quizzes, or "provas", given during the semester, one for each of the two textbook chapters *not* immediately preceding a major exam. Thus, minimally, there will be a brief quiz on Chapter 4 and on Chapter 6. Each quiz will cover listening comprehension, vocabulary, grammar, and culture. Your instructor will specify the exact nature and date of each quiz for your class section.

### 6. Written Exams

There will be two written exams: a midterm exam given during the semester and a final exam given during finals week. The midterm exam will be given over two consecutive 55-minute class sessions. It will cover Chapters 4-5. The final exam will be given during the one-hour and 45-minute time slot of exam week specified for your class section by the University.

The final exam will be cumulative (Chapters 4-7) but will focus most heavily on Chapters 6-7.

#### **7. Final Oral Exam**

An oral exam of approximately 7 minutes will be given sometime during weeks 12-13 of the semester. The oral exam will be evaluated according to the criteria in Appendix 3. You will take the oral exam individually with your instructor during class time in your regular classroom, on the date and time specified by your instructor at a later point in the semester. The format of the exam will involve spontaneous speaking (i.e., not read or memorized material) for a total of four (4) minutes (two minutes about two different topics). Thus, the best way to prepare for it is to be present in class on a regular basis and actively participate during class *in Portuguese*, not English, as much as possible. Further details about the oral exam will be provided by your instructor at a later date in the semester.

F. WEEKLY SYLLABUS

Key to abbreviations used in syllabus		
ML= MyLab	→ = homework “corresponds to” topic listed on same line in previous column	pp. = pages

WEEK 1 (January 8-12)	
<ul style="list-style-type: none"> <li>Monday, January 8: SEMESTER CLASSES BEGIN</li> <li>Friday, January 12: LAST DAY TO ADD A COURSE (without instructor’s written permission)</li> </ul>	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>Course Introduction &amp; Syllabus Quiz</li> <li>Lição 4: A família (pp. 152-162)                             <ul style="list-style-type: none"> <li>À primeira vista (pp. 152-155)</li> <li>O que é que os parentes fazem (pp. 155-156)</li> <li>Estrutura 1: Expressing opinions - present tense of stem-changing verbs (pp. 157-160)</li> <li>Para ler “Laços de família” (pp. 161-162)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following review activities are due Sun., Jan. 21:                             <ul style="list-style-type: none"> <li>→ ML (4-1, 4-2, 4-3, 4-24, 4-25, 4-26, 4-27, 4-28)</li> <li>→ ML (4-5, 4-6, 4-7, 4-8, 4-32)</li> </ul> </li> </ul>
Additional assignments:	
<ul style="list-style-type: none"> <li>Syllabus Quiz (during 2nd or 3rd 55-minute session)</li> <li>Estudar L4 Vocabulário (pp. 186-187) (Review only; no submission of work required)</li> </ul>	
Optional MyLab Practice Activities:	
<ul style="list-style-type: none"> <li>Extra MyLab Portuguese Activities on:                             <ul style="list-style-type: none"> <li>As famílias</li> <li>Present tense of stem-changing verbs</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 4 &gt; Additional Practice]</p>	

WEEK 2 (January 15-19)	
<ul style="list-style-type: none"> <li>Monday, January 15: MARTIN LUTHER KING DAY – NO CLASSES</li> <li>Friday, January 19: LAST DAY TO ADD A COURSE (without a petition)</li> </ul>	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>Lição 4: A família (pp. 163-174)                             <ul style="list-style-type: none"> <li>Estrutura 2: Adverbs (pp. 163-165)</li> <li>Estrutura 3: Talking about daily activities - present tense irregular verbs (pp. 165-169)</li> <li>Estrutura 4: Faz/Há with expressions of time (pp. 169-171)</li> <li>Para ler: Vamos visitar o passado (pp. 177-178)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following review activities are due Sun., Jan. 21:                             <ul style="list-style-type: none"> <li>→ ML (4-9, 4-10, 4-33)</li> <li>→ ML (4-12, 4-14, 4-35)</li> <li>→ ML (4-38)</li> <li>→ ML (4-19, 4-20)</li> </ul> </li> </ul>
Additional assignments:	
<ul style="list-style-type: none"> <li>None</li> </ul>	
Optional MyLab Practice Activities:	
<ul style="list-style-type: none"> <li>Extra MyLab Portuguese Activities on:                             <ul style="list-style-type: none"> <li>Adverbs</li> <li>Faz/Há with expressions of time</li> <li>Present tense of fazer, dizer, trazer, sair &amp; pôr</li> <li>The preterit tense of regular verbs and IR</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 4 &gt; Additional Practice]</p>	

