Developmental Communications 1—Spring 2013
Course Information and Requirements

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

Office Hours: MW 11:05-12:05 W 1:40-2:40
T 12:00-2:00, Th 12:00-12:30
or by appt. Office: LRC 217

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
Workbook for Developmental Communications 1 by **Susan Polk**

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 quizze**s.

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	Lab hours-up to 13 hours—1 point each hour
Final--100 points	**(Lab hours cannot be made up if not completed when they are due.)**

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
Lab hours	13@1 point each		I earned _____ points
Total Points _____			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 2013

Section #0195 TTh 7:15-8:40
Section #0197 TTh 8:55-10:20

Course Schedule

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

Office Hours: MW 11:05-12:05 W 1:40-2:40
T 12:00-2:00 Th 12:00-12:30
Office: LRC 217 (or by appt.)

Date		Class Activity	Homework Assignment
Feb. 5	T	Introduction to course	
Feb. 7	Th	Parts of Speech Lesson 1, 2, 3	
Feb. 12	T	Lesson 4, 5	
Feb. 14	Th	Quiz, Unit 1 Lesson 6, 7	
Feb. 19	T	Lesson 8, 9	
Feb. 21	Th	Quiz, Unit 2 Lesson 10	
Feb. 26	T	Lesson 11	
Feb. 28	Th	Lesson 12, 13	
Mar. 5	T	Lesson 14 and the passive voice	
Mar. 7	Th	Quiz, Unit 3 Lesson 15, 17	Lab work due-4 hrs.
Mar. 12	T	Lesson 18, 19	
Mar. 14	Th	Lesson 52	
Mar. 19	T	Review for Midterm Exam	
Mar. 21	Th	Midterm Exam	
Mar. 26	T	Lesson 20, 21	
Mar. 28	Th	Lesson 22, 23	
Mar. 29 - Apr. 5		Spring Break	
Apr. 9	T	Review of Patterns	
Apr. 11	Th	Quiz, Unit 5 Lesson 24	

Date		Class Activity	Homework Assignment
Apr. 16	T	Lesson 25, 26	
Apr. 18	Th	Lesson 27	Lab work due-5 hrs.
Apr. 23	T	Quiz, Unit 6 Lesson 30, 28	
Apr. 25	Th	Lesson 29	
Apr. 30	T	Lesson 31	
May 2	Th	Quiz, Unit 7 Lesson 33	
May 7	T	Lesson 34, 45	
May 9	Th	Review of coordination and subordination	
May 14	T	Quiz, Unit 8 Direct Address, Addresses, and Dates	
May 16	Th	Lesson 49	Lab work due-4 hrs.
May 21	T	Quotation Marks Handout	
May 23	Th	Review for final exam	
May 28	T	Final Exam 7:30-9:30 A.M.	for section #0195 (7:15)
May 28	T	Final Exam 10:00-12:00	for section #0197 (8:55)