

Teacher's name: <b>Lic. Carlos Andrés Sánchez Paredes</b>	Subject: <b>ENGLISH IV</b>	
Career: <b>TSU in Mechatronics</b>	Quarter: 4 <sup>TH</sup>	<b>DAMI</b> College
Office Address: <b>UTEZ – Av. Universidad Tecnológica N.1, Col. Palo Escrito, C.P. 62760, Emiliano Zapata.</b>	Period	<b>SEPT-DEC 2023</b>

 COURSE  
 CRITERION

TEXTBOOK	<b>Odyssey 3 by COMPASS PUBLISHING</b>
<b>ON-LINE</b>	Google Classroom – Delivering the tasks and academic activities.  LIVEWORKSHEETS (VIRTUAL NOTEBOOK)
<b>BASIC RULES</b>	<ol style="list-style-type: none"> <li>1. We have to respect the official schedule to work.</li> <li>2. Be on time.</li> <li>3. Minimum grade is <b>SA</b>.</li> <li>4. If you don't deliver the activities <b>on time</b>, it will be considered as NA (Classroom and liveworksheets will be closed after 2 days)</li> <li>5. You need to have <b>ALL THE ACTIVITIES IN GOOGLECLASSROOM</b> to pass the units, paste your extra works <b>IN YOUR MANUAL</b></li> <li>6. Respect each other. (<b>Bad words, calling names, being offensive or rude</b>)</li> <li>7. Eating or drinking in the class is not allowed</li> </ol>
<b>ATTENDANCE</b>	<ol style="list-style-type: none"> <li>1. You must attend at least <b>80% of classes to BE EVALUATED</b>.</li> <li>2. Any absent to classes must be justified only by an e-mail from your tutor.</li> <li>3. You must have at least <b>the 50% of attendance</b> in the whole quarter to have the right of examen extraordinario</li> </ol>
<b>GRADING</b>	<ol style="list-style-type: none"> <li>1. LEARNING TO KNOW: Homework, Worksheets, Class exercises, Virtual Notebook, Quizzes, Manual activities, Exams.</li> <li>2. LEARNING TO BE: Responsibility, commitment, attendance, proactivity in your tasks delivering, English production in class</li> <li>3. LEARNING TO DO: Unit projects, Audios, Writings, Speaking activities</li> <li>4. Quizzes and exams: these will be designed by the academy.</li> <li>5. If you fail a unit, you need to do your RECUPERA (RETAKE) at least one week before and take 3 tutorings before the exam. If you missed exercises they <b>MUST</b> be DONE BEFORE the recupera or extra exam, if you don't have your exercises complete you <b>CAN'T</b> take any of these exams.</li> </ol>

## OBSERVATIONS

**TASKS SUBMISSION:** You have a deadline time to submit your tasks, exercises, homeworks, etc. They won't be graded after 2 days of their deadline. (classroom and liveworksheets will be closed)  
 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 ANDRES SANCHEZ P**

Lic. Carlos Andrés Sánchez P.  
 Teacher in charge

Student's name