

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

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**Basic Course Information**

Semester	<b>Spring 2016</b>	Instructor Name	<b>Kathleen Dorantes</b>
Course Title & #	Grammar and Usage Review English 59	Email	<b>kathleen.dorantes@imperial.edu</b>
CRN #	<b>20202</b>	Units	<b>3 units</b>
Room	<b>2751</b>	Office	<b>2780</b>
Class Dates	<b>2/16/16-6/8/16</b>	Campus Office Hours	<b>Mondays 3-4 p.m. Tuesdays 10:30-11:30 a.m. Wednesdays 3-4 p.m. Thursdays 10:30-11:30 a.m.</b>
Class Days and Times	<b>Tuesdays and Thursdays 8-9:25 a.m.</b>	Best contact	<b>Email me at kathleen.dorantes@imperial.edu</b>
Phone number	<b>760-355-6328</b>	Office contact for emergency—English Dept. Secretary	<b>760-355-6224</b>

**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.

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**Textbooks & Other Resources or Links**

**The Least You Should Know About English: Writing Skills, 12<sup>th</sup> edition**

By Paige Wilson and Teresa Ferster Glazier

Cengage Learning

ISBN: 978-1-285-44353-9

Aplia code (This will come with the book if you buy from the bookstore.)

**Course Requirements and Instructional Methods**

In the course of the semester, students will review English grammar and usage rules for mechanics, correct verb tense and form, sentence structure, punctuation, spelling, and other grammatical components. Proofreading and editing techniques will be developed and practiced, and students will learn key words and phrases related to English grammar. Students will write sentences and paragraphs to practice key grammatical points. Students will work out of class on the software program that will emphasize growth in grammar and language abilities.

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**

<b>Course Grading</b>		
Quizzes	150 points	<b>GRADING SCALE</b>
Weekly homework journals	120 points (8 points each)	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	50 points	0-599 points—F
Out-of-Class Paragraph 2	50 points	
Out-of-Class Paragraph 3	50 points	
15 Aplia Grammar Lessons	150 points (10 points each)	
First draft and tutoring points	60 points (10 points each)	
Midterm	100 points	
Final Exam	120 points	

**Attendance, Enrollment, and Student Expectations**

-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.

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-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.

-Students are expected to buy the required books. Not having a book is not an adequate excuse for not finishing an assignment, so without a book, a student is at a huge disadvantage and is in jeopardy of not passing the class. I have made efforts so that your books are affordable. If a student cannot afford the texts, that student may wish to drop the class, save money, and enroll when he or she can afford to buy the books.

**-Proper format:** Paragraphs should be double-spaced. In the top left corner of page 1, please use the following heading style on both the first draft and the final:

Name

Paragraph #

English 59—Mrs. Dorantes

Date draft is due

**Drafts:** Because we will do multiple drafts of out-of-class paragraphs, students must staple the most recent version atop the old draft(s). Students will get 100 percent of draft points for completing work as directed. No late work for homework or paragraph drafts can be accepted. 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.

### Communication Policy

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

Students are encouraged to come to see me on campus during office hours

OFFICE HOURS:

**Mondays 3-4 p.m.**

**Tuesdays 10:30-11:30 a.m.**

**Wednesdays 3-4 p.m.**

**Thursdays 10:30-11:30 a.m.**

### 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.

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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**

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.

**Aplia**

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. We will go to the lab to start Aplia.

Every week, there will be 2-3 assignments, which will include several lessons. Each lesson must be completed with 80 percent or better. If you complete the assignments with 80 percent or better, you will get 100 percent of the points for that Aplia assignment.

**Tutoring**

We will have an embedded tutor in our classroom this semester. The tutor will hold scheduled seminars based on what we covered in class. Attendance at the seminars is recommended, but optional. The tutoring

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schedule will be announced later. In addition, the tutor will hold individual sessions with students. More on the tutoring program will be forthcoming. During Journal time, students may opt to meet with the tutor on a first-come-first-serve basis or they can schedule a time slot on the tutoring sign-up sheet. All out-of-class paragraphs will require one tutoring session.

### **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. Additional restrictions will apply in labs. Please comply as directed.

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

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**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.

