

GRAMMAR AND USAGE REVIEW ENGLISH 59

Imperial Valley College Fall 2016 CRN: 10252 Room #2900

Mondays & Wednesdays 11:20 AM- 12:45 PM 15 AUG 2016 – 09 DEC 2016 3 Units

Instructor: Roberta Bemis **Email:** robertabemis@imperial.edu **Office Phone:** 760-355-6226
Office: 2795 **Office Hours:** Monday, Tuesday, Wednesday & Thursday = 12:45-1:45 PM

Course Description:

Review of traditional/structural grammar; review of sentence types and sentence combinations; review of usage of rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with sentence, paragraph, essay and/or journal 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 correct forms of English verbs in form and tense.
5. Demonstrate the ability to use various punctuation marks and sentence mechanics.
6. Demonstrate a mastery of basic spelling rules.
7. Demonstrate an ability to write and edit paragraphs, essays, summaries, reports, letters, and/or other assignments, applying principles of #1-6.

Textbooks & Other Resources or Links: Grammar and Usage, Naturally, Lawrence Barkley/ and Christina Sandoval bundled with Aplia for Grammar and Usage, Naturally. ISBN: 13-978-1305136380.

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 Aplia

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	
Aplia..... 20%/200	A.....100-90/1,000-900
Mid Term Exam.....10%/100	B.....89-80/899-800
In class writing assignments....20%/200	C.....79-70/799-700
Quizzes.....20%/200	D.....69-60/699-600
Final Exam.....15%/150	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 student's return to class.

Aplia assignments are due before 11 PM on the date indicated.

Please find grading rubrics and specific assignment information posted under the Resources button 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.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions apply in labs. Please comply as directed by the instructor .
- 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.

Online Netiquette:

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons {emotional icons} to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

Academic Honesty:

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- 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 Student Services:

- Blackboard support site. The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- Learning Services. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

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 760-355-6313 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.

- Student Health Center. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as

first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in room 1536 for more information.

- Mental Health Counseling Services. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

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.
- 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. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

Tentative Schedule on following pages.....

Anticipated Class Schedule/Calendar:

*****Tentative, subject to change without prior notice*****

This schedule does not include all required work, assignments, activities, and deadlines but provides a general outline of what will be done during the sixteen-week semester.

GRA = Grammar and Usage, Naturally Cha. = Chapter

Week #	Topic/Assignment/Activity	Student Action	Due Date
1	Syllabus, Crashers, Purpose of Class Quick over-view Parts of Speech	Attend Listen, take notes, play game	08-15 08-17
2	<u>GRA</u> = Chapters 1 & 2 In-class work Aplia #1 & #2	Read + exercises + Homework #1 Attend & participate Complete	08-22 08-24 08-28
3	<u>GRA</u> = Chapters 3 & 4 In-class work Aplia #3	Read + exercises + Homework #2 Attend + participate Complete	08-29 08-31 09-04
4	Holiday = Labor Day <u>GRA</u> = Chapters 5 & 6 Aplia #4	No Class Read + attend & participate Complete	09-05 09-07 09-11
5	<u>GRA</u> = Chapters 7 & 8 In-class practice Aplia #5	Read + exercises + Homework #4 Participate Complete	09-12 09-16 09-18
6	<u>GRA</u> = Chapters 9 & pp.149-164 Review for Mid Term Exam Aplia #6	Read + exercises + Homework #5 Participate Complete	09-19 09-21 09-25
7	Mid Term Exam <u>GRA</u> = Chapter 10 & 11 Aplia #7	Homework #6 Participate Complete	09-26 09-28 10-02
8	<u>GRA</u> = Chapter 12 <u>GRA</u> = Chapter 13 Aplia #8	Read + exercises + Homework #7 Participate Complete	10-03 10-05 10-09
9	<u>GRA</u> = Chapter 14 In-class practice Aplia #9	Read + exercises + Homework #8 Participate Complete	10-10 10-12 10-16
10	<u>GRA</u> = Chapter 15 In-class practice Aplia #10	Read + exercises + Homework #9 Participate Complete	10-17 10-19 10-23
11	<u>GRA</u> = Chapter 16 In-class practice Aplia #11	Read + exercises + Homework #10 Participate Complete	10-24 10-26 10-30
12	<u>GRA</u> = Chapter 17 In-class practice	Read + exercises + Homework #11 Participate	10-31 11-02

	Aplia #12	Complete	11-06
13	<u>GRA</u> = Chapter 18 In-class practice Aplia #13	Read + exercises + Homework #12 Participate Complete	11-07 11-09 11-13
14	<u>GRA</u> = Chapter 19 In-class practice Aplia #14	Read + exercises + Homework #13 Participate Complete	11-14 11-16 11-20

Thanksgiving Break No Classes November 21rd & 23th

15	<u>GRA</u> = Appendices a & B Review for Final Exam Aplia #15	Read Participate Complete	11-28 11-30 12-04
16	Final Exam Part 1 Final Exam Part 2 + Course Evaluation	Take Exam Take Exam + Fill out evaluation	12-05 12-07