The Portuguese 0004-1004 course sequence is designed to give you the ability to actively communicate in Portuguese using all four language skills: listening, speaking, reading and writing. This course is a continuation of Portuguese 0003, a consolidation of speaking, reading and writing skills. There will be a review of troublesome or difficult structures and an emphasis on the reading of short stories and articles. Audio-visual materials such as slides, music and film, when possible, will also be utilized in this course.

By the end of the semester you should be able to:

1. Understand spoken Portuguese in elementary conversations, and participate in dialogues requiring an exchange of basic information related to work, school, recreation, particular interests and areas of competence.
2. Speak with improved pronunciation.
3. Read advertisements, newspaper articles, web sites and other forms of communication.
4. Express yourself in written form for general social communication and to convey main ideas of texts.
5. Explore Brazilian culture through various resources.

Textbook:

*Para a Frente! An intermediate Course in Portuguese. Larry D. King and Margarita Suñer*

* Instructor will provide articles from text books, novels, magazines, newspaper and internet whenever possible.

**COURSE COMPONENTS**

**Preparation for class and class participation:**
It is important that students review and practice new language structures and vocabulary on a daily basis. Out-of-class preparation is as important as in-class participation when learning a foreign language. With that principle in mind, **students in this course are expected to prepare for class by:**

a. reading and studying the material that will be covered each day,
b. completing all the homework assignments before each class, and submitting any other assignments by the due dates.
c. participating actively and enthusiastically during classroom activities.

Students are expected to participate actively. This includes demonstrating preparation for each class by answering and asking questions (in Portuguese!), being active during pair/group work, and taking peer editing seriously, showing respect and helpfulness to all classmates. Participation is important for both learning and team spirit.

If you find that you have any trouble keeping up with assignments or other aspects of the course, be sure to let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective student and professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

Quizzes (in-class /online)
Throughout the course, your instructor will administer 4 quizzes to assess your understanding and production of new grammar structures and vocabulary. Quizzes could be assigned online or in-class. Quizzes might not be announced in the syllabus; make sure you follow instructors’ announcements regarding quizzes. Each quiz will cover material from the textbook, the homework, class activities, readings, and class discussions.

Make-ups will be allowed in case of documented medical conditions or an excused event, such as a University required activity (a written excuse from a doctor or the Student Health Center). Without such documentation, you will receive a grade of "0" for that exam. If you know you cannot make it to an exam, you MUST notify the instructor by e-mail in advance, and no later than the hour at which the exam is scheduled. Moreover, you must make up the test within five days after it is given.

Final exam
The final exam is cumulative. Make-ups will only be granted to students who have a direct conflict or who have more than two exams in a day (so Portuguese is their third exam of the day). If you belong to one of these two categories and you wish to request a make-up, you must present to your instructor a copy of the People Soft print out of your final exam schedule as proof of conflict. No make-ups will be granted without proof of conflict. Early departures or previous travel arrangements will not be accepted as a valid cause to grant a make-up.

Cultural Projects
Students will be required to complete two cultural projects on the dates assigned on the calendar. The first project is individual and the second is a group project. Both projects will require an oral presentation (in video or in-class). Your instructor will provide more detailed instructions during the semester.

Cultural Event Reports
During the semester there will be a variety of extra-curricular activities offered by the usos-Brazilian Student Association/Brazil Nuts, the Department of Hispanic Languages and Literatures, the Center for Latin American Studies and other organizations (e.g. film series, conversation tables, lecture series, concerts, etc.) to engage and expose students to the Lusophone cultures. Your active participation in such activities will improve your communication skills in Portuguese, increase your cross-cultural awareness and will put you in contact with people who share common interests and/or goals. Students need to submit a report with a detailed description and personal reactions to a minimum of two events attended. Students might be required to make a brief presentation in Portuguese (for approximately 3 to 5 minutes) about these cultural events. Your instructor will give you more instructions and details about this course component.

**Homework**

Homework is an essential tool to practice and reinforce the learning of the content studied in class. You will practice your listening skills (through Listening activities and Video Resources), speaking skills (pair work, guest speakers, recordings) and writing and reading skills (essays, reports, book exercises). It will also help you to monitor your own progress in learning Portuguese.

You will be required to complete for each lesson a variety of dever/lição de casa, such as reading texts articles and answering comprehension questions, writing short messages and texts, search for information on the web, listen to short video clips, recording your voice to practice pronunciation, reflecting about your learning process and cultural competence, etc. Instructions and due dates for each activity will be noted in the calendar courseweb and/or announced by your instructor. **All homework assignments must be completed before each class** in order to maximize your learning!

