

Lincoln Davis, Instructor

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Office # 813

<http://professordavis.wordpress.com/>-----
*Mr. Davis's office hours:***M/W: 12:30-1:30; T/TH: 2:30-3:00***What will we do in this class?*

- 1) Review and practice aspects of English grammar and punctuation that are important for written college and workplace communications.
- 2) Review and practice important aspects of English vocabulary that help to inform grammar and usage.
- 3) Take quizzes on the above.

What do I have to get for this class?

Each of these items is required for each student. Unless otherwise specified, please **bring them with you to every class:**

1. Scantrons: please get the kind with 50 questions per side. You will need at least 6, and possibly more.
2. An 8 ½ " x 11" spiral notebook or notebook section to be used only for this class.
3. Dark blue or black pens and a highlighting marker.
4. A folder to save all materials from this class.
5. You will need Internet access (outside of class) for some assignments and to access the course web log.

What are the rules?

None of these basic rules is negotiable. Let me know during the first week of class if you will have any problem following them. Please...

1. *Speak only English in class.* The "Class Activities" portion of your grade (20%) is hurt or helped by this requirement.
2. *Do not translate for others.* This practice is not a favor to anyone. For many students, our classroom is the only venue in which they have the opportunity to practice their English.
3. *Stay on task.* If you persistently distract from the learning of other students, you will be suspended and possibly dropped from the class with a grade of 'F.'
4. *Report problems as soon as possible.* Group and pair work is your opportunity to help and learn from each other—an important study and work skill. If there are classmates who are not contributing or distracting others, please report them to me immediately. I will respect your confidentiality.
5. *Don't cheat.* Cheating on tests or homework will result in your being dropped from the class and/or given an 'F.'
6. *Turn off phones and all other electronic devices before you enter the classroom.* Cell phone use during class is not permitted, and can become a disciplinary matter.
7. *Do not bring visitors, food or beverages* (apart from bottled water) into the classroom, including before and after class.
8. *Leave the room only in emergency!* Please do not ask me to excuse you from the class unless it is an emergency. The California Education Code requires a minimum number of classroom minutes for each student. Excessive and/or lengthy disappearances can affect your class activities grade and even cause you to be dropped due to excessive absence.
9. *If you must leave the room, please let me know before you go.* You will be marked absent if I cannot find you and I do not know where you are.
10. *Do not make appointments with counselors or other campus personnel during your class time.* If you will be requesting athletic leave, please bring me a copy of your schedule of games at the beginning of the semester.
11. *Be responsible* for keeping track of: a) your class grades, b) the drop deadline, c) the information on these pages, and d) all assignments and information you missed due to absence.
12. *If you do arrive late for any reason, you must tell me so at the end of the class.* If you forget to do this, you may be marked absent.
13. *Communicate your concerns.* If you do not share your concerns, I may not be able to help you succeed. I respect and honor students who bring complaints to my attention, even if they have to do with me personally. I encourage the practice of "questioning authority" as a form of critical thinking, which is a skill we encourage at IVC.

DISCIPLINARY POLICY:

If I determine that your behavior in class is having a detrimental effect on the learning of other students, I will inform you of the problem. If the problem continues, I will ask you to leave the class. In that case, you will need to make an appointment to speak to the Dean of Students about the problem before returning to class. Disciplinary problems can also result in suspension, being dropped from class, or expulsion from the college.

ATTENDANCE POLICY:

Please note: No doctors note, excuse or explanation is required, but you may not make up quizzes or receive credit for homework missed when you are absent for any reason except a pre-approved athletic event.

0 absences:	Extra credit for class activities grade.
1-3 absences:	Excused, no matter what the reason.
4 or more non-consecutive absences:	You should consider dropping the course. See me first.
4 or more consecutive absences:	You should drop the course.
0x tardy or partial absence:	Extra credit for participation grade.
1-2x tardy or partial absence:	Excused, no matter what the reason.
3x tardy/ 3 partial absences*:	= one absence, no matter what the reason.

**Partial absences include any time you leave the classroom during class hours for any reason;*

**Full absences include talking, texting or other use of electronic devices inside or outside the room during class time or any time you miss a whole class for any reason except a pre-approved athletic event. This behavior may also become a disciplinary issue.*

GRADING POLICY:

This is how I assign points to each grade:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

This is how I figure your points:

Daily Class Activities	15%
Presentations	5%
Homework	20%
Quizzes	20%
Final Exam	<u>40%</u>
	100%

DAILY CLASS ACTIVITIES GRADE:

Daily class activities are important in this course. Your future employer will also be concerned with how well you stay on task, cooperate with others, use appropriate language skills and demonstrate critical thinking skills. Sharing your concerns and seeking my help outside of class will also contribute to a higher Daily Class Activities grade.

STUDENT COMPLAINT POLICY:

Have a complaint or question about this course? I hope that you will feel free to share your concerns with me before or after class or during my office hours. Please avoid taking class time for complaints. For the full and official IVC Student Complaint Policy, please see your catalog. There are also ways to share other types of complaints related to your experience at IVC. Check your catalog for ways to report discrimination and harassment based on race, gender, religion, sexual orientation, etc. There is also a box for anonymous suggestions in the Admissions and Records office. Not sure who to contact about a specific concern? I am happy to help.

PLEASE ALSO NOTE:

"Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Program and Services (DSPS) office as soon as possible." DSPS is in room 2117, Health Sciences Building. Phone 355-6312.

**ENGLISH 059:
CALENDAR:**

**Grammar and Usage Review
Fall, 2013**

Week 1: 8/19	Syllabus Calendar	Introductions
Week 2: 8/26	Grammar and Usage Terminology	
Week 3: 9/2	Chunks of Writing	Quiz
Week 4: 9/9	Parts of Words	Parts of Speech
Week 5: 9/16	Word Families	Word Aspects
Week 6: 9/23	Quiz	Nouns and Noun Structures
Week 7: 9/30	Verbs and Verbals	
Week 8: 10/7	Verb Tenses	Quiz
Week 9: 10/14	Adjectives	Adverbs
Week 10: 10/21	Quiz	Sentence Types
Week 11: 10/28	Sentence Punctuation	Quiz
Week 12: 11/4	Sentence Combining	Presentation Assignment
Week 13: 11/11	Direct and Indirect Speech	Quiz
Week 14: 11/18	Style and Variance	Presentations
Week 15: 11/25	Presentations	Final Exam Review
Week 16: 12/2	FINAL EXAM	

Please also note:

- ***This calendar is tentative and subject to change!***
- ***Main topics are shown only, not all homework assignments.***
- ***Please check the course web log for updates.***