

Arizona State University
School of International Letters and Cultures
Lower Division Portuguese Language Program
POR 101: Elementary Portuguese I

Number of credits: 4

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Office hours: M-W 2-3 and by appointment*

*The best way to contact instructor to set up an appointment is via email

Description of the Course

This course introduces students to the Portuguese language. It encourages meaningful and contextualized use of the language through reading, listening, writing and speaking tasks based on pedagogical and authentic materials. Through hands-on activities, students practice vocabulary and linguistic structures pertaining to simple everyday tasks and learn about everyday cultures of the Lusophone world, with a focus on Brazil.

Learning Outcomes

By the end of this course, students are expected to have reached Novice-Mid level skills consistent with ACTFL (American Council on the Teaching of Foreign Languages) guidelines. In a spontaneous context, that is, in a real context of communication, outside the classroom and without prompting, students will be able to:

- ✓ Answer questions on very familiar topics using a variety of words and phrases that the student has practiced and memorized.
- ✓ Present information about oneself and some other very familiar topics using a variety of words, phrases, and memorized expressions.
- ✓ Write lists and memorized phrases on familiar topics
- ✓ List familiar words and phrases when the student hears them spoken
- ✓ Spell common words, including accent marks; answer questions on some learned or memorized words and phrases from simple readings.

Adapted from ACTFL Can-Do Statements

Course Textbook Information

- ***Ponto de Encontro*** packet. It includes the textbook (hardcopy), a dictionary and the MyPortugueseLab 6 month Access Code. **Available at the ASU bookstore.** Note: this book will be used for POR 102, POR 201, and POR 202, therefore, if you plan to take these courses, you may want to consider purchasing a 1-year or 2-year Access Code.

Use the following code for registering for this course section on MyPortugueseLab: (Instructor: insert code)

This course covers lessons Preliminar through 3.

- A folder to keep your exercises and assignments.

Complementary/Suggested Materials:

- Tufano, Douglas. 2008. *Guia Prático da Nova Ortografia*. São Paulo, SP: Melhoramentos. (Available online)
- 501 Portuguese Verbs (501 Verb Series) by John J. Nitti and Michael J. Ferreira

Assessment components

COMPONENT	WEIGHT
Lesson assessment (reading, writing, and/or listening) (2)	20%
Videos (4)	20%
Oral exam (1)	20%
Reading, writing, and listening final assessment	20%
Extracurricular activities	10%
MyPortugueseLab	10%
TOTAL	100%

Grades and Evaluations: During the semester, students will be evaluated through a variety of methods, including written, oral, aural, spontaneous and rehearsed tasks/exams. Students should view the various components of this course's assessment as tools to determine how much they have learned and what they need to do to improve their skills. After every assessment component is concluded, students will receive feedback based on the rubrics outlined in this syllabus. These rubrics were designed to give students a sense of how their speaking, listening, reading, and writing skills are progressing in the course. Students are strongly encouraged to meet with their instructor at least twice during the semester to discuss their performance: once after the first assessment and a second time mid-semester. While these meetings are not mandatory, they are strongly recommended, especially if the student scores below 70.

No make-up exams or extensions will be granted except for cases of real emergency, as verified by a valid excuse, issued and signed by a college official or from some other authorized source. It is the student's responsibility to schedule a make-up for an exam within a week of their return to class unless other arrangements are made with the instructor. Otherwise a grade of "0/E" will be recorded for that evaluation. All assignments and the deadlines are clearly communicated in the first week of classes. Make sure to look ahead on the syllabus in order to be aware of deadlines and exams dates. The instructor will provide reminders as a courtesy, but it is ultimately your responsibility to stay informed and to keep up with work in this class, including possible changes in the schedule. **Be aware that every missed assignment will not only affect the grade on the assignment in question, but it will also significantly impact your performance on exams and on your overall learning, given that every assignment in this class has been carefully designed to cohesively improve your language skills. Leaving town early before a holiday/break or arriving late from a holiday/break in itself does not count as a valid excuse. If you intend to do so, keep in mind that any day you miss under these circumstances will count as an absence and you will not be allowed to make up any work you miss as a consequence of your leaving early/returning late.**

