

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

Basic Course Information

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| Semester | Fall 2015 | Instructor Name | Kaylene Elliott |
| Course Title & # | Grammar and Usage Review English 59 | Email | Kaylene.elliott@imperial.edu |
| CRN # | 10204 | Units | 3 units |
| Room | 2751 | Office contact for emergency—English Dept. Secretary | 760-355-6224 |
| Class Dates | 08/17/15-12/11/15 | Class Days and Times | Tuesdays and Thursdays 8:00-9:20 a.m. |

Course Description

Review of traditional/structural grammar; review of usage rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with summary/report writing done by the student. (Non-transferable, non-degree applicable)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate up to four techniques for repairing a comma splice error. (ILO1)
2. Demonstrate ability to use present-tense verbs correctly. (ILO1)
3. Demonstrate ability to use past participle verb forms correctly. (ILO1)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify parts of speech and their grammatical functions.
2. Identify and differentiate grammar components at the phrase, clause, and discourse level.
3. Identify and write the four basic sentence types.
4. Demonstrate the ability to use various punctuation marks and sentence mechanics.
5. Demonstrate a mastery of basic spelling rules.
6. Demonstrate an ability to write and edit summaries, reports, letters, and other assignments, applying principles of #1-5.

Textbooks & Other Resources or Links

The Least You Should Know About English: Writing Skills, 12th edition

By Paige Wilson and Teresa Ferster Glazier

Cengage Learning

ISBN: 978-1-285-44353-9

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

Aplia code

Students will get an Aplia code with the purchase of the textbook from the bookstore. Aplia codes may be purchased separately, but I've been told this is more expensive.

Course Requirements and Instructional Methods

Aplia: Students will work out of class on the Aplia Software program that will emphasize growth in grammar and language abilities.

Homework: Students will get 100 percent of homework points for completing work as directed. Homework will be turned in via Blackboard (unless otherwise directed). No late work for homework will be accepted, unless otherwise arranged with me beforehand.

Drafts: Because we will do multiple drafts of out-of-class paragraphs, students must staple the most recent version atop the old draft(s). On dates in which a draft is due, students must bring two (2) copies of the draft. If a student is absent, he or she will need to email the draft before the class starting time in order to receive credit.

ALL DRAFTS MUST BE TYPED. Zero credit will be given for hand-written drafts.

-Proper format: Paragraphs should be double-spaced, Times New Roman, 12 point font. In the top left corner of page 1, please use the following heading style on all drafts:

Name
Professor Elliott
Date draft is due
Assignment

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. Since this is three-unit course, students will be expected to spend approximately six hours of outside work on this class.

Course Grading

| | | GRADING SCALE |
|--------------------------|------------|----------------------|
| Quizzes | 100 points | |
| Homework | 100 points | 900-1000 points—A |
| In-Class paragraph 1 | 50 points | 800-899 points—B |
| In-Class paragraph 2 | 50 points | 700-799 points—C |
| In-Class paragraph 3 | 50 points | 600-699 points—D |
| Out-of-Class Paragraph 1 | 100 points | 0-599 points—F |
| Out-of-Class Paragraph 2 | 100 points | |
| Out-of-Class Paragraph 3 | 100 points | |
| Aplia Assignments | 150 points | |
| Midterm | 100 points | |
| Final Exam | 100 points | |

Attendance, Enrollment, and Student Expectations

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

A student who fails to attend the first class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details. Regular attendance in all classes is expected of all students. The instructor may drop a student if there are more than two absences in the semester.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

It is the responsibility of the student to drop a class before the drop date.

Communication Policy

The best way to contact me is via email. Expect a response to questions within 24 hours. If you do not hear from me within 24 hours, assume that your email went to my SPAM folder, and email me again.

Blackboard

This class will use Blackboard for Announcements, Gradebook, and Discussions. Students will be expected to check Blackboard regularly. If I need to contact a student, I will use the email function on Blackboard.

If a student has never logged into Blackboard before, here are instructions:

Blackboard website: Login Instructions for Students

Students can login by visiting: <http://imperial.blackboard.com>

For their username, they will use the first part of their student email address (e.g. jdoe2)

For their password, they will use their WebSTAR PIN (which should automatically be synced when updated via WebSTAR)

If a student does not know his or her IVC email address, these two locations can help him or her find out that information:

-<https://www.imperial.edu/students/student-email-lookup/> (Does not require additional login, but will only work if the student is registered for 0.5 or more units for the current semester)

-<https://my.imperial.edu/student-email> (This does require additional login to the Student Portal, but will work regardless of whether or not the student is registered for any classes.)

Blackboard Assistance

IVC has established Blackboard support, which includes the following:

24/7 Phone Support: Support Representatives are available around the clock every day of the week to provide you with technical support for the Blackboard Learning System and log-in issues.

Submit A Ticket: This web based ticket submission tool allows you to fill out a web form that will get submitted as a ticket to our support representatives.

Real-Time Chat: This tool allows you to contact our support representatives 24/7. You can access this tool from the support portal.

Knowledge Base: Allows you to search or browse the various topics and questions that have already been answered.