WEEK 3 (January 22-26)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>Introduction to TalkAbroad</li> <li>Lição 4: A família (pp. 173-185)                             <ul style="list-style-type: none"> <li>Mais um passo: The preterit tense of regular verbs and IR (pp. 173-174)</li> <li>Encontros (pp. 175-179)</li> <li>Para escrever: Minha família</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following review activities are due Sun., Jan. 28:                             <ul style="list-style-type: none"> <li>→ ML (4-16, 4-39)</li> <li>→ ML (4-40, 4-41)</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>• Horizontes: O Norte do Brasil e o Amazonas (pp. 183-185)</li> <li>• Revisão Lição 4 (pp. 163-174)</li> </ul>	→ ML (4-22, 4-23)
<ul style="list-style-type: none"> <li>• Lição 5: A casa e os móveis (pp. 190-193) <ul style="list-style-type: none"> <li>• À Primeira Vista: Em casa (pp. 190-191)</li> <li>• A casa (pp. 192-193)</li> </ul> </li> </ul>	→ ML (5-1, 5-2, 5-3, 5-5, 5-31, 5-33, 5-34)
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>Estudar L5 Vocabulário</b> (pp. 230-231) (<i>Review only; no submission of work required</i>)</li> <li>• <b>Submit Participation Grade for Chapter 4</b> (<i>exact date to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• <i>Em casa</i></li> </ul> </li> </ul>	
[To access the additional resources above go to: MyLab > Course Materials > MPL (BP) > Lição 5 > Additional Practice]	

WEEK 4 (January 29 - February 2)	
<ul style="list-style-type: none"> <li>• <b>Friday, February 2:</b> LAST DAY TO DROP A COURSE (<i>without receiving a "W" on record</i>)</li> </ul>	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• <b>Composition Workshop 4: Introduction to topic and pre-writing strategies</b> • <b>Pre-Writing Workshop:</b> <i>Composition: Outline for first draft</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following review activities are due Sun., Feb 4:</b></li> </ul>
<ul style="list-style-type: none"> <li>• Lição 5: A casa e os móveis (pp. 194-205) <ul style="list-style-type: none"> <li>• As tarefas domésticas (pp. 194-196)</li> <li>• Estrutura 1: Ongoing actions - present progressive (pp. 197-200)</li> <li>• Para ler: Lugares para morar (pp. 200-201)</li> <li>• Estrutura 2: Describing physical and emotional states (pp. 202-205)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ ML (5-6)</li> <li>→ ML (5-8, 5-9, 5-10, 5-37)</li> <li>→ ML (5-11, 5-39, 5-40)</li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>QUIZ 1 on Chapter 4</b> (<i>exact date to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• <i>Present Progressive</i></li> <li>• <i>Expressions with "ter", "estar com" &amp; "ficar com"</i></li> </ul> </li> </ul>	
[To access the additional resources above go to: MyLab > Course Materials > MPL (BP) > Lição 5 > Additional Practice]	

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WEEK 5 (February 5-9)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• Lição 5: A casa e os móveis (pp. 205-211) <ul style="list-style-type: none"> <li>• Estrutura 3: Demonstrative adjectives (pp. 205-206)</li> <li>• Estrutura 4: Demonstrative adjectives and pronouns (pp. 206-208)</li> <li>• Estrutura 5: Useful verbs <i>dar, ler, ver</i> and <i>vir</i> (pp. 208- 211)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following review activities are due Sun., Feb 11:</b></li> <li>→ ML (5-14, 5-15, 5-42)</li> <li>→ ML (5-17, 5-18, 5-19, 5-46)</li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>Composition Assignment 1: Show pre-writing activity in class (quantified on speed grade/zero credit)</b> (<i>exact date to be determined by instructor</i>)</li> <li>• <b>FIRST DRAFT OF COMPOSITION &amp; OUTLINE DUE</b> (<i>exact date to be determined by instructor</i>)</li> <li>• <b>TalkAbroad Conversation &amp; Reflection 1 due</b> (<i>exact date to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• <i>Demonstrative adjectives &amp; pronouns</i></li> <li>• <i>Present tense of "dar", "ler", "ver", &amp; "vir"</i></li> </ul> </li> </ul>	
[To access the additional resources above go to: MyLab > Course Materials > MPL (BP) > Lição 5 > Additional Practice]	