Lesson assessment: Students will take two short exams, in addition to a final exam. The goal of these short exams is to provide students with feedback on their progress after every two lessons throughout the semester, while helping them pace themselves to make sure they do not fall behind as we move through the lessons. All exams will contain three tasks (one writing, one listening, and one reading) that assess students' use of grammar and vocabulary in the communicative contexts covered in the course, e.g.: how to ask and answer questions about family, how to understand and communicate information about the weather, etc. When preparing for these exams, make sure that you use the grammar and vocabulary that you memorized in context. Reviewing classroom activities (in addition to the exercises on MyPortugueseLab, which focus on verb conjugation, sentence structure, and vocabulary memorization) is essential for preparing for these tests.

Final exam: this exam is cumulative, that is, it will cover all the lessons studied throughout the semester. This exam is focused on the student's proficiency, that is, its goal is to determine whether the student has achieved the learning outcomes for the course as specified above.

Videos: Similar to the lesson exams, these videos are aimed at providing students with feedback on their progress regarding their oral skills. At the end of each lesson, students will record themselves speaking about the topic addressed that lesson. For example, for lesson Preliminar, you will introduce yourself, describe your classroom, show and say which school supplies you normally carry in your backpack, etc. You may practice before you record these videos, but you should not read or speak from mechanic memorization. Your goal is to sound as natural as possible in your speech.

Oral exam: The oral exam will consist of an interview with the instructor and may include a roleplay. It will take place at the end of the semester. In this interview, the overall proficiency of the student will be assessed in order to determine if the student has achieved the learning outcomes of the course. The interview will be related to the topics covered throughout the semester and will have the same format as the conversation activities completed in class. **Therefore, it is essential to actively participate in class in order to be successful in this exam. Students who do not consistently contribute to class in group work, pair work, and whole-class discussion will be unlikely to succeed in this exam.** Students will be evaluated according to the following grading criteria:

Extracurricular activities: Students will carry out a series of activities during the semester in order to develop their language skills. The activities and the guidelines are as follows:

1. Participate in Bate-Papos (sign in)*
2. Attend a Portuguese-related event (response essay)*
3. Watch a Portuguese-speaking movie at the library or the language lab (response essay)
4. Skype with a native Portuguese-speaking partner, in Portuguese (video recording)#
5. Interview a Portuguese-speaking entrepreneur in the Phoenix area or elsewhere in the US (video recording; may be done in English)#
6. Read a literary book by a Portuguese-speaking writer (response essay; English translation acceptable; report may be in English)#
7. Read news about the Portuguese-speaking world (response essays + copy of the news)*
8. Write a journal – in Portuguese – about topics related to the class (written essays)*
9. Prepare a cultural display to teach the ASU community about the Lusophone world in one of the following formats: video, photos, mini-newspaper, information session, comics, dance, play or a similar format. Students can do this lab work in pairs, and they must consult with the instructor prior to starting working on their project. The project should be displayed to the ASU community on the Tempe campus (video recording or photographs) #

Whichever activity or combination of activities the student chooses, she or he must:

1. Produce evidence that the activity was completed (a report, a recording, a short response essay, as specified for each assignment)
2. Accumulate a total of 6 points throughout the semester, three of which must be completed before midterm week. **Absolutely no late submissions will be accepted, given that you have ample time to complete the activities.**
3. Activities marked with an asterisk (*) may be repeated for credit; activities marked with the pound sign (#) receive double credit, therefore, each of them counts as 2 activities.

No extensions will be granted, so be sure to organize yourself accordingly. Evidence of completion of activities should be turned in by the deadlines specified on the course schedule. Students may turn it in any time prior to the deadlines.

The instructor will provide a progress report mid semester and before the final exam. Please, keep a record of your own of how many activities you have turned in and refrain from asking for updates beyond the ones that will be provided.

