

Professor's name: <b>Lic. Carlos Andrés Sánchez Paredes</b>	Subject: <b>ENGLISH III</b>	
Specialty: <b>TSU MECHATRONICS</b>	Quarter: <b>3RD</b>	DAMI College
Office address: <b>UTEZ – Av. Universidad Tecnológica N.1, Col. Palo Escrito, C.P. 62760, Emiliano Zapata.</b>	Period <b>MAY-AUGUST 2022</b>	

## COURSE CRITERION

<b>TEXTBOOK</b>	<b>ENGLISH MANUAL</b>
<b>ON-LINE</b>	<p><i>Google Classroom</i> - Delivering the tasks and academic activities.  <i>LIVEWORKSHEETS</i>: Virtual notebook</p>
<b>BASIC RULES</b>	<ol style="list-style-type: none"> <li>1. We have to respect the official schedule to work.</li> <li>2. Minimum grade is SA.</li> <li>3. If you don't deliver the activities on time, it will be considered as NA</li> <li>4. You need to have <b>ALL</b> the activities in <i>Google Classroom</i> to pass the units.</li> <li>5. Respect each other.</li> <li>6. If you present RECUPERACIÓN, <b>you have to present your missing exercises and projects</b></li> </ol>
<b>ATTENDANCE</b>	<ol style="list-style-type: none"> <li>1. You have to attend classes <b>punctually</b>.</li> <li>2. You must attend at least <b>80%</b> of the live sessions to <b>BE EVALUATED</b>.</li> <li>3. Any absent to the Live Sessions must be justified only by an <b>e-mail</b> from your tutor.</li> <li>4. <b>BE ON TIME</b>, you have 10 minutes to get to class, after this time you'll be called absent.</li> <li>5. Bring your manual printed</li> </ol>
<b>GRADING</b>	<ol style="list-style-type: none"> <li>1. <b>LEARNING TO KNOW</b>: Class Work / Homework, quiz, exams, Manual activities</li> <li>2. <b>LEARNING TO BE</b>: <b>Responsibility, commitment, attendance, leadership, proactivity</b> in your tasks delivering</li> <li>3. <b>LEARNING TO DO</b>: unit projects, audios, written tasks, Integrative task</li> <li>4. <b>Quizzes and exams</b>: these will be designed by the academy.</li> <li>5. If you <b>fail a unit</b>, you need to do your <b>RECUPERA (RETAKE)</b> at least one week before your next exam and attend 3 tutorings (asesorias)</li> </ol>

### OBSRVATIONS

**TASKS SUBMITION:** You have a deadline time to submit your tasks, exercises, homeworks, etc. They won't be graded after 2 days of their deadline.

**Any cheating, duplicating exams, by any means, or written works, will lead you to extraordinario exam.**

All the situations that are not included here. Please, contact me personally or to my e-mail:

[carlossanchez@utez.edu.mx](mailto:carlossanchez@utez.edu.mx)

**Carlos Andrés Sánchez Paredes**

Lic. Carlos Andrés Sánchez P.  
Teacher in charge

Student's name and signature

# Core Netiquette Rules

## 1. Remember the human

Do unto others as you would have others do unto you.

## 2. NO YELLING, PLEASE

There's a time and a place for everything—

## 3. Attempt to find your own answer

If you're confused or stuck on an assignment, before you ask, take the time to try to figure it out on your own or investigate in the Internet.

## 4. Stop ... grammar time!

Always make an effort to use proper punctuation, spelling and grammar.

## 5. Set a respectful tone

A level of formality is still expected in your communication with your teacher.

## 6. Submit files the right way

Follow the instructions for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats.

## 7. Read first

Take some time to read through each step to do your tasks.

## 8. Be kind and professional

Make a point to be kind and respectful in your comments—even if you disagree with someone.