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WEEK 6 (February 12-16)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• <b>Composition Workshop 2: In-class peer review</b> <i>first draft &amp; practice with transition words</i></li> <li>• <b>Lição 5: A casa e os móveis</b> (pp. 208-229) <ul style="list-style-type: none"> <li>• Estrutura 5b: <i>Saber</i> and <i>Conhecer</i> (pp. 214-215)</li> <li>• Mais um passo: Reflexive verbs and pronouns (pp. 218-219)</li> <li>• <b>Horizontes: Brasília e o Centro-Oeste</b> (pp. 228-229)</li> <li>• Encontros (pp. 220-224)</li> <li>• Videos: <ul style="list-style-type: none"> <li>• <i>Onde você mora?</i></li> <li>• <i>Primeiro passo</i></li> <li>• <i>Tarefas domésticas</i></li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>review</i> activities are due Sun., Feb. 18:</b> <ul style="list-style-type: none"> <li>→ ML (5-20, 5-21, 5-22, 5-47)</li> <li>→ ML (5-23, 5-49)</li> <li>→ ML (5-30)</li> <li>→ ML (5-25, 5-26, 5-27, 5-51)</li> <li>→ ML (5-52)</li> <li>→ ML (5-53)</li> <li>→ ML (5-54)</li> </ul> </li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>Composition Assignment 2: Bring first draft to class for peer review. Handwritten or typed &amp; printed. Credit/no credit; exact date to be determined by instructor.</b></li> <li>• <b>Submit Participation Grade for Chapter 5 (exact date to be determined by instructor)</b></li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• <i>Saber &amp; conhecer</i></li> <li>• <i>Some reflexive verbs &amp; pronouns</i></li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 5 &gt; Additional Practice]</p>	

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WEEK 7 (February 19-23)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• 1st &amp; 2nd 55-minute sessions: REVIEW Lição 4 &amp; Lição 5</li> <li>• 3rd 55-minute session: <b>MIDTERM EXAM, PART 1:</b> <i>Listening, vocabulary, composition/reading</i></li> <li>• 4th 55-minute session: <b>MIDTERM EXAM, PART 2:</b> <i>Grammar &amp; culture, reading</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>The following <i>preview</i> activity is due Sun., Feb. 23:</b></li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>	

WEEK 8 (February 26-March 2)	
Textbook pages & topics:	ML homework

<ul style="list-style-type: none"> <li>• <b>Post-Writing Workshop: Composition: Practice with transition words for final draft</b></li> <li>• <b>Lição 6: A roupa e as compras</b> (pp. 234-245) <ul style="list-style-type: none"> <li>• À Primeira Vista (pp. 234-240) <ul style="list-style-type: none"> <li>• A roupa e as compras</li> <li>• Tecidos e desenhos</li> </ul> </li> <li>• Estrutura 1: Regular verbs - preterit tense (pp. 241-242)</li> <li>• Estrutura 2: Irregular verbs <i>IR</i> and <i>SER</i> - preterit tense (pp. 242-245)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., <b>Mar. 4:</b> <ul style="list-style-type: none"> <li>→ ML (6-1, 6-3, 6-25, 6-26, 6-28)</li> <li>→ ML (6-4, 6-5, 6-7, 6-29, 6-32)</li> <li>→ ML (6-10, 6-11, 6-33)</li> </ul> </li> </ul>
<b>Additional assignments:</b>	
• <b>Composition Assignment 3:</b> Submit second draft to instructor for feedback <i>(upload &amp; printed, credit/no credit, exact date to be determined by instructor)</i>	
• <b>Estudar L6 Vocabulário</b> (pp. 264-265) <i>(Review only; no submission of work required)</i>	
<b>Optional MyLab Practice Activities:</b>	
• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• A roupa</li> <li>• Vamos às compras</li> </ul> <small>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 6 &gt; Additional Practice]</small>	

