

# POLITECNICO ENGLISH DEPARTMENT

*What's new in the neighborhood?*

FRIDAY  
1 June 2012



**TEAMWORK**  
Together Each Achieves More  
**MAKING A DIFFERENCE**  
BY DUSTIN BARNES

PLAN TODAY LIVE TOMORROW

Individuals play the game, but teams beat the odds. -Navy SEALs

## MARK YOUR CALENDARS

### Important Dates

4 - 8 June

#### TEACHER EVALUATIONS

Institute students will be evaluating their teachers

6 June

Facturas are due by 12 noon

8 June

#### INSTITUTE MIDTERM EXAMS

These should be completed by 8 June.

20 June

Facturas are due by 12 noon

6 July

#### DIPLOMODO MIDTERM EXAMS

#### SPECIALIST MIDTERM EXAMS

should be completed by 6 July

25 - 30 June

#### INSTITUTE FINAL EXAMS

Final grades must be entered by Sunday, 1 July, night at 12:00 midnight

### Special Note

#### Diplomodo & Specialists Exams for Levels 1 - 4 & 6

Oral component for midterms and finals will be done with two evaluators. A schedule is being created. The grade will be a consensus from both evaluators.

## IN THE NEWS TODAY

**T** Thank you for making the Politecnico English Department Retreat a huge success. This is a new step in strengthening our department and a way for us to better serve our students and the greater community.



Politecnico English Department  
Mission Statement

*We strive to provide a superior education, by inspiring students and teachers to communicate inter-culturally, fostering opportunities for professional advancement and energizing students to reach their full potential.*

**O** Our first action plan is to ensure that every student meets or exceeds the curriculum guidelines set by Common European Framework of Reference and Politecnico. Many teachers have worked hard to prepare a new tutorial system that will help make this a reality (forms are in the offices). Here are the steps:



1. Teacher fills out top of the form and gives it to the student.
2. Student brings form to tutorial.
3. Tutor fills out the bottom of the form after tutor session.
4. Student brings form back to teacher.

# News & Notes

**E** Emails are used everyday for various reasons from building multibillion dollar corporations to sending a 'hello' or 'thank you' to a grandmother. That being said, it is important to remember that emails are a vital sign of communication and should be taken seriously and respectfully. According to the [Wall Street Journal India](#), because emails are not as formal as letters many employees fail to take a second look at the tone or composition of workplace emails. This can hurt professional credibility. There are many great ideas and steps in the article, you can click the link above. I would like to add 'thank you' to that list. This is something that I think people overlook in emails yet is crucial in regards to generosity. We all have busy lives but when we ask for someone's help or assistance especially when we

do visa runs, a simple, 'thank you,' is not only required but expected and it's free. Asking for help with lesson plans, clarifying a question or concern, add a 'thank you.' I will start: I want to thank all of you for your hard work and for reading this article. -Dustin



**A** A new Student Code of Conduct has been created and will be posted in all classrooms in English. Students are to abide by the code and there is a tiered system.

1. verbal warning
2. written warning
3. suspension
4. expulsion

Any questions, contact Bernal.



## Keep in Mind: Virtual Classroom

Please update attendance in virtual classroom on a daily basis. Also please update grades as frequently as possible. At the least provide current grades at midterm and of course at the end of the semester. This way students are not shocked when they are falling behind in a class.

## Keep in Mind: Exams

- Some classes have changed their curriculum but the midterms on Google Docs do not reflect the changes. If this is you, please provide a copy to Bernal prior to giving the exam for approval.
- For written exams, a copy of the written capabilities for each section will be available in the offices shortly so teachers can compare the writings in their classrooms.



*"Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while. That's because they were able to connect experiences they've had and synthesize new things."*

Steve Jobs  
Co-founder of Apple Inc.

## DUSTIN'S CORNER: WHERE IS POLITECNICO?

### Find Us Online!

To expand what we do, I have created the following accounts for Politecnico. Please follow us if you use social media and of course feel free to add any positive experiences, pictures or videos that you have.

Facebook: [PolitecnicoEnglish](#)

Twitter: [@politecnicoer](#)

YouTube: [Politecnico International](#)



Room for rent in Mercedes North!  
\$300 per month includes:  
cable  
internet  
water  
electricity  
email: [ashleen.horn@politecnico.cr](mailto:ashleen.horn@politecnico.cr)  
for more information