**Grading Criteria**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Cultural Project (2)</td>
<td>15%</td>
</tr>
<tr>
<td>Cultural Event Report (2)</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

**Important Note:**

If you find that you have any trouble keeping up with assignments or other aspects of the course, be sure to let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective student and professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

**COURSE POLICIES and RESOURCES**
Attendance Policy
Because of the communicative nature of this course, it is essential to come to class regularly. Attendance is mandatory and will be reflected in the final grade. With the exception of absences due to officially documented university-related activities, university-recognized religious observances, or serious illness, you are permitted to miss three (3) classes. On your fourth absence, and after each additional absence, you will lose one whole percentage (1%) from your final grade. So, if your final grade is 87% and you missed class five times, your final grade will be 85%. Arriving late and leaving early (10 minutes or more) will result in half an absence for the day.

- **Makeup work** will be permitted only when the instructor is presented with acceptable documentation. A missed exam may be rescheduled only in the event of an excused absence and must be taken within one week of the original exam date.
- **Legitimate excused absences include the following:** participation in a scheduled activity of an official University organization, verifiable confining illness, serious verifiable family emergencies, subpoenas, jury duty, and military service. **It is the students' responsibility** to notify his/her instructor of an excused absence as far in advance as possible.
- **Documentation** for excused absences must be provided no later than two days after you return to class. Exceptional cases of prolonged absences will be reviewed on an individual basis by your instructor and the language program coordinator.
- **If you do miss a class, you are expected** to notify your instructor, do your homework, and obtain class notes from one of your fellow students. Should you have any questions, please feel free to see the instructor during office hours or make an appointment. **Students are encouraged to email the instructor with questions at any time.**
- Lateness distracts other students and the instructor, and will affect the student’s final participation grade. **Arriving late and leaving early (10 minutes or more) will result in half an absence for the day.**
- Finally, please notify your instructor of your travel plans. Preexisting travel plans will not be considered a reasonable cause for missing class, assignments, exams, and/or to schedule a make-up exam if it does not follow under the legitimate excused absences category.

Cell phone and Computer use: Students must turn cell phones to silent mode before coming to class. Computers are not permitted unless otherwise noted by the instructor.

**Academic Integrity Policy on Cheating and Plagiarism:**
While you might use online dictionaries and grammar sites to help you build sentences and organize your ideas when writing, the use of artificial or human translators for your work is strictly prohibited. Also note that students must not receive help from native or advance Spanish speakers to edit your work, or get assistance from tutors except your instructor or instructors from the Writing Center.

Students using either computer or human translators or receiving help to edit their compositions or homework will automatically receive an F for the assignment in question. Cheating/plagiarism will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity will be required to participate in the outlined procedural
process as initiated by the instructor. A minimum sanction of a zero score for the quiz, exam or paper will be imposed. For the full Academic Integrity policy, go to:

http://www.cfo.pitt.edu/policies/policy/02/02-03-02.html.

Violation of the Academic Integrity Code requires the instructor to submit an Academic Integrity Violation Report to the Dean’s Office.

**Disability Resources and Services:**
If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Disability Resources and Services (DRS), 140 William Pitt Union, 412-648-7890 or drsreccep@pitt.edu, 412-228-5347 (for P3 ASL users), as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

**The E-mail Communication Policy:**
Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account at least every 24 hours except during the weekend. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to http://accounts.pitt.edu, log into your account, click on Edit Forwarding Addresses, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html.)

**Non-discrimination policy:**
As an educational institution and as an employer, Pitt values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. For more information, visit http://cfo.pitt.edu/policies/documents/policy07-01-03web.pdf

**OMETs:**
The Department of Hispanic Languages & Literatures greatly values student feedback. The OMET online evaluations are the primary tool we use to assess instructors and evaluate courses. These evaluations are used to develop and improve curricular design and instructional efficacy. In addition, OMETs are shared with upper level administration when deciding on promotion, awards, tenure, etc. We thank you for taking the time to provide thoughtful and constructive feedback. Whether in the Language Media Center or in the regular classroom, OMETs will be conducted during class time towards the end of the semester; however, students may opt to
complete the OMET online after the link becomes live on my.pitt.edu. There is no penalty for students who opt not to take the OMET.