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WEEK 9 (March 5-9)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• <b>Overview &amp; Practice for Oral Exams</b></li> <li>• <b>Lição 6: A roupa e as compras</b> (pp. 247-253) <ul style="list-style-type: none"> <li>• Estrutura 3: Direct object nouns and pronouns (pp. 247-251)</li> <li>• Estrutura 4: Tag questions (pp. 252-253)</li> <li>• Para ler: <i>Feiras e mercados</i> (pp. 251-252)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., <b>March 11:</b> <ul style="list-style-type: none"> <li>→ ML (6-12, 6-13, 6-14, 6-15)</li> <li>→ ML (6-16)</li> <li>→ ML (6-20, 6-21, 6-22)</li> </ul> </li> </ul>
<b>Additional assignments:</b>	
• <b>FINAL DRAFT OF COMPOSITION DUE</b> <i>(exact date to be determined by instructor)</i>	
<b>Optional MyLab Practice Activities:</b>	
• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• Preterit tense of regular verbs</li> <li>• Preterit of "ir" &amp; "ser"</li> <li>• Direct object nouns &amp; pronouns</li> </ul> <small>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 6 &gt; Additional Practice]</small>	

**Spring Break: March 12-16, 2017 – NO CLASSES**

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WEEK 10 (March 19-23)	
• Friday, <b>March 23:</b> LAST DAY TO DROP A COURSE <i>(without petitioning)</i>	
Textbook pages & topics:	ML homework
• <b>Composition Workshop 3: <i>Insartando palavras novas</i></b>	• The following <b>review</b> activities are due Sun. <b>Mar. 25:</b>

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<p><i>draft with feedback &amp; provides overall observations and practices with editing (for example, error identification, organization, etc.)</i></p> <p><b>Lição 6: A roupa e as compras (pp. 252-263)</b></p> <ul style="list-style-type: none"> <li>Mais um passo: Some more uses of <i>por</i> and <i>para</i> (pp. 254) <ul style="list-style-type: none"> <li>Encontros (pp. 255-260)</li> <li>Videos: <ul style="list-style-type: none"> <li>Em uma loja</li> <li>Fazer compras</li> <li>As roupas do dia a dia</li> </ul> </li> <li>Expressões úteis: Negociando (p. 257)</li> <li>Horizontes: Lisboa, a capital de Portugal (pp. 262-263)</li> <li>Revisão Lição 6</li> </ul> </li> </ul>	<p>→ ML (6-17, 6-18, 6-38)</p> <p>→ ML (6-19, 6-20, 6-21, 6-22)</p> <p>→ ML (6-39)</p> <p>→ ML (6-40)</p> <p>→ ML (6-41)</p> <p>→ ML (6-24)</p>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>Talk Abroad Conversation &amp; Reflection 2 due (exact date to be determined by instructor)</li> <li>Submit Participation Grade for Chapter 6 (exact date to be determined by instructor)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>Extra MyLab Portuguese Activities on: <ul style="list-style-type: none"> <li>Tag questions</li> <li>Some more uses of “por” &amp; “para”</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 6 &gt; Additional Practice]</p>	

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**Commented [PdSR3]:** Content in green moved from week 11 to week 10

**Commented [PdSR4]:** Content moved from week 11 to week 10

WEEK 11 (March 26-30)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li><b>Lição 7: O tempo e os passatempos</b> (pp. 268-280) <ul style="list-style-type: none"> <li>À Primeira Vista (pp. 268-276) <ul style="list-style-type: none"> <li>Os esportes (p. 268)</li> <li>Jogadores e equipamentos (pp. 269-270)</li> <li>O tempo e as estações (pp. 271-273)</li> <li>Um jogo importante (pp. 274-276)</li> <li>Estrutura 1: Indirect object nouns and pronouns (pp. 277-280)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The following <i>review</i> activities are due Sun., <b>Apr. 1:</b></li> </ul> <p>→ ML (7-1, 7-2, 7-3, 7-4, 7-25, 7-26, 7-27)</p> <p>→ ML (7-5, 7-6, 7-28)</p>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>QUIZ 2 on Chapter 6 (exact date to be determined by instructor)</li> <li>Estudar L7 Vocabulário (pp. 304-305) (Review only; no submission of work required)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>Extra MyLab Portuguese Activities on: <ul style="list-style-type: none"> <li>Os esportes</li> <li>Jogadores e equipmanetos</li> <li>O tempo e as estações</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 7 &gt; Additional Practice]</p>	