To visit the **Blackboard Support Portal** you can:

Go to [Blackboard](#) support center:

<http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>

Or, from the IVC Homepage, click on the **Faculty & Staff | Blackboard Support** link

Or call **1-855-532-6983, toll free any time, day or night**

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

Student Support

Learning Labs: Feel free to use the Writing Lab in building 2600 any time during the semester. The lab usually has lots of available computers for you to use, and there are also tutors to contact for help.

Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Classroom Etiquette

Electronic Devices: Cell phones and electronic devices must be turned off and put away. These are the numbers for campus security: (760) 483-7411, (760) 355-6306, or (760) 355-6308. Please give these numbers and your room number to your family in case they need to reach you in an emergency.

Food and Drink: are prohibited in all classrooms. Water bottles with lids/caps are the only exception.

Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.

Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source,' you must ask for help.

The point of this class is to improve your writing. You cannot improve your writing if you merely copy other people's writing.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. **Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file.** Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

-plagiarism

- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment
- use of a commercial term paper service

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Calendar/Anticipated Class Schedule

| Week and Date | Description of activities (Schedule may be adjusted at any time.) | Work is due by the end of the week on Sunday evening unless otherwise noted |
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| Week 1 Aug. 18 and 20 | Introduction to the class, review syllabus Finding subjects and verbs, subjects and objects, subject-verb agreement, prepositional phrases In-class Paragraph#1 | Homework#1 Read pages 55-69, 115-121 |
| Week 2 Aug. 25 and 27 | Subject omission and doubling, present-tense verbs, regular/irregular verbs, verb rules, verb phrases, verb-tense consistency. Assign out-of-class Paragraph #1 | Aplia 1 and 2 Read pages 99-114, 122-131 |
| Week 3 Sept. 1 and 3 | Sentence types, punctuation rules, proofreading techniques. Quiz #1 Bring 2 copies of Rough Draft to class Sept. 3 | Aplia 3 Homework #2 Rough draft Paragraph #1 due Sept. 3 Read pages 137-143 |
| Week 4 Sept. 8 and 10 | identifying sentence fragments, comma splices, and run-ons, discuss ways to correct comma splices and run-on sentences with comma and coordinating conjunction (FANBOYS) Quiz #2 Bring 2 copies of second draft to class on Sept. 10 | Aplis 4 Second draft Paragraph #1 due Sept. 10 Read pages 78-98 |
| Week 5 Sept. 15 and 17 | Creating a compound sentence with semicolon and a conjunctive adverb Quiz #3 | Aplia 5 and 6 Homework#3 |

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

| | In Class Paragraph #2 | |
|---|--|---|
| Week 6 Sept. 22 and 24 | Dependent clauses and subordinating conjunctions. Discuss ways to correct comma splices and run-on sentences with making one of the independent clauses a dependent clause. Quiz #4 Assign Out-of-Class Paragraph #2. | Aplia 7 Homework#4 Final Paragraph #1 is due Sept. 24 Read pages 70-77 |
| Week 7 Sept. 29 and Oct. 1 | Formal and informal language, commas Quiz #5 Bring 2 copies of rough draft Paragraph #2 to class Oct. 1 | Aplia 8 Homework#5 Rough draft Paragraph #2 due Oct. 1 Read pages 168-190 |
| Week 8 Oct. 6 and 8 | Review Midterm! Oct. 8 | |
| Week 9 Oct. 13 and 15 | 8 parts of speech Quiz #6 Bring 2 copies of second draft to class Oct. 15 | Aplia 9 Homework#6 Second Paragraph #2 is due Oct. 15 Read pages 27-40 |
| Week 10 Oct.20 and 22 | Commonly confused words Quiz#7 | Aplia 10 and 11 Read Pages 8-26 |
| Week 11 Oct. 27 and 29 | Misplaced/dangling modifiers, awkward phrasing, parallel structures. Quiz #8 assign out-of-class paragraph #3 In-Class Paragraph #2 Oct. 29 | Aplia 12 Homework#7 Final Draft Paragraph #2 Due Oct. 27 Read pages 132-6, 144-54, 149-150 |
| Week 12 Nov. 3 and 5 | Capital letters, possessives, quotation marks and italics, Quiz #9 Bring 2 copies of rough draft Paragraph #3 to class Nov. 3 | Aplia 13 Homework #8 First Draft Paragraph #3, due Nov. 3 Read pages 191-204 |
| Week 13 Nov. 10 and 12 | avoiding shifts in person, contractions Quiz #10 Bring 2 copies of second draft on Nov. 10 | Aplia 14 Homework #9 Second draft Paragraph #3 due Nov. 10. Read pages 41-54, 162-7 |
| Week 14 Nov. 17 and 19 | Pronoun agreement, pronoun case, and shifts. In-Class Paragraph #3 | Aplia 15 Homework #10 Read pages 155-161 |
| Nov. 24 and 26 | Thanksgiving break, no class | No homework |
| Week 15 Dec. 1 and 3 | Review Sentence Structure and verbs. | Final draft Paragraph #3 is due Dec. 1 |

Imperial Valley College Course Syllabus
English 59—Grammar and Usage Review

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| Finals Dec. 8 | Final Dec. 8 | |
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