

ENGLISH 94 FALL 2015

WEST LOS ANGELES COLLEGE

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Required Text

Boutry, Katherine, Clare Norris-Bell and Holly Bailey-Hofmann. *The West Guide to Writing: Success through the Sequence from Community College to University*. Dubuque, Iowa: Kendall Hunt, 2013. **Required.**

Technical Requirements

Please carefully review the ETUDES system requirements in your Gateway (login) screen. Make sure you have configured your computer correctly *during the first week!* Make sure you are getting announcements from me in your email account. Sometimes Etudes emails go to Junk mail.

Course Description

English 94 is an intensive grammar course. Our work will focus entirely on grammar principles.

Course Objectives

Upon completion of this course, the student will have an understanding of, or be able to apply, the following principles and concepts:

- Knowledge of basic grammar terminology sufficient to understand instruction and revision directions in English 21, 28, and 101.
- Ability to detect and self-correct common grammatical errors in own and others' texts, including:
 - a. Subject/Verb Agreement errors;
 - b. Pronoun Case errors;
 - c. punctuation-related errors such as fragments, run-ons, and comma splices.
- Ability to write effective sentences by mastering problems in parallelism, modifiers, mixed constructions, and subordination/coordination.
- Ability to write a variety of sentences in sustained paragraphs.

EXIT SKILLS

Upon completion of this course, the student will have the following skills:

- Can write sentences and paragraphs relatively free of grammatical errors as described in "Content Knowledge," Numbers 2-4, described above.
- Can clearly define and use basic grammatical terminology, as defined in No. 1, "Content Knowledge" above.

Student Learning Outcomes

Institutional Outcome

COMMUNICATION: Effectively communicate thought in a well-organized manner to persuade, inform, and convey

ideas in academic, work, family, and community settings.

English Program Outcome

Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization. (Theme: writing)

COURSE LEVEL OUTCOME

At the end of the course the successful student will be able to clearly define and use basic grammatical terminology.

Grading

Weekly assignments=50% Exercises in Group=20% Midterm Exam: 20% Final Exam: 20%

Course Requirements

Each week of the course you must complete a number of lesson modules. For each week there is an assignment that incorporates the material. Many weeks there are videos and online practice exercises that are a chance for you to practice the concepts in a low-stakes environment before you submit the week's assignment for credit. Also, by completing the week's group exercise, you will have a chance to feedback your peers and get feedback yourself.

You may do the work throughout the week at your own pace, but each assignment must be completed by Saturday so you can move on to the next week.

Special Needs and Disabled Students Policy

If you are a student with a disability and require accommodations, please send me a Private Message. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the Disabled Students Programs & Services (DSP&S) Office in providing them. The DSP&S Office provides special assistance in areas including: registration assistance specialized tutoring, academic and career guidance counseling, instructor liaison, special instruction and testing assistance.

Academic Integrity Statement

Academic integrity is a fundamental value of higher education and WLAC; therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize or falsify will not be tolerated in this course. It is your responsibility to understand what plagiarism is and you can read about it here: <http://www.plagiarism.org>. Any student caught cheating or plagiarizing will be subject to disciplinary action.

Online Student Resources

Online Student Helpdesk: <http://usdegreeonline.wlac.edu/helpdesk>

Course Login: <http://usdegreeonline.wlac.edu/pages/168.asp>

Technical Requirements: <https://etudes-ng.fhda.edu/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>

ETUDES FAQ: <http://www.wlac.edu/online/etudesfaq.asp>

WLAC Online Homepage: <http://usdegreeonline.wlac.edu/pages/104.asp>

WLAC Online Counseling: <http://www.wlac.edu/online/counselingonline.asp>

WLAC Online Tutoring: <http://www.wlac.edu/online/tutoring.asp>

WLAC Library: <http://www.wlac.edu/library/international.html>

Netiquette: <http://www.albion.com/netiquette/corerules.html>

Strategies for Online Learners: <http://www.uidaho.edu/eo/dist8.html>

Be a Successful Online Student: <http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

Tips for Online Success: <http://www.ion.uillinois.edu/resources/tutorials/pedagogy/tips.asp>