WEEK 12 (April 2-6)	
Textbook pages & topics:	ML homework

<ul style="list-style-type: none"> <li>• Lição 7: O tempo e os passatempos (pp. 281-287)</li> <li>• Estrutura 2: Some irregular preterits (pp. 281-284)</li> <li>• Estrutura 3: Ongoing actions and descriptions in the past – the imperfect (pp. 286-287)</li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., <b>Apr. 8:</b> → ML (7-7, 7-9, 7-10)</li> <li>→ ML (7-11, 7-12, 7-33)</li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>Composition Assignment 4:</b> Submit final draft to instructor (<i>dates graded with rubric in Appendix 2, exact date to be determined by instructor</i>)</li> <li>• <b>ORAL EXAMS</b> (<i>exact dates to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• Indirect object nouns and pronouns</li> <li>• Some irregular preterits</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 7 &gt; Additional Practice]</p>	

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WEEK 13 (April 9-13)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• Lição 7: O tempo e os passatempos (pp. 286-289) <ul style="list-style-type: none"> <li>• Estrutura 4: Imperfect of regular and irregular verbs (pp. 287-289)</li> <li>• Estrutura 5: Narrating in the past (pp. 289-291)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., <b>Apr. 15:</b> → ML (7-13, 7-37, 7-38, 7-39)</li> <li>→ ML (7-14, 7-15)</li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>ORAL EXAMS</b> (<i>exact dates to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b> <ul style="list-style-type: none"> <li>• The imperfect</li> <li>• Imperfect of regular &amp; irregular verbs</li> <li>• The preterit &amp; the imperfect</li> </ul> </li> </ul> <p>[To access the additional resources above go to: MyLab &gt; Course Materials &gt; MPL (BP) &gt; Lição 7 &gt; Additional Practice]</p>	

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WEEK 14 (April 16-20)	
Textbook pages & topics:	ML homework
<ul style="list-style-type: none"> <li>• Lição 7: O tempo e os passatempos (294-303) <ul style="list-style-type: none"> <li>• Mais um passo: Há/Faz expressing ago (pp. 294-295)</li> <li>• Encontros: Os esportes e o tempo (pp. 296-301)</li> <li>• Horizontes: O Sul de Portugal (pp. 302-303)</li> <li>• Revisão Lição 7</li> </ul> </li> <li>• Remaining class time: REVIEW</li> </ul>	<ul style="list-style-type: none"> <li>• The following <b>review</b> activities are due Sun., <b>Apr. 22:</b> → ML (7-14, 7-15)</li> <li>→ ML (7-19, 7-20, 7-41, 7-42)</li> <li>→ ML (7-23, 7-24)</li> </ul>
<b>Additional assignments:</b>	
<ul style="list-style-type: none"> <li>• <b>Submit Participation Grade for Chapter 7</b> (<i>exact date to be determined by instructor</i>)</li> </ul>	
<b>Optional MyLab Practice Activities:</b>	
<ul style="list-style-type: none"> <li>• <b>Extra MyLab Portuguese Activities on:</b></li> </ul>	

- *Há/Faz meaning ago*

[To access the additional resources above go to: MyLab > Course Materials > MPL (BP) > Lição 7 > Additional Practice]

**WEEK 15**

**(April 23-27)**

- **Monday, April 23:** LAST DAY OF REGULARLY SCHEDULED SEMESTER CLASSES

- **Tuesday, April 24:** READING DAY

Textbook pages & topics:

