

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

Basic Course Information

Semester	Spring 2015	Instructor Name	Kathleen Dorantes
Course Title & #	Grammar and Usage Review English 59	Email	kathleen.dorantes@imperial.edu
CRN #	20227	Units	3 units
Room	204	Office	2780
Class Dates	2/17/15-6/12/15	Campus 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.
Class Days and Times	Tuesdays and Thursdays 8:35-10 a.m.	Best contact	Email me at kathleen.dorantes@imperial.edu
		Office contact for emergency—English Dept. Secretary	760-355-6224

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, 12th 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.)

www.myskillstutor.com (There is no need to purchase anything for this.)

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 two software programs 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

Course Grading		
Quizzes	200 points	GRADING SCALE
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	50 points	0-599 points—F
Out-of-Class Paragraph 2	50 points	
Out-of-Class Paragraph 3	50 points	
15 My Skills Tutor Grammar Lessons	150 points	
Aplia Assignments	150 points	
Final Exam	100 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 homework 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.

My Skills Tutor.com

My Skills Tutor is a software program with assignments that can be done on campus or at home from any computer with access to the internet.

Go to www.myskillstutor.com.

Your user name is your G# as in G00123456.

Your password is your G# as in G00123456.

The site is imperial01.

There are deadlines to complete the work on the class schedule, but you have until I check the scores to complete the work. Once a grade is entered in Blackboard, the assignment is closed. Students completing all of the lessons in an assignment with an 80 percent or better will receive full points. Students not completing all of the lessons will receive zero points. For instance, if a student completes all but one of the lessons with 100 percent, he or she will receive zero points.

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*Students may work ahead in My Skills Tutor. Please complete the assignments in numerical order (1, 2, 3, etc.), but it does not matter if work is done ahead of time. Students will not receive a score for that work until the work is due, but the assignments will be done and waiting for me to score.

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.

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;

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- 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.

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 Saturday evening unless otherwise noted
Week 1 Feb. 17 and 19	Introduction to the class, subject omission/doubling, present-tense verbs. On Thursday, we will meet in the writing lab (2600) to work on My Skills Tutor, Aplia, and Blackboard.	MST 1 (My Skills Tutor) Aplia 1
Week 2 Feb. 24 and 16	Verbs, continued. Finding subjects and verbs. Verb rules. Regular and irregular verb charts.	MST 2 Aplia 2
Week 3 March 3 and 5	Verbs, continued, verb-tense consistency, prepositional phrases, subject verb agreement. Give assignment for Out-of-Class Paragraph 1.	MST 3 Aplia 3

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Week 4 March 10 and 12	Finding and correcting sentence fragments. Eight parts of speech. Discuss comma splices and run-on sentences.	MST 4 Aplia 4 First Draft Paragraph #1, due March 12.
Week 5 March 17 and 19	Discuss ways to correct comma splices and run-on sentences with comma and coordinating conjunction (FANBOYS) In-Class Paragraph #1.	MST 5 Aplia 5 Second draft Paragraph #1 due March 17, and third draft is due March 19.
Week 6 March 24 and 26	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. Complex sentences.	MST 6 Aplia 6 Final Paragraph #1 is due March 24.
Week 7 March 31 and Apr. 2	Creating a compound sentence with semicolon and a conjunctive adverb. Give assignment for Out-of-Class Paragraph #2.	MST 7 Aplia 7
Week 8 April 14 and 16	Commonly confused words	MST 8 Aplia 8 First Draft Paragraph #2, due April 16.
Week 9 April 21 and 23	Commonly confused words, continued	MST 9 Aplia 9 Second draft Paragraph #2 due April 23.
Week 10 April 28 and 30	Comma rules	MST 10 Aplia 10 Final Paragraph #2 is due April 30.
Week 11 May 5 and 7	Misplaced or dangling modifiers, avoiding awkward phrasing and wordiness, parallel structure. Give assignment for Out-of-Class Paragraph #2. In-Class Paragraph #2	MST 11 Aplia 11
Week 12 May 12 and 14	Capital letters, contractions, and possessives. Avoiding shifts in person.	MST 12 Aplia 12 First Draft Paragraph #3, due May 14.
Week 13 May 19 and 21	Spelling rules	MST 13 Aplia 13 Second draft Paragraph #3 due May 21.
Week 14 May 26 and 28	Pronoun agreement, pronoun case, and shifts. Review Sentence Structure and verbs.	MST 14 Aplia 14 Final Paragraph #3 is due May 28.

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Week 15 June 2 and 4	Review for the final. In-Class Paragraph #3.	MST 15 Aplia 15
FINALS WEEK	The Final Exam is Tuesday, June 9.	