

**PORT 3040 – Advanced Portuguese Grammar and Composition  
FALL 2017**

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**Course Instructor: Dr. Rêgo**

**Office: Old Main 211**

**Office Hours: TR 12:30pm-1:30 pm, and by appointment only**

**Phone: 797-7102**

**Email address: cacilda.rego@usu.edu**

**Class Meetings: TR (1:30pm-2:45pm) at Old Main, Room 203**

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**Required Books/Texts: Viajando através do alfabeto** (Clémence Jouët-Pastre; Patricia Isabel Sobral) available at USU Bookstore.

**Suggested Books/Texts:** Students may find useful to have a book of verbs and a good dictionary with them all times.

**Course Description and Learning Objectives:** PORT 3040 is an advanced grammar and composition course that focuses on writing and advanced grammar for non-native speakers of Portuguese. Its main goal is to motivate students to learn more about Brazil, to discuss and write about contemporary aspects of Brazilian culture and society, and become fluent in Portuguese. In more specific terms, these are the goals for this course:

1. **Developing skills in expressing oneself in Portuguese, orally or in writing** (oral presentations and writing assignments).
2. **Learning to apply course material** (Portuguese grammar to improve the quality of writing – quizzes and exams).
3. **Learning to analyze and critically evaluate ideas, arguments, and points of view** (reading and discussing assigned texts in Portuguese).
4. **Acquiring skills in working with others as a member of a team** (oral presentations in group).

**Suggested sites:**

<http://www.radios.com.br>  
<http://www.uol.com.br>  
<http://www.ig.com.br/br/>  
<http://www.cbn.com.br>  
<http://www.globo.com.br>  
<http://www.g1.com.br>

## Important Guidelines, Policies and Reminders:

1. Less than a C on any assignment, quiz, or exam requires immediate attention. The student must see the instructor to detect and clarify problem areas and discuss ways to improve his/her work/grade.
2. Learning to speak ANY language can only happen when the learner is willing to try and feels comfortable enough to err sometimes. *Effort and engagement in classroom activities is what counts toward a good participation grade.* Sometimes the instructor will offer a correction to your speech if it will help with communication or if the error involves exactly what we are practicing in that particular day. Such correction only means that you are doing a great job speaking in class and your instructor is giving you a pointer on how to communicate even more effectively. It is important that students offer each other respect so that the atmosphere in the classroom supports the learning process of all. Please speak with your instructor outside of class if you have any concern related to class performance or about ways to accomplish your goals in the course.
3. **Academic Freedom and Professional Responsibilities (Faculty Code):** “Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the right of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of knowledge. Faculty members are entitled to full freedom in teaching, research, and creative activities subject to the limitations imposed by professional responsibility.”
4. **Students with disability:** The Americans with Disabilities Act states: “Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center, preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format-larger print, audio, diskette, or Braille.” All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, 797-2444 voice, 797-0740 TTY, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible.
5. **Sexual Harassment:** Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Opportunity Office, located in Old Main, Room 161, or call the office at 797-1266.

6. **Academic Integrity:** As per USU policy on Academic Integrity “Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University student.” Students who violate university rules on academic integrity are subject to disciplinary penalties. Academic dishonesty/misconduct shall include, but not be limited to, disruption of classes, threatening the instructor or a fellow student in an academic setting, giving or receiving of unauthorized aid on examinations or in the preparation of reports, notebooks or other assignments, knowingly misrepresenting the source of any academic work and/or plagiarizing of another’s work, or otherwise acting dishonestly for the purpose of obtaining/changing grades. For more detail information on academic honesty policies, please see the USU Student Code of Conduct at <http://www.usu.edu/studentservices/studentcode/article5.cfm#secV3>

**University Standard: Academic Integrity – “The Honor System”:** Students have a responsibility to promote academic integrity at the University by not participating in or facilitating others’ participation in any act of academic dishonesty and by reporting all violations or suspected violations of the Academic Integrity Standard to their instructors.

**The Honor Pledge**—To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: “I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

Violations of the Academic Integrity Standard (academic violations) include, but are not limited to:

1. **Cheating:** (1) using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually”; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.
2. **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
3. **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or

activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Further details information on academic honesty policies and consequences for violations of University Standard can be found at

<http://catalog.usu.edu/content.php?catoid=4&navoid=547>

**Note on Plagiarism:** Plagiarism is a very serious matter and, in some forms, is a violation of the law. The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling.

**The course policy in response to an initial act of plagiarism by a student is to give the student a warning and an "F" grade for the plagiarized assignment and to insert a note in the student's Departmental and University files indicating the nature of the plagiarism act. A second act of plagiarism in the same course will result in an "automatic" receipt of the grade "F" for the course.**

**7. Course Fee: N/A**

**8. Grievance Process (Student Code):** Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking – which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code (Article VII, Grievances, pages 25-30).