Course Schedule

English 94 WLAC Hofmann

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Week 1 (8/31-9/5) Course Foundation

Read and Print Syllabus__

Examine all areas of the online course. Look around. Check out the Resources__

Introduce yourself in the Discussion Area.__

Read *West Guide* Chapters 1 and 2__

Complete Etudes Scavenger Hunt__

Complete Chapter 1 Activity __ and Chapter 2 Activity __

Week 2 (9/6 – 9/12) Parts of Speech and Word Study: Roots, Prefixes and Suffixes

Read Wk 2 module__

Read *West Guide* Chapter 3__

Complete end-of-chapter Ch. 3 exercises_

Read *West Guide* pages 143-162__

Complete Prefixes and Suffixes Activity__

Join Week 2 Discussion in Discussion Area as applicable __

Complete Week 2 Group Exercise in Discussion Area__

Week 3 (9/13 – 9/19) Nouns: Subjects& Objects

Read Wk 3 module__

Read *West Guide* page 39-40 (“Subjects and Objects”)__

Complete Noun activity__

Join Week 3 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

Week 4 (9/20 – 9/26) Nouns, cont.: Pronouns

Read Wk 4 module__

Read *West Guide* pages 40-41, 87-88__

Complete Pronoun Activity_

Join Week 4 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

Week 5 (9/27 – 10/3) Verbs

Read Wk 5 module__

Read *West Guide* pages 41-43__

Complete Verb activity_

Join Week 5 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

Week 6 (10/4 – 10/10) Subject Verb Agreement

Read Wk 6 module__

Read *West Guide* pages 98-103, 138__

Complete Subject/Verb activity_

Join Week 6 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

Week 7 (10/11 – 10/17) Adjectives and Adverbs

Read Wk 7 module__

Read *West Guide* page 44-45__

Complete Adjective/Adverb activity_

Join Week 7 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

TAKE MIDTERM BY 10/21

Week 8 (10/18 – 10/24) Conjunctions & Capitalization

Read Wk 8 module__

Read *West Guide* page 48-49 and 85-86__

Complete Conjunction Activity_

Join Week 8 Discussion in Discussion Area as applicable __

Complete Weekly Group Exercise in Discussion Area__

Week 9 (10/25 – 10/31) Fragments and Run Ons

Read Wk 9 module__
Read *West Guide* pages 103-116__
Complete Fragment/Run on Activity_
Join Week 9 Discussion in Discussion Area as applicable __
Complete Weekly Group Exercise in Discussion Area__

Week 10 (11/1 – 11/7) Commas and End Punctuation

Read Wk 10 module__
Read *West Guide* pages 58 to top of page 67__
Complete Commas exercises_
Join Week 10 Discussion in Discussion Area as applicable __
Complete Weekly Group Exercise in Discussion Area__

Week 11 (11/8 – 11/14) Semicolons, Colons, Quotation Marks

Read Wk 11 module__
Read *West Guide* pages 75 to top page 81__
Complete Week 11 exercises_
Join Week 11 Discussion in Discussion Area as applicable __
Complete Weekly Group Exercise in Discussion Area__

Week 12 (11/15 – 11/21) Apostrophes

Read Wk 12 module__
Read *West Guide* pages 67-74__
Complete Apostrophe exercises_
Join Week 12 Discussion in Discussion Area as applicable __
Complete Weekly Group Exercise in Discussion Area__

Week 13 (11/22 – 11/28) Active & Passive Voice

Read Wk 13 module__
Read *West Guide* Ch. 6, pages 125-128 __
Complete exercises_
Join Week 13 Discussion in Discussion Area as applicable __
Complete Weekly Group Exercise in Discussion Area__

Week 14 (11/29 – 12/5) Verb Tenses

Read Wk 14 module__

Read *West Guide* pages 133- top 142
Complete Wk 14 assignment_
Join Week 14 Discussion in Discussion Area as applicable ___
Complete Weekly Group Exercise in Discussion Area__

Week 15 (12/6 – 12/12) Commonly Confused Words and Plurals

Read Wk 15 module__
Read *West Guide* pages 111-112__
Complete Wk 15 assignment_
Read *West Guide* page 51 and the Plurals Modules
Complete Plurals Activity__
Join Week 15 Discussion in Discussion Area as applicable ___
Complete Weekly Group Exercise in Discussion Area__

FINALS WEEK= Dec. 14 - 20
TAKE FINAL EXAM by Dec. 16, 11:59pm.

