Developmental Communications 1—Spring 2014

Course Information and Requirements

Instructor:	**Susan Polk**	**Office Hours:**	**MW 12:10 – 2:10** **T 12:10 – 1:40**
Phone:	**(818) 364-7753**	**Email:**	**polks@lamission.edu**
Office:	**Faculty Office 23**	**Section:**	**0198 MW 10:35 a.m. – 12:00 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, 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
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 do all exercises as assigned and when 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, you must turn **off** all electronic devices during class. Students whose phones ring or who are seen using their phones or texting **will be marked absent for the day**. A second occurrence will result in the student's being dismissed for the remainder of that class period.*

IV. Grading

A. In-class participation, attendance, and completion of homework assignments are critical to your success and 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 (Credit/No Credit)

V. Important Dates

- **February 21** **Deadline to add full-term classes in person**
- **February 23** **Last day to drop classes without receiving a "W" AND with a refund (by Internet <u>only</u>)**
- **May 11** **Last day to drop with a "W" (by Internet <u>only</u>)**
- **Final Exams** **June 3 to 9**

VI. Some important notes

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself—OFFICIALLY—on or before May 11 (Internet)**. 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.
- Cheating: I will not tolerate any form of academic dishonesty. If you are caught cheating, you will be given a zero for that particular exam or quiz, even if the failing grade makes it impossible for the student to pass the course. At my discretion, the event may also be reported to the Department Chair, who may forward the report to the Vice President of Student Services for disciplinary action, which may include suspension or expulsion.
- *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 or feedback while you are working on your assignments, visit **<u>The Learning Center</u>**, located on the first floor of the Library/Learning Resource Center. Tutors there will assist you in many areas: writing, math, reading, research, and homework assignments.

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. Visit http://www.lamission.edu/learningcenter/devcomlinks.aspx to access these exciting tutorials!

OTHER COLLEGE RESOURCES FOR LAMC 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/

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

Extended Opportunity Programs and Services (EOP&S): 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/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Three Attempt Limit

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. *Withdrawal by the deadline to avoid a "W" will not count as an attempt*. For Spring 2014 the deadline to avoid a “W” is **Sunday, February 23**.

Course Schedule

Date		Class Activity	Homework Assignment
Feb. 10	M	Introduction to course	
Feb. 12	W	Parts of Speech	
Feb. 17	M	Holiday	
Feb. 19	W	Lesson 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 Quiz, Unit 3	
Mar. 19	W	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	
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	

Date		Class Activity	Homework Assignment
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 4	W	Final Exam 10 a.m - 12 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 receive credit in this class, you must achieve at least 70 percent (189 points) of the possible points.