 UNIVERSIDAD CATÓLICA de Colombia Instituto de Lenguas	INSTRUCTIVO		Código: GA-IN-03
	COURSE DESCRIPTION		Fecha: 08/02/16
			Versión: 01
			Página: 1 de 6

Resolución SED: 02-013 del 22 de junio de 2016

NOMBRE DEL ESTUDIANTE:	_____	CURSO:	<u>BASIC IV</u>
CODIGO INSTITUTO:	_____	HORARIO:	_____
DURACIÓN CURSO:	_____	E-MAIL DOCENTE:	_____
NOMBRE DEL DOCENTE	_____		

The **Basic English Programme** of the Catholic University of Colombia is an academic training course. Its main objective is to help students acquire knowledge and skills in the field of Languages and responds to the educational purposes decreed in Article 5 of Law 115 of 1994. (MEC)

The **Basic English Programme** (A2) follows the guidelines established by the Common European Framework of Reference for Languages (CEFR) and the guidelines introduced in Decree 1075 of 2015, NTC 5580 first update (ICONTEC), as well as other existing legal regulations that regulate and legalize the organization, operation and development of educational programs for work and human development in the area of languages. As a result, the Basic English Programme A2 is not part of the curriculum of undergraduate programmes at the Catholic University of Colombia, nor governed by the same legislation. However, it is presented as an option that students of the Catholic University of Colombia can choose to fulfil the language requirement in each of their courses.

This programme promotes the integral, professional, social and human development of students of the Catholic University of Colombia, as well as of the general population, making the learning of English **"a skill that empowers individuals, gives them greater opportunities for access to knowledge and other cultures and makes them more competitive."**¹


MAIN OBJECTIVES

- To provide our students with a dynamic methodology, based on meaningful activities and tasks, in order to achieve the development of academic, professional and social skills and competences, key for students' learning process.
- To offer strategies and support to students at a higher education level, which allow them to successfully develop academic activities related to the target language, and to promote study habits focused on the development of critical thinking.
- To spread the importance of English as a foreign language from a professional perspective, preparing students to face modern world demands, in relation to foreign language command.
- To train students in the use of social skills, in order to explore other cultures, interacting appropriately when abroad.
- Our students will broaden their worldview while practising values such as tolerance, flexibility, respect, responsibility and others needed in order to perform successfully in a global world.

SPECIFIC OBJECTIVES

- Students will talk about past experiences by asking and answering questions in a daily conversation
- To give some opinions about immediate topics like places or transport
- To compare things by describing their main characteristics
- To discuss some experiences that students have had in their lives.
- To talk about plans and intentions for the future

¹ Programa Nacional de Inglés 2015-2025. Documento de Socialización, julio 2014. Ministerio de Educación Nacional.

 UNIVERSIDAD CATÓLICA de Colombia Instituto de Lenguas	INSTRUCTIVO		Código: GA-IN-03
	COURSE DESCRIPTION		Fecha: 08/02/16
			Versión: 01
			Página: 2 de 6

- To give some advice when travelling abroad or around the country
- To finish the blogs by adding additional information based on their profiles

PROGRAMME LEVELS

This part of the programme of English level Basic A2, corresponds to the following courses:

Course	CEFR Level
<i>Basic I</i>	
<i>Basic II</i>	A1
<i>Basic III</i>	
<i>Basic IV</i>	A2

METHODOLOGY

The programme's methodology is based on the development of specific guided tasks and projects, by means of dynamic lessons whereby students are at the centre of the learning process and our teachers act as facilitators who will lead students towards the achievement of the proposed goals.

GUIDED TASKS

These will be held in every session and will allow students to apply their acquired knowledge of the language and develop communicative and cooperative work with their classmates, in order to reach a goal. Such tasks are related to daily topics and focused on the contact with other cultures.

EXCUSE FOR RESCHEDULING

For all the purposes of grades, attendance, students' rights and duties, the disciplinary regime students are subject to and any other academic or administrative issues, everything established in Agreement 236 of June 24- 2016 will be applied (available on the University website).

Students who do not attend any scheduled evaluation activity for reasons of force majeure, shall present at the Institute of Languages, within five (5) business days after their absence, the excuse and the request for rescheduling activities. After these five days no other requests will be accepted. If the request is approved, we will proceed to authorize the reprogramming of the relevant activity (Article 39).


Sick leave can just be accepted if certified by the University Medical Service. Excuses related to personal inconveniences, sport activities representing the University or academic events can be accepted by the Director of the Institute only if the student hasn't missed more than 20% of classes (Article 46).

In the case of re-scheduled socializations and exams, costs will be established by the administrative organs of the University (Article 39).

Re-scheduled socializations must be taken out of class. When carrying out this activity, the teacher must be accompanied by a jury equally as qualified as him/her. The grade of that activity must be given to the student once the evaluation is over (Article 47).

