

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
www.mlcs.ualberta.ca

**2015-2016 PORT 111 A1: Beginners' Portuguese I
(Fall Term)**
Course Coordinator: Dr. Xavier Gutiérrez

Instructor: xxx
Office: xxx
Telephone: xxxxx Fax: 780-492-9106
E-mail: xxx
Personal Website: xxx

Time: xxx
Place: xxx
Office Hours: xxx,
or by appointment
Course Website: xxx

Course Prerequisite: None

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes No, not needed, no such projects approved

Community Service Learning component

Required Optional None

Past or Representative Evaluative Course Material Available

Sample exam can be found on the eClass site for the course.

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

COURSE DESCRIPTION AND OBJECTIVES:

A basic course for students with no previous knowledge of Portuguese. Note: not to be taken by students with credit in PORT 100, or with native or near native proficiency or with Portuguese 30 or its equivalents in Canada and other countries. This course is designed to lead to a working knowledge of spoken and written Portuguese with a focus on listening, reading, speaking, writing, and intercultural competence.

Students should be aware that this is a rigorous course aimed at those students who wish to attain a working knowledge of Portuguese, and the objective conditions will be created whereby all students can have a successful learning experience. Students will:

- develop some basic communicative skills
- be able to understand others and express themselves in spoken and written Portuguese
- use Portuguese to communicate in a wide range of contexts
- interact with Portuguese texts on a variety of subjects
- attain an increased awareness of and cultural sensitivity to the Portuguese language
- gain knowledge of some social and historical aspects of the Lusophone world

TEXTS AND MATERIALS:

Required:

Jouët-Pastré, C.M.C. et al. (2013). Ponto de Encontro. Portuguese as a world language (2nd edition) + access code for MyPortugueseLab. Boston: Pearson.

Recommended:

Portuguese/English Dictionary. Avoid purchasing miniature pocket dictionaries; these have limited vocabulary and are not the best for this course.

GRADE DISTRIBUTION AND DATES (SEE “EXPLANATORY NOTES” BELOW):

Participation	10%	
Homework	10%	
Language skills tests	20%	Oct 1 & Oct 29
Grammar and vocabulary tests	20%	Oct 6 & Nov 3
Oral exam	15%	Dec 3
Final exam	25%	Dec 14 @ 9:00am

Other important dates:

Sep 1	Classes begin
Sep 7	Labour Day – no classes
Oct 12	Thanksgiving Day – no classes
Nov 9-13	Fall Reading Week – no classes
Dec 7	Last day of classes

Fall / Winter Exam Planner for the 2015-2016 academic year can be found at the following site:

<http://www.registrarsoffice.ualberta.ca/en/Examinations/Fall-2015-Winter-2016-Exam-Planner.aspx>

Date of Deferred Final Exam: TBD.

Please, consult the following site for details on deferral of exams:

[http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6\(3\)](http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6(3))

EXPLANATORY NOTES ON ASSIGNMENTS:

Participation 10%

This is based on the student’s ability to collaborate with the instructor and classmates on a daily basis in order to facilitate the learning process, and to actively participate in classroom activities.

Homework 10%

Students are expected to complete any homework assigned by the course instructor for class. This homework may include, but is not limited to, exercises from the textbook, readings, listening activities and short compositions. A grade of zero will be assigned to incomplete homework or to homework submitted after the deadline, and will result in the loss of points in the homework component of the course.

Language skills tests 20%

There will be two tests (each worth 10%) in which your listening, reading and writing skills will be assessed. The dates for these tests are October 1 and October 29. Further details about these tests will be discussed in class.

Grammar and vocabulary tests 20%

There will be two tests (each worth 10%) in which the grammar and vocabulary worked on in class will be assessed. The dates for these tests are October 6 and November 3. Further details about these tests will be discussed in class.

Oral exam 15%

Students will be required to participate in an oral exam designed to assess students’ communicative competence in the language. The oral exam may be in the format of a short conversation or an oral presentation, and will be

done in pairs or small groups. The oral exam will take place on December 3. Further details about the oral exam will be discussed in class.

Final exam 25%

The final exam will assess some or all of the skills and components practiced during the course: vocabulary, listening and reading comprehension, writing, grammar, and culture. No dictionary or other material or electronic devices will be permitted during the exam. Further details regarding content and format will be discussed in class. The final exam is scheduled on December 14 at 9:00am.

