

Developmental Communications 1—Spring 2014

Course Information and Requirements

Instructor: Tere English
Phone: (818) 364-7893
Email: taenglish.devcom@gmail.com

Office Hours: MW 8:40-9:00 A.M.
Or by appointment – W 11:00-?
Office: LRC 218

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
- construct sentences with correct subject/verb agreement
- combine simple sentences into correctly punctuated compound and complex sentences.

I. Required Text: Commanding Sentences by Helen Mills, Third Edition
ISBN 13: 978-0-88133-524-8
Workbook for Developmental Communications 1 by Susan Polk
ISBN 13: 978-0-8400-1180-0

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

III. 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.
There will be no make-ups given for quizzes.
- C. This course uses a point system for the evaluation of student success. 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 | Four writing assignments--3 points each |
| Midterm--100 points | |
| Final--100 points | |
- D. Basis of Grading: **Credit/No Credit**

IV. Attendance and Classroom Behavior: Attendance is critical to your success. You may be dropped after three unexcused absences; it is your responsibility to **call me before class starts** 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, walking outside during class, chatting with classmates or using cell phones or other electronic devices during class. These are unacceptable behaviors that distract others. Please **turn off** all electronic devices upon entering the room.*

If you are a student with a disability and require classroom accommodations, please see me 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 stating the accommodations that are needed. This document can be made available in alternate format upon request from DSPS at (818) 364-7732.

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 |
| Writing | 5 @ 3 points each | | I earned _____ points |
| Total Points | _285_____ | | I earned _____ points |

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

Reminder: Missed quizzes and lab hours can not be made up.

Please see my webpage on the Mission College Website (choose my name from the directory) for more information about this class.

Classmates and study buddies:

Name _____ **Phone** _____ **Email** _____

Name _____ **Phone** _____ **Email** _____

Name _____ **Phone** _____ **Email** _____

Developmental Communications 1—Spring 2014

Section #0195 MW 7:15-8:40

Course Schedule

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LRC 218

| Date | | Class Activity | Homework Assignment |
|-------------|---|------------------------------------|----------------------------|
| Feb. 10 | M | Introduction to course | |
| Feb. 12 | W | Parts of Speech | |
| Feb. 17 | M | Holiday | |
| Feb. 19 | W | Lessons 1, 2, 3 | |
| Feb. 24 | M | Lesson 4, 5 | |
| Feb. 26 | W | Quiz, Unit 1 Lesson 6, 7 | |
| Mar. 3 | M | Lesson 8, 9 | |
| Mar. 5 | W | Quiz, Unit 2 Lesson 10 | |
| Mar. 10 | M | Lesson 11 | |
| Mar. 12 | W | Lesson 12, 13 | |
| Mar. 17 | M | Lesson 14 and the passive voice | |
| Mar. 19 | W | Quiz, Unit 3 Lesson 15, 17 | |
| Mar. 24 | M | Lesson 18, 19 | |
| Mar. 26 | W | Lesson 52, Review for Midterm Exam | |
| Mar. 31 | M | Holiday | |
| Apr. 2 | W | Midterm Exam | |
| Apr. 7-13 | | Spring Break | |
| Apr. 14 | M | Lesson 20, 21 | |
| Apr. 16 | W | Lesson 22, 23 | |

| Date | | Class Activity | Homework Assignment |
|-------------|---|--|----------------------------|
| Apr. 21 | M | Quiz, Unit 5 Lesson 24 | |
| Apr. 23 | W | Lesson 25, 26 | |
| Apr. 28 | M | Lesson 27 | |
| Apr. 30 | W | Quiz, Unit 6 Lesson 30, 28 | |
| May 5 | M | Lesson 29 | |
| May 7 | W | Lesson 31 | |
| May 12 | M | Quiz, Unit 7 Lesson 33 | |
| May 14 | W | Lesson 34, 45 | |
| May 19 | M | Review of coordination and subordination | |
| May 21 | W | Quiz, Unit 8 Direct Address, Addresses, and Dates | |
| May 26 | M | Holiday | |
| May 28 | W | Lesson 49 Quotation Marks | |
| June 2 | M | Review for final exam | |
| June 9 | M | Final Exam 7:30-9:30 | |