PASSING SCORE

The passing grade for a course at the Institute of Languages is six point zero (6.0) or higher within a range of zero (0) to ten (10). Failure to achieve this score means the course is not approved. If a student doesn't

 UNIVERSIDAD CATÓLICA de Colombia Instituto de Lenguas	INSTRUCTIVO		Código: GA-IN-03
	COURSE DESCRIPTION		Fecha: 08/02/16
			Versión: 01
			Página: 3 de 6

pass the course, s/he won't have a second chance examination and s/he must re-enrol in the same level again in the next course (Article 44).

COURSE FAILING DUE TO ABSENCE

The Language Institute courses are failed when a student misses 20% of the hours stipulated in the course, whatever the cause. Delays of one hour also affect the attendance percentage. This situation will entail the student failing the course and the final grade will be the one the student had obtained until the date s/he completed 20% of missed class hours. After that date, the student cannot submit more academic activities or take any exams or socializations, but s/he can keep coming to class (Article 46).


UNITS AND ACADEMIC TERMS

Study units will be divided into three academic terms. Each of these terms will complete the final grade of the level. Such levels will be distributed as follows:

FIRST TERM

UNIT	OBJECTIVE	TO BE COVERED ON:
7	<ul style="list-style-type: none"> - To learn and discuss journeys. - To review some journey activities, ask and give some information about journeys. - To practise the past simple and some comparatives and superlatives. 	April 14th – 19th
8	<ul style="list-style-type: none"> - To learn about some festivals and people's appearance. - To contrast the present simple and continuous. 	April 20th – 23rd
7-8	-To evaluate topics practised in units 7 to 8. Review units 7-8: 40 minutes 1st quiz: 70 minutes	April 26th
7-8	1st Project Socialization - To socialize the results of the project outcomes worked on in class and practised in units 7 to 8.	April 27th

30 %	Quiz unidades 7 y 8	15%
	Socialización del Proyecto	8%
	Trabajo en clase:	4%
	a) Evaluación del proceso	
	b) Entregas escritas del proyecto	
	c) Estrategias de aprendizaje	
	Trabajo en plataforma	3%

 UNIVERSIDAD CATÓLICA de Colombia Instituto de Lenguas	INSTRUCTIVO	Código: GA-IN-03
	COURSE DESCRIPTION	Fecha: 08/02/16
		Versión: 01
		Página: 4 de 6


SECOND TERM

UNIT	OBJECTIVE	TO BE COVERED ON:
9	- To talk about plans, arts and entertainment. - To use "be going to" and infinitives for plans and purposes.	April 28th – May 3rd
10	- To talk about science, technology and ways of learning. - To learn some vocabulary about inventions and learning techniques. - To contrast the uses of present perfect and past simple.	May 4th – 6th
9-10	-To evaluate the topics studied in units 9 to 10. Review units 8-10: 40 minutes 2nd quiz: 70 minutes	May 7th
9-10	2nd Project Socialization -To socialize the results of the project outcomes worked in class and practised in units 9 to 10.	May 10th

30 %	Quiz unidades 9 y 10	15%
	Socialización del Proyecto	8%
	Trabajo en clase: a) Evaluación del proceso b) Entregas escritas del proyecto c) Estrategias de aprendizaje	4%
	Trabajo en plataforma	3%

THIRD TERM

UNIT	OBJECTIVE	TO BE COVERED ON:
11	- To plan a holiday and talk about tourism. - To give advice using modal verbs.	May 11th – 14th
12	- To talk about nature, climate change and our planet. - To learn some vocabulary about natural features and measurements. - To give some predictions about our planet using will / won't.	May 19th – 24th
	INSTITUTIONAL EVALUATION	May 20th – 25th
7-12	Final Written exam: 110 minutes - To evaluate topics practised in units 7 to 12	May 25th
7-12	Final Project Socialization - To socialize the results of the project outcomes worked on in class and practised in units 7 to 12	May 26th
	Teachers will socialize final results Students will sign on the grade and feedback formats	May 27th

 UNIVERSIDAD CATÓLICA de Colombia Instituto de Lenguas	INSTRUCTIVO		Código: GA-IN-03
	COURSE DESCRIPTION		Fecha: 08/02/16
			Versión: 01
			Página: 5 de 6

40 %	Examen final: unidades 7 a 12	23%
	Socialización del Proyecto	10%
	Trabajo en clase: a) Evaluación del proceso b) Entregas escritas del proyecto c) Estrategias de aprendizaje	4%
	Trabajo en plataforma	3%

PROJECTS

Projects are a tangible product to be socialized and assessed. In this, students will show their progress and proficiency in the target language in a creative and meaningful way. These projects are the result of tasks and guidance from teachers. The project settled for the **BASIC IV** is named:

- ✓ **My professional blog (Part two):** Students will continue adding information to their blogs and will add typical features included in a personal profile. Students will visit one another's profile and will make comments.

CLASSWORK

In addition to examinations, assignments and projects, students will be assessed on their performance inside the classroom according to their use of English, in aspects such as: participation, individual work and group work (with the teacher and peers).

MATERIAL

The book **Life Elementary** by Cengage (Publishing house) will be used for the fourth level of the programme. Students will get the student's book and a *personal code* that will give them access to the online platform. This resource will provide them with the workbook and class videos for additional practice.

Gloria Quintero
Dirección General
Instituto de Lenguas