



**UNIVERSITY OF PUERTO RICO  
ARECIBO  
ENGLISH DEPARTMENT**

**Syllabus for INGL 3202**

<b>Title</b>	Grammar, Composition, and Reading
<b>Course Code</b>	INGL 3202
<b>Contact Hours</b>	Three (3) credits
<b>Requisites</b>	INGL 3201

**Course Description**

This course is designed to practice structural grammar in complex and compound sentences. Students will do free writing and analytical readings

**Learning Objectives** Students will be able to

1. React either in writing or orally to topics discussed in class.
2. Apply critical reading skills to all material read and/or provided.
3. Become acquainted with and use a variety of research resources.
4. Use relevant and credible primary and secondary sources to support their arguments.
5. Apply appropriate researching, organization and composing strategies to their written work.
6. Satisfactorily revise, edit and proofread written work.
7. Compose a research paper in which the skills learned in class are applied.

**Course Outline and Time Distribution**

- A. Introduction to Course (1.5 hrs.)
- B. Critical Analysis of reading selections (6 hrs.)
- C. Introduction to argumentation and the use of secondary resources that may include: (22 hours)
  - 1.Exploring possible research topics
  - 2.Learning to narrow a subject for research
  - 3.Acquiring and examining research information
  - 4.Selecting a topic
  - 5.The use of primary and secondary sources
  - 6.Summarizing
  - 7.Identifying and avoiding plagiarism
  - 8.Paraphrasing
  - 9.Using the Library
  - 10.Using electronic sources
- D. Documentation (3 hrs.)
  1. Preparing the Bibliography and using the style manuals: American Psychology Association Manual or Modern Language Association Manual Working on text citations
- E. Drafts (12.5 hrs.)
  1. Outlining
  2. Organizing

3. Proofreading (Revising and editing)

**Total 45.0 hours**

### **Instructional Techniques**

A. The following strategies may be used to teach the course:

1. Lectures
2. Group and/or Individual Presentations
3. Workshops
4. Group and/or Individual Writings
5. Use of electronic communication to hand-in work

### **Learning Resources and Minimum Required Installations and Facilities:**

In addition to assigned textbook student will use library resources, the Internet, audiovisual material and any other material prepared by the professor in charge.

### **Evaluation Techniques**

Partial exam(s)\*\* 20%  
Writings (50%)  
    Academic 5 paragraph essay (15%)  
    Extended essay (3-5 pages) (30%)  
Journals/ Portfolio (optional)\*\* 10%  
Attendance /Participation \*\* 10%  
Oral Presentations\*\* 10%

Note: Certification 111-2014-2015 of the Governing Board defines a face-to-face course as: "Course in which 75% or more of instruction hours require the physical presence of students and the professor in the classroom." The remaining 25% may be covered using different educational strategies, among which are: visits related to the course, field experiences, excursions, and online activities, among others. It is the responsibility of the professor to provide evidence of all the activities with attendance sheets and assessment of these activities.

### **Reasonable Accommodation**

Students who are sheltered under Law 51 or receive vocational rehabilitation services that require reasonable accommodations must inform the professor at the beginning of the semester by bringing an official letter that is sent from the office that deals with the matters of persons with impediments at the university in order to offer the necessary accommodations in accordance to the specifications that are delineated in said document.

### **Academic Integrity**

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 12-2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of

another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

### **Grading Scale**

100% – 90% A  
89% – 80% B  
79% – 70% C  
69% – 60% D  
59% and lower F

### **Bibliography**

1. Arkin, Marian and Cecilia Macheski. *Research Papers: a guide and workbook*. Boston Houghton Mifflin Company, 2006.
2. Langan, John. *College Writing Skills*. New York: McGraw Hill, 2008.
3. owl.english.purdue.edu
4. Reinkin, James and Andrew Hart. *Strategies for Successful Writing, Second Edition*. New Jersey: Prentice Hall, 2007.
5. Segall, Marry T. and William R. Brown. *Portals*. Florida: Harcourt Brace. Inc. 1999.
6. Torres, Lucy M. *Impedimentos Visuales: Naturaleza y Necesidades*. San Juan: Isla Negra, 1998.
7. Torres, Lucy M. *Movilidad: Necesidad Básica de Personas con Impedimentos*. San Juan: Isla Negra, 1999

\*Revised by Prof. P. Morales in accordance with Cert. 112 2014-2015 and adapted to a Learning Community Method on December 16, 2015.

- Changes to the syllabus should be consulted with the Course Coordinator and Director of the Department.