Developmental Communications 1 (DC1) —Fall 2013

Course Information and Requirements

Instructor: Dr. Holt Section: 0189 Location: CSB 110 Time: -7.15-8.40 am
Email: dr.svetlana.holt@gmail.com Office Hours: MW 8.40-9.00 am in CSB110

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, and combine simple sentences into correctly punctuated compound and complex sentences.

I. Required Text: Commanding Sentences by Helen Mills, Third Edition **AND Handouts** (available at LAMC bookstore) **FOR DR. HOLT'S CLASS**

II. Homework Assignments
Review Lessons and class notes and do all exercises as assigned

III. Attendance and Common Sense Rules

Doing homework is essential for your progress as the majority of your learning needs to occur outside the classroom, while you study, review, and apply the key concepts we cover in class. Regular attendance is extremely important. If you absolutely have to miss class, it is your responsibility to contact a classmate for information about materials covered and homework to be completed. Arriving at class late, leaving early, texting, listenieng to music, and walking outside are unacceptable behaviors that are distracting and disrespectful to the professor and your classmates. Please turn off your cell phone before entering class or set it on silent alert and put it away from your desk. Exchange phone numbers and/or e-mail addresses with three or four classmates; help and support each other. Students who work in groups get more out of the course. Pre-read the chapters, ask questions, participate! I will provide you with all the tools and guidance to help you reach a higher level of erudition and efficiency, but ultimately, this is your education, and its quality and quantity is up to you!

Please note that while there are a variety of honest and solid excuses for why you sometimes have to arrive late, leave early, or miss class altogether, the materials covered in this course are extremely complex, and the pace is frighteningly fast. Missed class time cannot be made-up by reading somebody's notes, doing an on-line tutorial, or reading a textbook. Choose wisely and take responsibility for your choices.

Also note that you must own the course textbook and your own set of handouts and bring them to class with you at all times. Without these materials your chances of success in this class are slim.

IV. Grading

A. There will be 7 follow-up quizzes - for each Unit we cover (except Unit 4).

B. There will be a Midterm covering the material presented during the first half of the session and a Final covering the material presented during the second half session.

C. To pass the course, you must average at least 70 percent of the possible points listed below:
Quizzes--10 points each
Midterm--100 points
Final--100 points

D. Basis of Grading: Credit/No Credit

<u>No make-ups for quizzes or exams will be given for any reason. No exceptions and no begging.</u>

V. Important Dates

- **September 6** **Deadline to add classes/section transfer**
- **September 8** **Last day to drop classes without receiving a "W" and with a refund ONLINE ONLY**
- **November 17** **Last day to drop with a "W" ONLINE ONLY**
- **Final Exams** **December 9 – 14; For us it is Tuesday, 12/10, 7.30-9.30 am**

VI. Some important notes

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself** ONLINE on or before November 17. Failure to do so 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. This syllabus can be made available in alternate format upon request from DSPS at (818) 364-7732.*

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 Title V HSI-ISSA **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 modules to enhance your reading skills. **This online program can also be accessed from home.** Make a Reading Lab appointment to learn how to access Reading Plus.

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 each semester and use the FREE assistance throughout the term.

AND, ESPECIALLY FOR DC 1 STUDENTS, the Learning Center has developed 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 today!

My classmates' contact information

	Name	Phone Number	email address
1.			
2.			
3.			
4.			
5.			

Tentative Course Schedule (TTH Section 0189)
Subject to change!

Date		Class Activity	Homework Assignment
Aug. 27	T	Introduction to course	
Aug. 29	Th	Parts of Speech	
Sept. 3	T	Lesson 1	
Sept. 5	Th	Lessons 2, 3	
Sept. 10	T	Lesson 4, 5	
Sept. 12	Th	Lesson 6, 7 Quiz 1	
Sept. 17	T	Lesson 8, 9	
Sept. 19	Th	Lesson 10 Quiz 2	
Sept. 24	T	Lesson 11	
Sept. 26	Th	Lesson 12, 13	
Oct. 1	T	Lesson 14 and the passive voice	
Oct. 3	Th	Lesson 15, 17 Quiz 3	
Oct. 8	T	Lesson 18, 19	
Oct. 10	Th	Lesson 52	
Oct. 15	T	Review for Midterm Exam	
Oct. 17	**Th**	**Midterm Exam**	
Oct. 22	T	Lesson 20, 21	
Oct. 24	Th	Lesson 22, 23	
Oct. 29	T	Lesson 24 Quiz 5	
Oct. 31	Th	Lesson 25, 26	
Nov. 5	T	Lesson 27	
Nov. 7	Th	Lesson 30, 28 Quiz 6	

Date		Class Activity	Homework Assignment
Nov. 12	T	Lesson 29, 31 Quiz 7	
Nov. 14	Th	Lesson 33	
Nov. 19	T	Lesson 34, 45	
Nov. 21	Th	Punctuation Review	
Nov. 26	T	Direct Address, Addresses, and Dates Quiz 8	
Nov. 28	**Th**	**Holiday: No Class**	
Dec. 3	T	Lesson 49 and Quotation Marks Handout	
Dec. 5	Th	Review for final exam	
Dec.10	**T**	**Final Exam** **7.30-9.30 am**	