ML homework

**Additional assignments:**

- **None**

**FINAL EXAMINATIONS: Wednesday, April 25 - Tuesday, May 1 (excluding Saturday & Sunday)**

- **FINAL EXAM: Tuesday, May 1st, from 10:00 AM to 11:45 AM**

**SUMMARY of Dates of Composition, TalkAbroad Reflections, Quizzes and Exams**

ASSIGNMENT	DUE DATE
Quiz 1: Chapter 4	Week 4; exact date to be determined by instructor
Composition Assignment 1: Pre-writing activity	Week 5; exact date to be determined by instructor
Composition: First draft	Week 5; exact date to be determined by instructor
Composition Assignment 2: First draft (for class peer review)	Week 6; exact date to be determined by instructor
TalkAbroad Conversation & Reflection 1	Week 5; exact date to be determined by instructor
Written Midterm Exam: Chapters 4 & 5	Week 7; 3rd & 4th 55-minute sessions
Composition Assignment 3: Second draft	Week 8; exact date to be determined by instructor
Composition: Final draft	Week 9; exact date to be determined by instructor
TalkAbroad Conversation & Reflection 2	Week 10; exact date to be determined by instructor
Quiz 2: Chapter 6	Week 11; exact date to be determined by instructor
Composition Assignment 4: Final draft	Week 12; exact date to be determined by instructor
Oral Exam: Chapters 4, 5, 6 & 7	Weeks 12-13; exact dates to be determined by instructor
Final Written Exam: Chapters 4, 5, 6 & 7	Tuesday, May 1, 2018, from 10:00 AM to 11:45 AM

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**G. APPENDIX 1**

**CLASS PARTICIPATION SELF-ASSESSMENT SHEET**

Chapter number (circle one):      4      5      6      7

**1. Class attendance**

0	5	10	15	20
I missed <i>four</i> (4) or more 55-min. of sessions this	I missed <i>three</i> (3) 55-min. sessions this grading period.	I missed <i>two</i> (2) 55-min. session this grading period.	I missed <i>one</i> (1) 55-min. session this grading period.	I attended <i>all</i> of the 55-min. sessions this grading period.

grading period.

2. **Arriving late and/or leaving class early, frequently, or excessively** (arriving late= more than 5 minutes late; leaving early= before the instructor officially dismisses class; leaving frequently or excessively= leaving and returning to classroom more than once per class day or for more than 5 minutes)

0	2	4	6	8	10	12	14	16	18	20
I arrived late and/or left early, frequently, or excessively from every 55-min. session of this grading period.			I arrived late and/or left early, frequently, or excessively from about half of the 55-min. sessions of this grading period.			I did not arrive late or leave early, frequently, or excessively from any of the 55-min. sessions of this grading period.				

3. **Pre-class preparation** (i.e., studying, completing all homework assignments in MyLab, completing textbook reading assignments, etc.)

0	1	2	3	4	5	6	7	8	9	10
I did not prepare any of the assigned out-of-class work before coming to class during this grading period.			I prepared about half of the assigned out-of-class work before coming to class during this grading period.			I prepared all of the assigned out-of-class work before coming to class during this grading period.				

4. **In-class participation at the whole-class level** (i.e., degree/amount of attention, participation, and volunteering during instructor presentations/lectures, or during whole-class activities fronted/lead by the instructor)

0	1	3	5	6	7	8	9	11	13	15
I was consistently inattentive, distracted, disinterested, and/or passive during this grading period.			I was only somewhat attentive and interested, and did not actively contribute on a consistent basis during this grading period.			I was consistently attentive, interested, and active during this grading period.				

5. **In-class participation at the small-group level** (i.e., degree/ amount of attention, participation, and effort during activities carried out in pairs or small groups of students)

0	1	3	5	6	7	8	9	11	13	15
I was consistently inattentive, distracted, disinterested, and/or passive during this grading period.			I was only somewhat attentive and interested, and did not actively contribute on a consistent basis during this grading period.			I was consistently attentive, interested, and active during this grading period.				

6. **In-class use of spoken Portuguese** (i.e., amount of effort put forth and attitude toward using Portuguese to communicate with instructor *and* student peers during all in-class activities)

0	1	2	3	4	5	6	7	8	9	10
I made no or little effort to			I made only a partial effort to			I made a full, 100% effort to				

communicate in Portuguese and used English very frequently.

communicate in Portuguese and used English on various occasions.

communicate in Portuguese spoke as little English as possible.

