Developmental Communications 1—Fall 2012

Course Information and Requirements

Instructor:	**Susan Polk**	**Office Hours:**	**MW 2 – 3 Tues 12:10 – 3:40**
Phone:	**(818) 364-7753**	**Email:**	**polks@lamission.edu**
Office:	**LRC 217**	**Sections:**	**0190 MW 9:05 a.m. -- 10:30 a.m.**
			0192 MW 10:40 a.m. – 12:05 p.m.
			0194 MW 12:25 p.m. -- 1:50 p.m.

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 unexcused 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.*

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. To pass this course, you must achieve at least 70 percent of the possible points listed below.

   Quizzes--10 points each
   Midterm--100 points
   Final--100 points

D. Basis of Grading: Pass/No Pass

V. Important Dates

- **September 7** **Deadline to add classes**
- **September 7** **Last day to drop classes without receiving a "W" and with a refund (in person)**
- **September 9** **Last day to drop classes without receiving a "W" and with a refund (Internet)**
- **November 16** **Last day to drop with a "W" (in person)**
- **November 18** **Last day to drop with a "W" (Internet)**
- **Final Exams** **December 10 - 15**

VI. 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 November 18. 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!

DC 1 Course Schedule

0190 MW 9:05 a.m. -- 10:30 a.m.
0192 MW 10:40 a.m. – 12:05 p.m.
0194 MW 12:25 p.m. -- 1:50 p.m.

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

Date		Class Activity	Homework Assignment
Nov. 12	M	Holiday	
Nov. 14	W	Lesson 29, 31 Quiz 7	
Nov. 19	M	Lesson 33	
Nov. 21	W	Lesson 34, 45	
Nov. 26	M	Punctuation Review	
Nov. 28	W	Direct Address, Addresses, and Dates Quiz 8	
Dec. 3	M	Lesson 49 and Quotation Marks Handout	
Dec. 5	W	Review for final exam	
Dec.10 Dec. 12 Dec. 10		Section 0190 10 a.m. - 12 p.m. Section 0192 10 a.m. - 12 p.m. Section 0194 12:30 - 2:30 p.m.	

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

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	270 points		I earned _____ points

To pass this class, you must achieve at least **70 percent (189 points)** of the possible points.

Reminder: Missed quizzes can not be made up.