❖ **Some other Important Class Policies:**
   ✓ Any behavior considered disruptive or that does not contribute positively to the learning environment of the classroom will be sanctioned as stated in the Student Code of Conduct.
   ✓ **Cell phone and Computer use:** Students must turn cell phones to silent mode before coming to class. Computers are not permitted unless otherwise noted by the instructor.
   ✓ No food is allowed in the classroom.

**Grading Scale and Participation Criteria**

Your final grade will be calculated using the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>Excellent Work</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>Nearly Excellent Work</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>Very Good Work</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
<td>Good Work</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>Mostly Good Work</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>Above Average Work</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
<td>Average Work</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>Mostly Average Work</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>Below Average Work</td>
</tr>
<tr>
<td>D</td>
<td>60-66%</td>
<td>Poor Work</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Failing Work</td>
</tr>
</tbody>
</table>

Grading System Definitions and Grade Points According to the University:

A+ = 4.00
A = 4.00 Superior attainment
A- = 3.75
B+ = 3.25
B = 3.00 Adequate graduate level attainment
B- = 2.75
C+ = 2.25
C = 2.00 Minimal graduate level attainment
C- = 1.75
D+ = 1.25
D = 1.00
D- = 0.75
F = 0.00 Failure
G Course work unfinished because of extenuating personal circumstances
H Exceptional (honors) completion of course requirements
I Incomplete course work, due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars
N Noncredit audit
NC No Credit
R Student resigned from the University
S Satisfactory (successful) completion of course requirements
U Unsatisfactory (failing) completion of course requirements
W Withdrawal
Z Invalid grade reported
** No grade reported

Grading Options:

LG Letter Grade
H/S/U Honors/Satisfactory/Unsatisfactory
H/HS/LS/U Honors/High Satisfactory/Satisfactory/Low Satisfactory/Unsatisfactory*
S/NC Satisfactory/No Credit (formerly the S/N option)
LG and H/S/U Letter Grade and Honors/Satisfactory/Unsatisfactory
LG and S/NC Letter Grade and Satisfactory/No Credit

*This option is available for professional students in the School of Medicine only.

For more information, please go to: http://www.pitt.edu/~graduate/reggrades.html

PORTUGUESE
Evaluation of Class Participation
Student:______________________________ Data:_____/_____/

Instructions: Read the following questions and chose a number from the scale bellow that best describes your performance in class. Please give the self-evaluation sheet to your instructor on the dates assigned by him/her. Please write whole numbers; do not write 4.5.

Scale: 5 = always ; 4 = often ; 3 = sometimes; 2 = rarely ; 1 = almost never ; 0 = never
ATTENDANCE:
Came to class everyday
*please write number of absences

CONTRIBUTIONS:
Came prepared to class (done the homework, assignments, readings, studied), prompt, timely, relevant, self-initiated

ATTITUDE:
Participation in group and pair work, respect peers & instructor

VOLUNTERING:
volunteer to answer questions in the classroom everyday

GRAMMAR:
Use studied material, appropriate grammar structures, vocabulary, etc

TARGET LANGUAGE:
Spoke it everyday

HOW TO IMPROVE / SUGGESTIONS:

The "A" Student:
1) initiates & maintains interaction with students and instructor respectfully
2) shows leadership in group activities with respect
3) never (or rarely) uses English or Spanish in discussions and group activities
4) asks questions only in Portuguese
5) is always prepared and demonstrates a minimum of errors
6) attempts to use complete sentences with connectors, conjunctions; always elaborates on answers

The "B+" Student
1) maintains interaction with students and instructor
2) rarely uses English or Spanish in class and only if has asked permission
3) always prepared for class
4) has few errors
5) voluntarily elaborates on answers with connected sentences

The "B" Student:
1) shows willingness to participate
2) cooperates fully in discussions and group activities although may not necessarily be the leader
3) answers readily when called upon and has few errors
4) elaborates somewhat on answers; more than three-word answers
5) occasionally resorts to English or Spanish

The "C" Student:
1) participates more passively than actively
2) tends to use English or Spanish, especially in small group activities when the instructor is not nearby
3) gives one to three word answers
4) is frequently not well prepared

The "D" Student:
1) participates grudgingly
2) speaks mostly English or Spanish in discussions and small group activities
3) generally does not cooperate in group activities
4) has many errors, makes no effort to correct

**The "F" Student:**
1) unable to answer when called upon in class; obviously unprepared
2) is disruptive, prevents other students from hearing, etc.
3) rarely participates in class activities
4) is disrespectful of other students and instructor
5) Negative attitude. Refuses to answer questions and constantly speaks in English or Spanish; almost never uses Portuguese.