My Portuguese Lab: Students will be assigned homework for every class session. Homework consists of exercises from the online student manual on MyPortugueseLab. Homework is assigned after every class and is due at time that the following class session starts. The main goal of completing homework assignments is to ensure that you stay in touch with the language outside class, keep up with the pace of the course, and consistently practice so that you can learn the language well and, therefore, perform well on the various assignments of this course. **Any and every time you choose not to complete homework, keep in mind that your decision to do so will progressively lower your overall grade not only because your homework accounts for 10% of your grade, but also because you will not be studying and, therefore, you will not be learning. Your grade is a reflection of your learning, which you demonstrate to the instructor in every exam. If you cannot demonstrate that you have learned, your grade will consequently be low. Conversely, the more you study, the more you learn, the better your performance is, and, consequently, the higher your grade is.** You can monitor your score on MyPortugueseLab after you complete each assignment. Think of the homework of a smart tool to help you be aware of your progress and determine, together with your instructor, what you need to do to improve. If you experience technical difficulties, you should contact Pearson immediately via live chat in order to get the problem resolved.

Please, note: absolutely no extensions will be granted for completing the homework, except in extreme cases. Plan to do your homework well ahead of when it is due so that you can get any technical issues resolved.

Attendance and Expected Classroom Behavior

Absences

Students may only miss only 4 classes during the semester, excluding those permitted under official ASU policy, as specified below. **More than 4 unexcused absences will result in 2% deduction from your final grade for every subsequent absence. Every two tardies will count as one absence. This policy will be strictly followed.**

It is your responsibility to keep track of your absences and make sure you do not go over your four excused absences. If that does happen and you have documentation that justifies your absences, make sure to communicate with your instructor immediately. As a courtesy, your instructor will let you know how many absences you have by mid-semester.

Documentation will only be considered after students have already used up their two unexcused absences. Excessive absences cannot be made up by extra work. After returning the class, you will have one week to present documentation to your instructor for your absence (beyond your second unexcused absence). No consideration will be given to any documentation turned in beyond this deadline.

Procedure for recording of attendance: The instructor will orally record attendance at the beginning of class according to the instructor's clock (computer or cell phone). Any student that arrives after the instructor completes this procedure will be considered late. Students who arrive late must sign a sign-in sheet at the end of class to have their attendance recorded. After the end of class, the record of attendance for the day is considered final and is not subject to subsequent revision.

Absences from class due to the observance of religious functions must be in accordance with [ACD 304-04](#) "Accommodations for Religious Practices." Absences from class because of university sanctioned events must conform to [ACD 304-02](#) "Missed Classes Due to University-Sanctioned Activities." In either case, students are expected to inform the instructor prior to missing class, and to make arrangements for making up tests/assignments within a reasonable time.

Bate-papo: You are invited to join the *Bate-papo* All levels welcome! Bate-papos take place in conjunction with the SILC Café.

Tentative Class Schedule (please note that adjustments to the schedule may be necessary in order to attend o the learning needs of the class as a whole. Any changes to the schedule will be clearly communicated to students both in class and via Blackboard):

Date	In – class	Use this space to take notes on changes on the schedule or any additional information your instructor provides.
1	Introduction; Greeting and leave-takings; expressions of courtesy; describing the classroom; Introducing oneself: the alphabet; verb <i>ser</i> ; numbers	
2	Introducing oneself: months of the year; days of the week; university life: courses and schedules; <i>quando</i> and <i>a que horas</i>	
3	University life: places on campus; <i>onde</i> ; describing routine activities	
4	University life: describing routine activities; places on campus; locating objects and palces: <i>onde está?</i> ;	
5	Other questions: <i>quem, como, quanto, por que</i> ; Writing and speaking with precisions: gender and number	
6	Writing and speaking with precision: prepositions and contracted forms; listening activities	
7	Written exam 1	
8	Describing people and things: colors, textures, and other characteristics; adjectives; nationalities; origins	
9	Describing people and things: <i>de quem é? Meu, minha...</i> ; Writing and speaking with precision: adjectives; listening activities	
10	Leisure activities: <i>o que você faz no seu tempo livre?</i>	
11	Food: breakfast, lunch, and inner; menus	
12	Future: <i>O que você vai fazer?; O que você tem que fazer mais tarde/ amanhã/ no fim de semana?</i> ; numbers above 100: planning a trip; listening activities	