**9. Withdrawal Policy and “I” Grade Policy:** Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

**10. Attendance and Participation Policy:**

**Participation:** Learning to function in another language requires that the learner spend a great deal of time in active contact with the target language and—if at all possible—culture (music, film, video, etc.). To that end daily attendance is crucial, and the instructor will note active participation on a daily basis. As a courtesy to all, students shall not use the time in classroom to read outside materials nor use personal computers, iPods, iPhones, cellular phones and/or any other electronic devices.

Phones should be “off” during class period. If you have a situation requiring an adjustment to this policy, please discuss this with the instructor. Background noise(s) due to loud conversation(s) between or among students is not appreciated by the instructor (or by other students) and may affect students’ participation grade. Some of your work will be completed individually while other assignments will be completed collaboratively. It is the student’s responsibility to document any problems within his/her collaborative group and to discuss these problems with the instructor should they arise.

**Class Participation: Frequency and Quality**

- A (10 points) = Attends class regularly and *always participates*;
- B (8 points) = Attends class regularly and *sometimes participates*;
- C (7 points) = Attends class regularly but *rarely participates*;
- D (5 points) = Attends class regularly but *never participates*;
- F (0 to 4 points) = *Does not attend class regularly and rarely or never participates*.

**Attendance:**

1. More than two unexcused absences by the student will result thereafter in one point (1) reduction per absence (up to 5) for attendance grade. Any student who misses 5 classes beyond the 2 absences allowed during the semester will automatically receive a “F” grade for the course. An exception to the attendance policy is a student who travels with the university (i.e. athletes, ambassadors, etc.).
2. Tardiness is neither appreciated nor welcomed and will be treated as an absence unless satisfactory explanation is made at the end of the class period, not at a later date or not at all.
3. Absences are excused for illness, requirement to work, for bereavement (death of an immediate family member, ie, parent, spouse, child, grandparent). A physician’s excuse must be presented in case of long illness; an employer excuse must be presented for requirement to work; an obituary must be presented for bereavement. Students who travel for the university (ie, athletes, ambassadors) need to present official university letter to be excused.
4. If you must leave the classroom for any reason (bathroom, water), please do so in a suitable manner. There is no need to ask permission, but keep exist to a minimum.
5. If the student plans to miss any class period, s/he must contact the instructor beforehand, and must turn in any homework before the due date since after that no late work will be accepted. It is the student’s responsibility to collect missed handouts, assignment sheets, and other materials made available during his/her absence.
6. Excused absences will not affect the attendance and participation grade. Should illness or emergency prevent attendance, please notify the instructor promptly by phone or e-mail.
7. To leave earlier after signing the attendance list will be seen as a violation of the University’s Honor Code. If the student needs to leave due to an emergency, please make the instructor know it before class meeting.

8. If the student must miss an exam for a valid reason (please note: a family vacation, a friend's wedding, his/her honeymoon, etc. are NOT valid reasons), the instructor may allow the student to take the exam early if there is advance notice. If you miss any exam without letting the instructor know in advance that you will miss an exam, you must notify the instructor as soon as possible. The instructor will ask you to prove your emergency. Failure to adhere to this policy will result in a zero for the missed exam.

*Much of your learning will occur as a result of your attendance and participation. Class participation includes asking appropriate questions and sharing comments with the class, bringing materials for in-class work, and attending the lectures. I hold very high expectations for all students. Students are expected to look alert, take notes, and think about the ideas presented in class. Simply being in class is insufficient for learning, but being absent from class, either mentally or physically, will certainly prevent you from learning. In-class assignments will be part of the class format. Missed class activities and assignments may not be made up unless under unusual circumstances. It is the student's obligation to find out what missed if absent. Students must obtain missed lecture notes, handouts and any other classroom materials from their peers.*

**Class conduct:** I will treat you with respect and I expect you to extend the same respect toward your classmates and me. ***Absolutely NO discriminatory remarks about or behavior directed toward a person's race, creed, religion, national origin, age, sex or disability will be tolerated in the classroom.*** As indicated in the Student Code of Conduct "Faculty members of Utah State University have the responsibility and authority to determine, maintain, and enforce an atmosphere in their classrooms that is conducive to teaching and learning, in accordance with University policy and practice." See: <http://www.usu.edu/studentservices/studentcode/article5.cfm#secV3> Disciplinary action, including student removal from classroom, will be taken by instructor for disrespectful and/or disruptive classroom behavior by student(s).

**11. On Recording Lectures and Publicly Sharing Course Materials:** Common courtesy and professional behavior dictate that you notify someone when you are recording him or her. You must request via email instructor's permission to make audio or video recordings in this class, no later than one week prior to the date of the lecture you wish to record. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material, either online or in hard copy. Moreover, in this course, students and/or guests will have the same courtesy, which means that permission for recording lectures from students and/or guests should be obtained as well.

Course material developed by the instructor is his/her sole intellectual property and cannot be shared publicly without his/her approval. You may not publicly share or upload

instructor-generated materials for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

**12. Cell Phones and Computers:** Any student who is observed using their phone will be *marked absent for that day*. This includes talking and text messaging. (To not be intellectually present and engaged in a class discussion is to be absent from class). I approve of the use of a computer in the class for note-taking or for classroom activities and projects. However, students observed to be using a computer for other reasons (browsing, e-mail, IM, Facebook, other classwork, etc.) will also be marked absent.