7. **Behavior** (i.e., overall respect shown for instructor and student peers, including tolerance for the opinions of others, behavior that is neither disruptive nor distracting to others, using a respectful tone of voice, leaving negativity at the door, *not texting, not using a cell phone nor allowing it to ring during class*, not reading the newspaper, not doing work for other classes, not napping during class, etc.)

0	1	2	3	4	5	6	7	8	9	10
I frequently displayed disrespectful, intolerant, or negative behavior during this positive during this grading			I occasionally displayed behavior that was distracting to others, or not entirely constructive or during this grading period.				I consistently displayed respectful, tolerant, positive behavior grading period.			

TOTAL POINTS EARNED FOR GRADING PERIOD = \_\_\_\_\_ / 100 POINTS POSSIBLE

POSSIBLE INSTRUCTOR COMMENTS:



H. APPENDIX 2

EVALUATION CRITERIA FOR COMPOSITIONS

LOGISTICS										
<p>The final draft of your composition is accompanied by your second draft (i.e., Assignment 2) [2 pts.], is typed and double-spaced [1 pt.], uses the special characters of the target language [1 pt.], and includes a word count (WC) [1 pt.]. For first draft only, Your composition is accompanied by your outline (rascunho) [2 pts.] from class, is cleanly and legibly handwritten [1 pt.], on every other line [1 pt.], and includes a word count</p>										
<b>Poor</b>										<b>Excellent</b>
	1		2		3		4		5	
LENGTH										
<p>Your composition complies with length specifications. [1= 109 or fewer words; 2= 110-114; 3= 115-119; 4= 120-124 words; 5= 125-150 words]</p>										
<b>Poor</b>										<b>Excellent</b>
	1		2		3		4		5	
CONTENT & DEVELOPMENT										
<p>The main ideas are related to the topics studied in the course, are conveyed clearly and succinctly, and are sufficiently developed and supported by details.</p>										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
ORGANIZATION										
<p>Your composition includes a brief title, an introductory statement, a clear body, and a concluding statement. The body of the composition is separated logically into coherent paragraphs. The sentences of each paragraph flow together to develop ideas and are not disjointed. There are transitions present to connect ideas between sentences and/or paragraphs.</p>										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
VOCABULARY										
<p>Your composition includes target vocabulary studied in the course. There is a variety of words and expressions, without excessive repetition. Words and expressions are used appropriately according to context and are spelled correctly. There is no use of English vocabulary.</p>										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
GRAMMAR										
<p>Your composition integrates target grammatical structures covered in the course. Said structures are used with a reasonable degree of accuracy. Although some errors may be present, they are not excessive and do not interfere with the basic comprehension of the text.</p>										
<b>Poor</b>										<b>Excellent</b>
1	2	3	4	5	6	7	8	9	10	
<b>TOTAL= _____/50 pts.= _____ %, Letter Grade _____</b>										

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I. APPENDIX 3

GRADING CRITERIA FOR ORAL EXAM

1. Comprehensibility/Pronunciation/Clarity of speech

0	1	2	3	4	5	6	7	8	9	10
Very little speech is comprehensible; pronunciation is very inaccurate and greatly impedes comprehension.								All speech is comprehensible; pronunciation is accurate for a first-year learner and does not impede comprehension.		

2. Vocabulary

0	1	2	3	4	5	6	7	8	9	10
Very inadequate and/or inaccurate; erroneous use of numerous words; unable to recall the basic vocabulary during the semester.								Very rich/varied and accurate; reflective of words, expressions, and topics covered during covered the semester.		

3. Grammar

0	1	2	3	4	5	6	7	8	9	10
Consistently very inaccurate; Numerous errors in all of the structures covered during the semester.								Consistently accurate use of the structures covered during the semester.		

4. Content

0	1	2	3	4	5	6	7	8	9	10
Ideas not well developed at all; very little content provided; unconnected or disjoint ideas; content completely irrelevant to the topic at hand.								Ideas very well developed and connected; content completely relevant to the topic at hand; content fully addresses the topic at hand.		

5. Fluency

0	1	2	3	4	5	6	7	8	9	10
Numerous, frequent pauses in speech; slow speech; needs frequent prompting by instructor.								Speech flows smoothly for a first-year learner; an absence of excessive pausing; requires no prompting.		

