

University of Puerto Rico at Bayamón
First Semester 2016-2017
Prof. Davieliz Villafañe Colón

Class Responsibilities

1. Attendance plays an important role in college, from teaching responsibility in an academic environment to giving you the tools to land a successful career. You should also pay attention to the following regulations regarding attendance:
 - a. In order for an absence to be justified, you need to present documentation. It can be a photocopy of a medical certificate, a photocopy of a scheduled trip, or any other document that can demonstrate a need to be absent beyond all reasonable doubt. If you are going to represent the UPRB, make sure to present an official document from the institution as evidence. If you need to be absent due to conflicts between your work and your education, know that you have a commitment to your education first. Therefore, try to make a balance between work and school for successful results. An absence of this category can be justified, but too many of these absences are inadmissible.
 - b. If you arrive to class late, you have the responsibility of informing the professor at the end of class. Failing to do so will result in an absence. If you arrive 30 or more minutes late, you will be automatically considered absent if no proper justification is presented. If you arrive late and leave early, you will also be considered absent if no proper justification is presented. If you are absent during an oral presentation or during a class work activity without proper justification, you will get a 0.
 - c. The following is the grading chart for attendance:

Attendance Grading*	
<i>Range</i>	<i>Score</i>
0-1 (including justified absences)	100%
2-3	75%
4-6	50%
7-over	0%

* 3 tardies = 1 absence

2. Avoid interruptions while the class is in session. This includes conversations out of place and leaving the classroom before the professor states that it is time to leave. If you leave the classroom for 15 minutes, you will be marked late. If you leave for more than 30 minutes, you will be marked absent. If there is an oral presentation in progress, you must wait until the presentation ends to leave or enter the classroom. Let us abide to and apply the Golden Rule: "One should treat others as one would like to treat oneself." In other words, let us pay respect with respect.

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3. Set the ringtone setting of your cellular phone to vibrate while class is in session. Try to use electronic devices for academic purposes rather than for getting distracted in class. Technology without excess is brilliant!
4. Bring textbooks or any course materials distributed in class at all times. If you do not have the materials in class, points will be deducted. The professor will not remind you about this responsibility.
5. All assignments will be collected on specific dates and will require you to pay attention to instructions. Failing to comply with both will result in point deduction, affecting your overall grade for the assignment(s). If you do not understand the instructions of a particular work, ask the professor for help on due time. Do not ask when there is no time left to receive proper help.
6. Some class activities are not scheduled ahead of time. They take place sporadically. This means that, if you are absent for one or more of these activities, you will either lose points or receive 0 points depending on their length. Only students who present justifiable evidence will be given an opportunity to make up for them. It is important that you always review the lessons discussed in class to excel in these activities.
7. A course website will be used to access material for the course. Go to <http://profdavielizvc.english3201.weebly.com> to download and print copies of any assigned document. If there are connection or access problems, contact the professor with ample time at prof.dvc@gmail.com.
8. All handwritten work must be legible and clear when drafts are done in class. When handing in final works for evaluation, everything should be presentable and must show commitment to instructions.
9. Plagiarizing will not be tolerated. If the professor finds out that there is the slightest use of plagiarism in your work, you will receive a failing grade for the submitted work. If the deed is done twice, you will receive a failing grade for the course. Plagiarism is illegal.
10. Do not eat or drink in the classroom. If you need to do so as a result of an illness or due to another situation that is equally meritable, you have to bring evidence or talk to the professor ahead of time to be granted permission. Let us try to preserve a clear area for a better learning environment.
11. If there is a sign on the door stating that the professor is absent, make sure to read all the information on it before leaving. If there is no sign and the professor has not arrived on time, wait at least 30 minutes.
12. Do not leave any assignments at the English Department without authorization. If you have been granted permission, make sure that you leave your work in the indicated place.
13. Participation in class is important. Make sure you demonstrate that you understand and are following the material discussed in class. When participating, try to speak English at all

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times. This is the only way you prove that you are complying with the objectives and expectations of the course. Participation also makes a difference when grading at the end of the semester. Let yourself be known for all the good reasons.

14. Respect inside and outside of the classroom is important at all times. The professor will always respect you, so reciprocate the gesture. This way, we keep a healthy, academic, and professional environment.

Professor's Contact Information		
Office Hours:	<u>Mondays and Wednesdays</u> 1:00 to 2:00 p.m.	Office # 1 Académicos III Building
	<u>Fridays</u> 7:30 to 9:30 a.m. 1:00 to 1:30 p.m.	
IMPORTANT! Talk to the professor or send her an e-mail to coordinate a meeting. This is really important given that a location needs to be identified in order to address your problems with utmost respect and responsibility.		
E-mail Address:	prof.dvc@gmail.com	

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Class Responsibilities Agreement Receipt

<i>General Information</i>	
Course Code:	INGL-3201
Credits:	3
Section:	LP1

With my signature, I certify that I have received an electronic copy of the class responsibilities for the Grammar, Composition, and Reading I course and that I have read, understood, and acknowledged each one of the responsibilities contained in the aforementioned document. I accept to comply with these responsibilities from the very first day of class with Prof. Davieliz Villafañe Colón to the last one. I understand and acknowledge that failing to do so will limit my chances to obtain overall good results at the end of the trimester.

Student's Name in Print

Student's Signature

Date