GRADING:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“**MLCS Undergraduate Grading Scale**”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

“MLCS Undergraduate Grading Scale”

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Outstanding: Superior performance showing understanding and knowledge of the subject matter far exceeding expectations.
A	90-94%	4.0	Excellent: Superior performance showing comprehensive understanding of subject matter.
A-	86-89%	3.7	Very good: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	Very good
B	75-81%	3.0	Good: average performance with knowledge of subject matter generally complete.
B-	70-74%	2.7	Good
C+	66-69%	2.3	Satisfactory: Basic understanding of the subject matter
C	61-65%	2.0	Satisfactory
C-	58-60%	1.7	Satisfactory
D+	55-57%	1.3	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
D	50-54%	1.0	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
F	0-49%	0.0	Fail: Unsatisfactory performance or failure to meet course requirements.

REQUIRED NOTES:

Policy about course outlines can be found in Section 23.4(2) of the University calendar.

Academic Integrity:

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that

environment. The Department urges anyone who feels this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that directs discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice

(<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>

Academic Honesty:

All students should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, participation is an essential component; therefore, it is **very important to attend class every day**. As part of this course, regular daily attendance is essential for optimal performance in a foreign-language course.

a. Excused absences are not automatic; therefore, in cases of potentially excusable absences (emergency conditions, incapacitating illness, religious convictions or legitimate University-related business), students may apply for an excused absence for missed classes, term work, or exams. Please note:

- For an absence to be considered excused, instructors will request adequate documentation to substantiate the reason for the absence (i.e. in the form of a “Medical Declaration Form for Students” <https://uofa.ualberta.ca/arts/-/media/arts/student-services/documents/medicaldeclarationformforstudents.pdf>). Please, note that a “Statutory Declaration” submitted at the end of term covering multiple absences during the term will not be accepted.
- A student must inform the instructor within two working days following the class which was missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- For missed exams or term work, **no extension will be given after this deadline has elapsed and a grade of ZERO will be assigned.**

- For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- **No request for make-up for missed work or exams will be considered without proper documentation.**
- Providing any kind of document(s) does not imply an automatic approval; it will be at the discretion of the instructor to accept or decline a document and/or grant the student's request for an excused absence.
- For further explanation regarding absences that may be excusable and procedures for addressing course components missed as a result, consult section 23.3 of the University Calendar.

b. Unexcused absences. Each student is **allowed four unexcused absences for the entire term.** This does not include days on which assignments are due or when an exam or test is given. **For any unexcused absence beyond the allotted four, 2% per unexcused absence will be taken off the final course grade.** In addition, a **grade of ZERO** will be given for any exams, quizzes, assignments or participation grade sheets that are not handed in or completed as a result of an unexcused absence.

Policy for Late Assignments:

- Students should be aware that **under no circumstances will homework assignments, quizzes, compositions, and/or written and/or oral exams/presentations be made up unless special arrangements have been made with the instructor prior** to the due date or the exam date.
- Formal **written** documentation will be required for an excused absence.
- Under **no circumstances** will the MLCS main office (Arts 200) receive work from students on behalf of instructors.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.ssds.ualberta.ca).

ADDITIONAL INFORMATION:

Placement

1. Port 111 is an introductory course intended for students with no previous knowledge of the language and it is not to be taken by:
 - Students with native or near native proficiency, heritage-speakers and/or those for whom it is their first language – those who have one or more parents who are Portuguese speakers; or
 - Students with credit in Portuguese 100, or with Portuguese 30 or its equivalent in Canada and other countries.
2. All other students with previous knowledge of Portuguese are required to take a placement test. Please, consult the course instructor.
3. The Department will withhold credit from students completing courses for which prior background is deemed to make them ineligible. Should such a student register in the course, credit will be withheld. Any student who has questions or concerns regarding eligibility is asked to contact the language coordinator, Dr. Gutiérrez – xavier.gutierrez@ualberta.ca – and NOT their instructor.

Consultation with instructor

Students are encouraged to consult their instructor regarding any concerns they have about the course content, the structure of the course, or their personal progress. Please, note that students are responsible for any notes or material from any class missed. Do not contact the course instructor or the language coordinator in this regard.

Use of Portuguese

This is a Portuguese course, therefore it will be taught in Portuguese. However, the instructor may occasionally use English if it is deemed pedagogically appropriate. Furthermore, to benefit from this course and to acquire a greater understanding of the language, students are expected to speak Portuguese as much as possible in class.