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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 located at: <https://etudes-ng.fnda.edu/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>. Make sure you have configured your computer correctly *during the first week!*

### ***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)

### **Grading**

Final Exam: 50%

Grammar Quizzes, Exercises, and written responses=50%

### ***Course Requirements***

Each week of the course you must complete a number of lesson modules. For each week there is a quiz that incorporates the material. You must read the lessons, complete the exercises, and take the quiz for each week's material. You may do the work throughout the week at your own pace, but each quiz 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>

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**Course Schedule**                      **English 94 WLAC Hofmann**                      **FALL 2013**

**Week 1 (8/26– 8/31) 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 Chapter 1 Activity \_\_ and Chapter 2 Activity \_\_

**Week 2 (9/1 – 9/7) Parts of Speech and Word Study: Prefixes and Suffixes**

Read Wk 2 module\_\_  
Read *West Guide* Chapter 3\_\_  
Complete end-of-chapter Ch. 3 exercises\_  
Read *West Guide* pages 139-165\_\_  
Complete Prefixes and Suffixes Activity\_\_  
Join Week 2 Discussion in Discussion Area\_\_

**Week 3 (9/8 – 9/21) 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\_\_

**Week 4 (9/22 – 9/28) Nouns, cont.: Pronouns**

Read Wk 4 module\_\_  
Read *West Guide* pages 4-41, 87-88\_\_  
Complete Pronoun Activity\_  
Join Week 4 Discussion in Discussion Area\_\_

### **Week 5 (9/29 – 10/5) Verbs**

Read Wk 5 module\_\_  
Read *West Guide* pages 41-43\_\_  
Complete Verb activity\_  
Join Week 5 Discussion in Discussion Area\_\_

### **Week 6 (10/6 – 10/12) 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\_\_

### **Week 7 (10/13 – 10/19) Adjectives and Adverbs**

Read Wk 7 module\_\_  
Read *West Guide* page 44-45\_\_  
Complete Adjective/Adverb activity\_  
Join Week 7 Discussion in Discussion Area\_\_

**TAKE MIDTERM BY 10/23**

### **Week 8 (10/20 – 10/26) 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\_\_

### **Week 9 (10/27 – 11/2) 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\_\_

### **Week 10 (11/3 – 11/9) 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\_\_

### **Week 11 (11/10 – 11/16) Semicolons, Colons, Quotation Marks**

Read Wk 11 module\_\_  
Read *West Guide* pages 75 to top page 81\_\_  
Complete TBA exercises\_  
Join Week 11 Discussion in Discussion Area\_\_

### **Week 12 (11/17 – 11/23) Apostrophes**

Read Wk 12 module\_\_

Read *West Guide* pages 67-74\_\_

Complete Apostrophe exercises\_

Join Week 12 Discussion in Discussion Area\_\_

### **Week 13 (11/24– 11/30) Active & Passive Voice**

Read Wk 13 module\_\_

Read *West Guide* Ch. 6, pages 125-128 \_\_

Complete exercises\_

Join Week 13 Discussion in Discussion Area\_\_

### **Week 14 (12/1 – 12/7) Verb Tenses**

Read Wk 14 module\_\_

Read *West Guide* pages 133- top 142

Complete Wk 14 assignment\_

Join Week 14 Discussion in Discussion Area\_\_

### **Week 15 (12/8– 12/14) 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\_\_

**TAKE FINAL EXAM by Dec.18.**

## 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-NG 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 five weeks 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.

**Q: How can I find you?**

**A:** You can't. This is an online class. 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.