**13. Emails:** Please use a salutation and signature in all of your emails/correspondences or else you may not receive a prompt response, if any at all. Although I check my email daily during the week, I am not always able to respond to emails immediately, especially during the weekends.

**14. Exams and Quizzes** *will not be given on a make-up basis, except in the case of a documented excuse*. For missed quizzes and exams the instructor will record the student's grade as zero (0). Quizzes will be given and corrected in class to help students assess their learning between tests, especially during the units before main exams (1 & 2).

**15. Homework:** the instructor will check assignments periodically. They **MUST** be done at home so the student can clarify doubts during class period. **NO LATE assignments will be accepted.** There will be no exceptions.

**16. Writing assignments** are brief compositions for which the student **MUST** use a word-processor. These compositions also need be double-spaced, typed in font 12. They will be graded on the basis of creativity and originality, structure, clarity, use of new vocabulary, and mechanics. ***The instructor will NOT accept handwritten and/or single-spaced assignments. As a courtesy to your instructor, please staple all pages. NO assignment will be accepted after the due date. Again, no exceptions!*** See calendar for due dates.

**17. Oral Presentations** are to be performed in Portuguese. They will be graded on the basis of organization, pronunciation, grammar, vocabulary, content, and communication effectiveness. If students use PP for his/her presentation(s), a copy of the slides must be given in advance to the instructor.

- a. Make sure to prepare your presentation ahead of time. Please do not prepare for it in class during another student's presentation.
- b. Class size may require short presentations (approx. 5 min. per student) and may take place over two or three class periods. Once the student signs up for a particular day s/he will be hold responsible for having the presentation ready that day. No late presentations will be assigned. Please plan your presentations carefully in order not to go over your allotted time.
- c. When using Power Point, make sure it is error-free and to the point (pictures and bullet points accepted, but not long texts; background should not obliterate information in slides)

- d. Presentation topics need to be approved by the instructor.
- e. Questions? If you have any, please see the instructor to clarify assignment(s)

**18. Rubrics:** For assessment of student's performance the instructor will, whenever appropriate, use rubrics. Why use rubrics? Rubrics provide timely feedback; prepare students to use detailed feedback (as they allow the instructor to more accurately pinpoint strengths or/and weaknesses); encourage critical thinking; facilitate communication with students; allow the instructor to use only one set of criteria for all students; help the instructor refine his/her teaching methods.

**19. Course Evaluation:** Students are expected to complete an online evaluation for the course, at their convenience, by clicking on an evaluation link sent to you by email.

**20. Grading:** Grades will be assigned according to the scale shown below.

A (100-95%); A- (94.9-90%); B+ (89.9-86%); B (85.9-83%); B- (82.9-80%); C+ (79.9-76%); C (75.9-73%); C- (72.9-70%); D+ (69.9-66%); D (65.9-63%); D- (62.9%-60); F (59.9% or less)

<b>Attendance</b>	<b>10 %</b>
<b>Participation</b>	<b>10 %</b>
<b>Written assignments:</b>	<b>25 %</b>
Composition	10% (0-10 points each)
Quizzes	10% (0-5 points each)
<b>Oral assignments</b>	<b>25 %</b>
Presentation1	(0-10 points)
Presentation2	(0-10 points)
<b>Exam 1 (Partial)</b>	<b>15 % (10 points)</b>
<b>Exam 2 (Cumulative)</b>	<b>15 % (10 points)</b>
<b>Total</b>	<b>100 %</b>

***NOTE: Final grade will be based solely on the integer value in the scale as shown. The instructor cannot and will not "find" points for the student at the end of the semester simply because the student's score is near the next grade level. Doing so it would be unfair and unethical to the other students in the class, many of whom will also be a point away from the next grade level. The instructor cannot and will not change a grade arbitrarily in order to meet a student's graduation and/or scholarship requirements, since by doing so the instructor will be guilty of fraudulent reporting. The instructor will not round grades up or down at the end of the semester. No exceptions! Students must complete and hand in all assignments by due dates as well as take all tests and other examinations in order to guarantee a good grade for the course.***

**21. Student/Teacher Conferences:** Students are encouraged to meet one-on-one with the instructor throughout the semester to discuss questions, concerns, progress, etc.

Please do not wait until the end of the semester to visit with the instructor; the sooner you meet with the instructor the better!

**22. Reporting on and/or discussing grades:** It is my policy not discuss grades over emails. In case you wish to address any grade questions, please make an appointment to visit with me during my office hours.

**By accepting this syllabus you have agreed to these guidelines and must adhere to them.**

**After carefully reading this syllabus, please sign and return the bottom of page to your instructor**

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**I have read and understood the requirements and policies concerning PORT 3040 as stated in the course syllabus.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Semester: Fall 2017**

After carefully reading this syllabus, please sign and return the bottom of page to your instructor.

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I read and understood the requirements and policies concerning PORT 3040 as stated in the syllabus.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Semester: Spring 2016