Developmental Communications 1— Winter 2014

Course Information and Requirements

Sect. # 0109 M, T, W, Th 8a.m. – 10:30a.m. > **room *Collaborative Studies Building CSB 110***

Instructor: Prof. Curt Riesberg **Visiting Hours:** M-W 10:45-12 *or by appointment*
Email: riesbecd@lamission.edu Office for Visiting: **INST 33**
Phone: (818) 364-7847 **Web Page:** www.lamission.edu/~riesbecd

Hello, and WELCOME to DC1. We all need brushup of grammar skills, so I'm glad you're here to join us in this important English skill-improvement course. Attend class, do ALL the homework (which is normal for serious college students, anyway), and use the resources like the Learning Center website and tutors.

Course Description and Objectives: This course offers an introduction to basic grammar as it relates to writing and other communication skills. It covers parts of speech, sentence structure, types of phrases and clauses, verb tenses and agreement, noun possessives and plurals, pronoun usage, comparison, capitalization, punctuation, and other related topics.

Student Learning Outcomes: Upon successful completion of this course, a student will be able to

- label simple and advanced sentence patterns
- employ standard rules of pluralization and possession
- choose and spell verb tenses correctly
- apply principles of pronoun agreement and construct sentences with correct subject/verb agreement
- combine simple sentences into correctly punctuated compound and complex sentences.

I. Required Texts: Commanding Sentences by Helen Mills, Third Edition
Workbook for Developmental Communications 1 by Susan Polk

II. Homework Assignments: Read all materials and do all exercises as assigned

III. Attendance: Attendance is critical to your success. You may be dropped after three absences; it is your responsibility to call me if you cannot attend class. **You** *are responsible* for everything that occurred during your absence. It is up to you to contact a classmate or me for missed material. *Please avoid arriving late, leaving early, and walking outside during class; these are unacceptable behaviors that distract others.*

Also, ***turn OFF*** *all electronic devices during class.* ***Texting*** *and/or other* ***cellphone*** *use will get you kicked out of class; it is* ***NOT allowed****. If you are removed from class for such or other disciplinary action, it will count as an unexcused absence and will count towards you getting Dropped from the class permanently, because* ***there is no excuse for such behavior in college.*** If you have a problem with these rules, just DROP right NOW.

IV. Grading

A. In-class participation, attendance, and completion of homework assignments will be considered during grading.

B. There will be a follow-up quiz for each unit we cover and occasional pop quizzes.

- All quizzes will be given at the beginning of class
- There will be no make-ups given for quizzes

C. There will be a midterm covering the material presented during the first half of the semester and a final covering the material presented during the second half of the semester; the final CAN (and probably WILL) include material from the first half of the semester as well. To pass this course, you **must** achieve at least 70 % (seventy percent) of the possible points listed below.

Weekly Schedule Sheet – 10 points
Quizzes--10 points each
Midterm--100 points
Final--100 points

D. Basis of Grading: **P**ass/**N**o **P**ass (Pass/Credit based on

V. Some important notes

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself** on or before **Jan. 8** for no W on transcript, and by **Feb. 1 for a W** on transcript. Failure to drop, if needed, may result in a grade of NO PASS in this class.
- Please make sure that the *email address on file with the college* is accurate; if you change your address, please update your email address by using the Student Portal.
- Please keep graded papers such as quizzes and tests in a safe place. You should keep them at least until final grades have been posted.
- *If you are a student with a disability and require classroom accommodations, please see me immediately to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the more quickly I will be able to provide them. If you have not done so already, you may also wish to contact the Disabled Students Programs & Services Office in Instructional Building 1018. Phone (818) 364-7732/TTD (818) 364-7861 and bring a letter and/or documentation stating the accommodations that are needed.*

About the Learning Center…

*If you need help while you are working on your assignments, visit **The Learning Center**, located on the first floor of the Library/Learning Resource Center. Tutors can assist you in many areas: writing, math, reading, research, and homework assignments.*

*In the **Academic Success Center**, the writing and reading specialists are excited about helping you to succeed. In the Writing Lab, tutors can assist you with MLA or APA styles and in developing writing assignments, lab reports, book reports, essays, and research papers.*

The Reading Lab offers free assessments of your reading skills using ***Reading Plus****, interactive software that provides individualized learning to enhance your reading skills.* ***This online program can also be accessed from home.*** *Make a Reading Lab appointment to learn how.*

The Learning Center is FREE for all students. Call 818-364-7754 to make AN APPOINTMENT or visit the Information Desk. Visit the Learning Center early and use the FREE assistance all term.

AND, ESPECIALLY FOR DC 1 STUDENTS, *there are interactive computer tutorials to help you develop your grammar and sentence-writing skills. To access these exciting tutorials, visit http://www.lamission.edu/learningcenter/devcomlinks.aspx*

OTHER COLLEGE **RESOURCES FOR STUDENTS**

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department Office: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (**DSP&S**): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (**EOPS**): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math &Science. Walk-in and appointments offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

Your final grade in this class will be determined by the following**:**

Weekly Schedule 10 points My percentage: _____ I earned _____ points

Quizzes (10 points each x 7 quizzes = 70 possible points)

Quiz Unit 1	10 points	My percentage: _____	I earned _____ points
Quiz Unit 2	10 points	My percentage: _____	I earned _____ points
Quiz Unit 3	10 points	My percentage: _____	I earned _____ points
Quiz Unit 5	10 points	My percentage: _____	I earned _____ points
Quiz Unit 6	10 points	My percentage: _____	I earned _____ points
Quiz Unit 7	10 points	My percentage: _____	I earned _____ points
Quiz Unit 8	10 points	My percentage: _____	I earned _____ points
Midterm	100 points	My percentage: _____	I earned _____ points
Final	100 points	My percentage: _____	I earned _____ points

Total Points ***280*** points I earned _____ **Total Points**

To pass DC1, you **<u>must</u> achieve** at least ***70 percent*** **(= 196 points)** Total Points.

There is no such thing as "extra credit," so just forget about that and score your points on the quizzes and tests.

No make-up for quizzes.
… So don't even ask, "I missed last class, so can I make up the quiz." Answer: NO.