

GRAMMAR AND USAGE REVIEW ENGLISH 59

Imperial Valley College Fall 2014 CRN: 10002 Room #203

Mondays & Wednesdays 10:15 AM- 11:40 AM 18 AUG 2014 – 13 DEC 2014 3 Units

Instructor: Roberta Bemis **Email:** robertabemis@imperial.edu **Office Phone:** 760-355-6226
Office: 2795 **Office Hours:** Monday-Thursday = 3-4 PM

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. (Nontransferable, 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 and Minimum Standards for Grade of “C”:

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-

Textbooks & Other Resources or Links:

The Grammar Bible, Michael Strumpf and Auriel Douglas ISBN 978-0-8050-7560-1

Course Requirements and Instructional Methods:

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.

{Translation: students are expected to attend all weekly class sessions as well as spend 2 hours per week doing out-of-class work for every hour that class meets weekly. For example, our class meets three (3) hours per week, so students are expected not only to attend class sessions but also to spend six (6) hours per week doing required reading, homework assignments, and writing assignments in preparation for and support of the three hours of weekly class meetings. That will require nine (9) hours of a student’s time weekly for this class all semester.}

So, during the semester there will be a number of course activities which must be accomplished during class:

- listening to and taking notes from lectures
- follow-up group and individual writing activities based on lectures or assigned textbook readings
- Students arriving after class activities have begun may not be individually accommodated.
- practice writing and editing summaries, reports, and letters while applying the information from lectures and homework regarding the various grammar points studied
- quizzes and exams

Out of class, students are expected to complete:

- weekly reading assignments in the textbook and handouts, as noted on the Anticipated Class Schedule.
- homework assignments, which may include online work in My Skills Tutor

Course Grading Based on Course Objectives:

Your grade for the course will be computed by using the following percentages/points:

<i>Work.....Percentage/Points</i>	<i>Course Grade.....Percentage/Points</i>
Homework.....15%/150	A.....100-90/1,000-900
Mid Term Exam.....10%/100	B.....89-80/899-800
Writing Assignments.....30%/300	C.....79-70/799-700
Quizzes.....20%/200	D.....69-60/699-600
Final Exam.....25%/250	F.....59/599 & Below

Late work will not be accepted, please complete and turn in your work on time. If a student arrives late for class when an assignment has already been collected from his/her classmates, that work is considered late and will not be accepted. For online work, work is considered late following the posted deadline (date and time).

Quizzes may not be made up. Students must individually request to make up a test, with the testing date occurring within one (1) week (four class days Mon.-Thrs.) of the original test.

Please find grading rubrics and specific assignment information posted under the Resources heading on the course menu of the Blackboard site for this class.

Attendance:

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online 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. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette:

- Electronic Devices: Cell phones and electronic devices must be turned OFF and put away during class unless otherwise directed by the instructor. The second time it becomes necessary to remind a student of this policy, that student will be referred to the Campus Disciplinary Officer. If an emergency is already in progress in your life, please let the instructor know BEFORE CLASS BEGINS so that you may receive one-time permission to monitor your phone, leaving to receive a call or text should that become necessary.
- Food and Drink are prohibited in all classrooms and lobbies of buildings. Water bottles with lids/caps are the only exception. Additional restrictions 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.
- 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, 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

Additional Help:

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

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 (DSPS) Office as soon as possible. The DSPS 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 also have a mental health counselor (760-355-6196). For information see <http://www.imperial.edu/student-health-center/>.

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&grid=4516&Itemid=762
- Students must bring their own paper, pencils, scantrons, pens, high-lighters and books (including dictionary) to each class meeting. Depending on other students to supply these items is not acceptable behavior.
- Because late work will not be accepted, please complete and turn in your work on time. If you arrive late for class when an assignment has already been collected from your classmates, your work is considered late and will not be accepted.
- Students must keep track of their own assignments, due-dates, and grades, through use of the Anticipated Class Schedule, My Grades on Blackboard, and Rubrics and specific assignment requirements posted under Resources on the Blackboard course site.

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/>

Anticipated Class Schedule/Calendar:

TGB = The Grammar Bible

Week #	Topic/Assignment/Activity	Student Action	Due Date
1	Syllabus, Crashers, Purpose of Class <u>TGB</u> = Chapter 1	Attend Read	08-18 08-20

Week #	Topic/Assignment/Activity	Student Action	Due Date
2	<u>TGB</u> = Chapter 2 + Quiz 1 <u>Introduction to Lab</u> + Quiz 2	Read + Homework #1 Read + <u>Class goes to Lab as a group</u>	08-25 08-27
3	Labor Day Holiday <u>TGB</u> = Chapter 3 + Quiz 3 + <u>Lab</u>	NO CLASS Read + Homework #2 + <u>Meet in Lab</u>	09-01 09-03
4	<u>TGB</u> = Chapter 4 + Quiz 4 <u>TGB</u> + Chapter 5 + Quiz 5 + <u>Lab</u>	Read + Homework #3 Read + Homework #4 + <u>Meet in Lab</u>	09-08 09-10
5	<u>TGB</u> + Chapter 6 + Quiz 6 <u>TGB</u> + Chapter 7 + Quiz 7 + <u>Lab</u>	Read + Homework #5 Read + Homework #6 + <u>Meet in Lab</u>	09-15 09-17
6	<u>TGB</u> = Chapter 8 + Quiz 8 <u>TGB</u> = Chapter 9 + Quiz 9 + <u>Lab</u>	Read + Homework #7 Read + Homework #8 + <u>Meet in Lab</u>	09-22 09-24
7	Review of Parts of Speech Mid Term Exam	Homework #9 + Study for Mid Term Take Exam	09-29 10-01
8	<u>TGB</u> = Chapters 10 + Quiz 10 <u>TGB</u> = Chapter 11 + Quiz 11 + <u>Lab</u>	Read + H.-work #10 Read + H.-work #11 + <u>Meet in Lab</u>	10-06 10-08
9	<u>TGB</u> = Chapter 12 + Quiz 12 More Chapter 12 work+ Quiz 13 + <u>Lab</u>	Read + Homework #12 Homework #13 + <u>Meet in Lab</u>	10-13 10-15
10	<u>TGB</u> = Chapter 13 Quiz 14 + <u>Lab</u>	Read + Homework #14 <u>Meet in Lab</u>	10-20 10-22
11	<u>TGB</u> = Chapter 14 + Quiz 15 Quiz 16 + In-class writing + <u>Lab</u>	Read + Homework #15 Write + <u>Meet in Lab</u>	10-27 10-29
12	<u>TGB</u> = Chapter 15 + Quiz 17 + In-class writing Quiz 18 + In-class writing + <u>Lab</u>	Read + Write <u>Meet in Lab</u>	11-03 11-05
13	Quiz 19 + In-class writing assignment Quiz 20 + In-class writing + <u>Lab</u>	Write Write + <u>Meet in Lab</u>	11-10 11-12
14	In-class writing assignment Quiz 21 + In-class writing + <u>Lab</u>	Write Write + <u>Meet in Lab</u>	11-17 11-19

Thanksgiving Week Recess NO CLASSES 11-24 and 11-26

Week #	Topic/Assignment/Activity	Student Action	Due Date
15	In class writing assignment Review for Final Exam	Write Participate	12-01 12-03
16	Final Exam Part 1 Final Exam Part 2 + Course Evaluation	Take Exam Take Exam + Fill out evaluation	12-08 12-10