TOTAL POINTS EARNED = \_\_\_\_\_ / 50 POINTS POSSIBLE = \_\_\_\_\_ %

J. APPENDIX 4

RECORD OF ABSENCES & TARDIES  
(for use by the student)

**Key to abbreviations used in chart**

E = Excused Absence (Acceptable and verifiable reason for missing class; See Section E2 for more details.)  
U = Unexcused Absence (Absent without a valid or permissible reason)  
G = Grace Day (4 55-minute sessions that are available to each student; See Section E2 for more details).

Date	Absent (A) or Tardy (T) beyond 15 minutes (select one)	Documentation Submitted for Absence (Yes/No)	*Category of Absence: G/E/U (select one)	Reason
E.g., 10/15/17	A / T	Y / N	G/E/U	e.g., doctor's appointment
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
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	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	
	A / T	Y / N	G/E/U	

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**Total Tardies (15 minutes or more):** \_\_\_\_\_

**Total Absences:**

Grace Days: \_\_\_\_\_

Excused: \_\_\_\_\_

Unexcused: \_\_\_\_\_

## Arts and Sciences Distance Learning Course Component Technical Review Checklist

**Course:** Portuguese 1102.01

**Instructor:** Schirlei Silveira

**Summary:** Online Course

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/recommendations
6.1 The tools used in the course support the learning objectives and competencies.	✓			The learning objectives and competencies are supported by the course tools used in this course in the following ways. <ul style="list-style-type: none"> <li>• Online interactive activities</li> <li>• Synchronous conversational chat</li> <li>• Asynchronous group activities</li> <li>• Interaction with a native speaker</li> <li>• Writing</li> <li>• Discussion posts</li> <li>• Streaming audio</li> <li>• Streaming video</li> </ul>
6.2 Course tools promote learner engagement and active learning.	✓			Students will engage with the course materials and instructor in the following ways to promote active learning. <ul style="list-style-type: none"> <li>• MyLab - online interactive activities</li> <li>• VoiceThread - asynchronous group activities</li> <li>• TalkAbroad - interaction with a native speaker</li> <li>• Zoom - conversational chat</li> <li>• Composition</li> <li>• Carmen</li> </ul>
6.3 Technologies required in the course are readily obtainable.	✓			The following technologies used in this course are readily obtainable to students (Carmen, MyLab, VoiceThread, TalkAbroad, Zoom).
6.4 The course technologies are current.	✓			All technologies being used for this course are current.

6.5 Links are provided to privacy policies for all external tools required in the course.	✓			Recommend that links to the privacy statements for MyLab, TalkAbroad, and Zoom be listed in the course technology section of the syllabus.
<b>Standard - Learner Support</b>				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	✓			Recommend that a link to the technical support available for Zoom be listed in the course technology section of the syllabus.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	✓			The below link should be included in the syllabus. <a href="http://www.ods.ohio-state.edu">http://www.ods.ohio-state.edu</a>  Recommend that the text for the accessibility statement be in BOLD 16pt font.
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	✓			The faculty member should add to the syllabus an overview and contact information for the student academic services offered on the OSU main campus. <a href="http://artsandsciences.osu.edu/academics/current-students">http://artsandsciences.osu.edu/academics/current-students</a>
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	✓			The faculty member should add to the syllabus an overview and contact information for student services offered on the OSU main campus. <a href="http://ssc.osu.edu">http://ssc.osu.edu</a>
<b>Standard – Accessibility and Usability</b>				
8.1 Course navigation facilitates ease of use.	✓			Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content.
8.2 Information is provided about the accessibility of all technologies required in the course.	✓			The OSU tools used in this course meet the universities policies for accessibility.  Recommend that links be provided on the syllabus for any accessibility information available for MyLab, TalkAbroad, VoiceThread and Zoom.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	✓			Recommend that resources be developed to address any requests for alternative means of access to course materials. These resources should be in formats that meet the needs of diverse learners.

8.4 The course design facilitates readability	✓		Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content.
8.5 Course multimedia facilitate ease of use.	✓		All assignments and activities that use the OSU tool set facilitate ease of use with embedded multimedia. All other multimedia resources facilitate ease of use by being available through a web browser.

**Reviewer Information**

- Date reviewed: 10/17/2016
- Reviewed by: Mike Kaylor