**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](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 (May be changed, if needed)**

<b>Week and Date</b>	<b>Description of activities (Schedule may be adjusted at any time.)</b>	<b>Work is due by the end of the week on Sunday evening at 11:59 p.m. unless otherwise noted</b>
<b>Week 1</b> Feb. 16 and 18	Introduction to the class, subject omission/doubling, present-tense verbs. Orientation to Aplaia and Blackboard	<b>Aplaia 1</b>
<b>Week 2</b> Feb. 23 and 25	Verbs, continued. Finding subjects and verbs. Verb rules. Regular and irregular verb charts. Simple sentences and compound sentences	<b>Journal 1 due Feb. 23</b> <b>Journal 2 due Feb. 25</b> <b>Aplaia 2</b>
<b>Week 3</b> March 1 and 3	Verbs, continued, verb-tense consistency, prepositional phrases, subject verb agreement. Simple and compound sentences, cont. Give assignment for Out-of-Class Paragraph 1.	<b>Journal 3 due March 1</b> <b>Aplaia 3</b>
<b>Week 4</b> March 8	Verbs, continued, verb-tense consistency, prepositional phrases, subject verb agreement.	<b>Journal 4 due March 8</b>

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and 10	Simple and compound sentences, continued	<b>Aplia 4</b> <b>First Draft Paragraph #1, due March 8.</b>
<b>Week 5</b> March 15 and 17	Finding and correcting sentence fragments. Eight parts of speech. Discuss comma splices and run-on sentences. Discuss ways to correct comma splices and run-on sentences with comma and coordinating conjunction (FANBOYS) <b>In-Class Paragraph #1.</b>	<b>Journal 5 due March 15</b> <b>Aplia 5</b> <b>Second draft Paragraph #1 due March 15, and third draft is due March 17.</b>
<b>Week 6</b> March 22 and 24	Dependent clauses and subordinating conjunctions. Complex sentences. Discuss ways to correct comma splices and run-on sentences with making one of the independent clauses a dependent clause.	<b>Journal 6 due March 22</b> <b>Aplia 6</b> <b>Final Paragraph #1 is due March 22.</b>
<b>Week 7</b> April 5 And 7	More on dependent clauses and subordinating conjunctions. Compound-complex sentences. Discuss ways to correct comma splices and run-on sentences with making one of the independent clauses a dependent clause.  Give assignment for Out-of-Class Paragraph #2.	<b>Journal 7 due April 5</b> <b>Aplia 7</b>
<b>Week 8</b> April 12 and 14	<b>MIDTERM</b>  Conjunctive Adverbs Creating a compound sentence with semicolon and a conjunctive adverb.  Compound-Complex sentences, cont.	<b>Journal 8 due April 12</b> <b>Aplia 8</b> <b>First Draft Paragraph #2, due April 14.</b>
<b>Week 9</b> April 19 and 21	Commonly confused words	<b>Journal 9 due April 19</b> <b>Aplia 9</b> <b>Second draft Paragraph #2 due April 19.</b>
<b>Week 10</b> April 26 and 28	Commonly confused words, continued  <b>In-Class Paragraph #2</b>	<b>Journal 10 due April 26</b> <b>Aplia 10</b> <b>Final Paragraph #2 is due April 26.</b>

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<b>Week 11</b> May 3 and 5	Misplaced or dangling modifiers, avoiding awkward phrasing and wordiness, parallel structure. Give assignment for Out-of-Class Paragraph #2.	<b>Journal 11 due May 3</b> <b>Aplia 11</b>
<b>Week 12</b> May 10 and 12	Comma rules  <b>In-Class Paragraph #3.</b>	<b>Journal 12 due May 10</b> <b>Aplia 12</b> <b>First Draft Paragraph #3, due May 10.</b>
<b>Week 13</b> May 17 and 19	Capital letters, contractions, and possessives. Avoiding shifts in person. Spelling rules	<b>Journal 13 due May 17</b> <b>Aplia 13</b> <b>Second draft Paragraph #3 due May 17.</b>
<b>Week 14</b> May 24 and 26	Pronoun agreement, pronoun case, and shifts. Review Sentence Structure and verbs.	<b>Journal 14 due May 24</b> <b>Aplia 14</b> <b>Final Paragraph #3 is due May 26.</b>
<b>Week 15</b> May 31 and June 2	Review for the final.	<b>Journal 15 due May 31</b> <b>Aplia 15</b>
<b>FINALS WEEK</b>	The Final Exam is Tuesday, June 7.	