Online Class Frequently Asked Questions

Q: I am having difficulty navigating this online course. Will that affect my grade?

A: Not in a direct sense. However, I have advised you in the syllabus that familiarity with ETUDES is necessary for this course and I will not be able to spend time teaching you how to use it. If you can't use it properly, this will affect your ability to complete your work and succeed in the class.

Every once in awhile, system glitches arise. ETUDES will make instructors aware of any time missed for maintenance. Don't panic! There are no circumstances under which you will be held accountable for something out of your control. If, however, the assignment was already due when such difficulties arise, you will be accountable as usual.

Remember, you have full awareness at the course start of what your responsibilities are and you have time to complete your work, at your own pace. You can also work from the book if for some reason you have no internet access.

There are, however, some important steps you should take to avoid internet disasters.

- **Complete and submit critical assignments BEFORE the due date** (either a day early, a few hours early) in order to avoid any possible conflicts with computer or internet malfunction. I will not accept online email service malfunctions (Yahoo, Hotmail, etc.) as a legitimate excuse. Rarely, an ISP (internet service provider) might go down for an hour of maintenance in the middle of the night.

• **Use a computer that *is* working!** Computers are available to enrolled students free of charge at the West Los Angeles College Library during its regular hours. Computers are also available for free on a more limited basis at your local Los Angeles Public Library branch, usually by calling the reference desk and making a reservation. (Use is often limited to 15 minutes or an hour.) Finally, computers are available FOR A PRICE 24 hours a day at Kinko's.

Q: I emailed you (the professor) and you didn't email me back!

A: Although the online forum is available 24 hours a day, 7 days a week, I am working more traditional business hours. I generally do not respond to messages or emails during weekends or after 8pm on weekdays. I might, but don't count on it. Remember that I am teaching other (offline) classes as well as your online class, and I also have to eat and sleep. Be patient and don't panic! I can see all the times you have logged in and how long you spend online. You will get credit for all the work you do!

Furthermore, if students continually send emails with questions (that should have been posted in the Discussion Area) or personal queries, imagine how much email traffic this is for me. I will not respond to your email if I feel it has been answered by the syllabus or online. By reducing emails to the instructor, you all work together to ensure timely instructor responses to legitimate queries.

Feel free to call my office phone during my office hours, which are posted at the top of the syllabus. We can also schedule a phone appointment.

Q: How can I find you?

A: Look at my posted office hours above on the syllabus and call or visit me in my office. Ask questions in the Discussion Area called Questions and I will respond there so all students can benefit.

Q: When Should I Panic?

A: Never! If a situation arises, and I am not online at the time, see if the answer is in the Syllabus, recent announcements, or in the week's module. Then check the Discussion Area to see if someone asked your question there. (If not, you go ahead and ask it.) Then go to the Chat room and see if anyone's around who can answer your question. Finally, if none of these things work, while you wait for the professor to respond to your posted query, try to relax.

In any event, there is never reason to panic. The course is built so that everyone has time to complete the assignments. Assignments CAN be submitted late, although points will be deducted for late submissions. I check in every few hours to see if anyone has any questions, except at night-- from around 8pm to 7am, I'll be 'off duty'.

The most important thing to remember when you start to panic is that I care about students and I want you to succeed. I have built the online course with this in mind. I teach because I love it and because I am enthusiastic about my subject matter. You have nothing to fear from me. I am not out to get you! So relax and try to have some fun.

Q: Should I email you a copy of the assignment, or just submit it online?

A: There is no need to email me something that has been time-stamped in the system. If I need something from you, I'll contact you.

Q: I submitted a quiz two minutes after the due date and it said "late." Are you really going to mark it late?

A: Not for a few minutes. But be careful and try to complete your assignments hours ahead of time, not minutes.