

GRAMMAR AND USAGE REVIEW ENGLISH 59

Imperial Valley College Fall 2018 CRN: 10252 Room #3400

Mondays & Wednesdays 11:20 AM- 12:45 PM 13 AUG 2018 – 08 DEC 2018 3 Units

Instructor: Roberta Bemis **Email:** robertabemis@imperial.edu **Office Phone:** 760-355-6226
Office: 2795 **Office Hours:** Mon. & Wed. = 10-11 am AND Tues. & Thurs. = 12:30-1:30 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.-Thurs.) of the student's return to class.

Aplia is an online practice program that works together with our textbook chapter assignments. All Aplia assignments are due Sundays before 11 PM on the date indicated in the syllabus, on the assignments menu on the Aplia site, and on our Canvas course site. Each numbered Aplia assignment will usually include more than one named Aplia lesson for the same due date. Your scores for each lesson will be averaged and receive points according to the percentage correctly answered. You may repeat a lesson up to 3 times if you would like to get a better score, but be certain to finish the entire numbered assignment before the time expires. More information about specific Aplia lessons included in each assignment and about the points for specific Aplia score averages, as well as the student registration information and link to Aplia please look on our Canvas course site by pressing Modules on the menu on the left side of our Home page.

Homework assignments will always appear on our Canvas site for the student to print out anywhere and then complete at home.

Please find grading rubrics and specific assignment information posted under the Modules 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:

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The Canvas Student Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to us: 877-893-9853.
- 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. Please contact them 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 available to currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building in room 1536 for appointments or more information.

Veteran's Center:

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Student Equity Program:

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues,

making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homeless, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760-355-5736 or 760-355-5733 or in Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, as well as campus and community referrals for students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760-355-5736, or in Building 100.

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 Modules on our 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 #/Dates	Topic, Activity	Assignments	Due Date
#1 AUG 13-15	Syllabus, Crashers, Purpose of Class Quick over-view Parts of Speech	Attend Listen, take notes, play game	08-13 08-15
#2 AUG 20-22	LAB Parts of Speech necessary for forming a sentence + Adjectives & Adverbs	Homework #1 + <u>GRA</u> = Ch. 1 & 2 Aplia #1 & #2	08-20 08-22 08-26
#3 AUG 27- 29	LAB Conjunctions, Prepositions, & Interjections + Subjects: single and compound subjects, and subject pronouns.	Homework #2 + <u>GRA</u> = Cha. 3 & 4 Aplia #3	08-27 08-29 09-02
#4 SEP 5	Subjects That Don't Look Like Subjects: indefinite pronouns, imperatives, and verbals + Verbs: action, linking, & helping verbs.	Homework #3 + <u>GRA</u> = Ch. 5 & 6 Aplia #4	09-05 09-09
#5 SEP 10-12	LAB Irregular Verbs: four principal parts, and troublesome parts of verbs + Subject/Verb Agreement.	Homework #4 + <u>GRA</u> = Ch. 7 & 8 Aplia #5	09-10 09-12 09-16
#6 SEP 17-19	LAB Review for Mid Term Exam + Clauses: main and subordinate clauses, effective sentences & restrictive & nonrestrictive clauses.	Homework #5 + <u>GRA</u> = Ch. 9 & pp.149-164 Review for Midterm Aplia #6	09-17 09-19 09-23
#7 SEP 24-26	LAB Mid Term Exam Writing Paragraphs: topic sentences, audience, purpose of a paragraph + Inventing and Organizing: idea generating, structuring ideas.	Homework #6 + <u>GRA</u> = C. 10 & 11 Midterm Exam Aplia #7	09-24 09-26 09-30

#8 OCT 1-3	LAB Drafting, Revising, and Editing well-developed papers + Verb phrases: infinitive phrases, present and past participial phrases.	Homework #7 + <u>GRA</u> = C. 12 & 13 Aplia # 8	10-01 10-03 10-07
#9 OCT 8-10	LAB Noun Phrases: prepositional phrases, absolutes, and appositives.	Homework #8 + <u>GRA</u> = Ch. 14 Aplia #9	10-08 10-10 10-14
#10 OCT 15-17	LAB Simple and Compound Sentences.	Homework #9 + <u>GRA</u> = Chap. 15 Aplia #10	10-15 10-17 10-21
#11 OCT 22-24	LAB Complex and Compound-Complex sentences.	Homework #10 + <u>GRA</u> = Chap. 16 Aplia #11 Complete	10-22 10-24 10-28
#12 OCT 29-31	LAB Verb Tenses and Mood.	Homework #11 + <u>GRA</u> = Chap. 17 Aplia #12 Complete	10-29 10-31 11-04
#13 NOV 5-7	LAB Active and Passive Voice and Parallel Structure.	Homework #12 + <u>GRA</u> = Chap. 18 Participate Aplia #13 Complete	11-05 11-07 11-11
#14 NOV 14	Punctuation Marks	Homework #13 + <u>GRA</u> = Chap. 19 Aplia #14 Complete	11-14 11-18

Thanksgiving Recess (No Classes) November 19-24

#15 NOV 26-28	Review for Final Exam + Capitalization and Pronouns	<u>GRA</u> = Appendices A & B Aplia #15 Complete	11-26 11-28 12-02
#16 DEC 5-7	Course & Instructor Evaluation Final Exam	Fill out evaluation Take Exam	12-05 12-07