13	<i>Vamos viajar</i> and <i>Horizontes</i> (all lessons)	
14	Written exam 2	
15	Oral interview	

Grading Policy

This is a letter graded course, with pluses and minuses for certain grades. The student's final grade will be determined by the total number of points obtained during the course. Individual grades for assignments will be posted on the Blackboard throughout the course, after each assignment students complete. Students should monitor and verify their scores after each assignment.

The letter grading scale is based upon percentages, as follows:

Grade	Criterion
A+	96.5 to 100
A	92.5 to 96.4 %
A-	89.5 to 92.4%
B+	86.5 to 89.4%
B	82.5-86.4%
B-	79.5-82.4%
C+	76.5-79.4%
C	69.5 to 76.4%
D	59.5 to 69.4%
E	59.4% and below

****** Read this information carefully:**

Classes/exams are **NOT CANCELED** before/after any holidays. If you do not want to affect your grade or miss your exam/graded assignment due dates, make sure you **make travel arrangements accordingly**.

Grade Appeals: ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see <http://catalog.asu.edu/appeal>.

Student Standards: Students are required to read and act in accordance with University and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308:

<https://students.asu.edu/srr>. See also item "Student Conduct" below.

Academic Integrity: Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted

sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently. If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Note: Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

Student Support and Disability Accommodations: In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: <http://www.asu.edu/studentaffairs/ed/drc/>

If you are a student in need of special arrangements, we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services. Typically, once a student discloses the need for an accommodation through their study abroad application, the Study Abroad Office, the academic unit, the student and DRC will develop a plan on how to best accommodate the student within the parameters available within the onsite locations.

Drop and Add Dates/Withdrawals: Please refer to the academic calendar on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal. Please note that the ASU Academic Calendar only refers to withdrawal for the academic portion of your study abroad program. Please refer to the Study Abroad Withdrawal Policies for important dates regarding withdrawing from your Faculty Directed program.

Email Communications: All email communication for this class will be done through your ASU email account. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email go to: http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept_pk=822 and file a help desk ticket by clicking on "My Help Center."

Campus Resources: As an ASU student you have access to many resources (on campus, as well as online). This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: <http://studentsuccess.asu.edu/frontpage>
- Counseling Services: <http://students.asu.edu/counseling>
- Financial Aid: <http://students.asu.edu/financialaid>
- Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
- Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
- Career Services: <http://students.asu.edu/career>
- Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>

Harassment Prohibited: ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact Student Life (UCB 221) if you feel another student is harassing you based on any of the factors above; contact EO/AA (480-965-5057) if you feel an ASU employee is harassing you based on any of the factors above.

Establishing a Safe Environment: Learning takes place best when a safe environment is established in the classroom. Students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' view points, whether you agree with them or not.

Syllabus Disclaimer: The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Blackboard.

Student Conduct Statement: Students are required to adhere to the behavior standards listed below:

- Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct <http://www.azregents.edu/policymanual/default.aspx>,
- ACD 125: Computer, Internet, and Electronic Communications <http://www.asu.edu/aad/manuals/acd/acd125.htm>, and
- the ASU Student Academic Integrity Policy <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm>.

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion.

Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate. Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Religious Accommodations for Students: Students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangements for making up tests/assignments within a reasonable time.

Technical Support

This course uses Blackboard to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Blackboard home page at <https://myasucourses.asu.edu>

To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/>. To contact the help desk call toll-free at 1-855-278-5080.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at (<https://sexualviolenceprevention.asu.edu/faqs>).

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

Copyrighted materials

The student must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not their original work, unless they first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.