

# Developmental Communications 1—Fall 2012

## Course Information and Requirements

**Instructor:** Curt Riesberg   **Office Hours:** MW 12:15-1, 4-5   Tues 12:15 – 2:45  
**Phone:** (818) 364-7753   **Email:** riesbecd@lamission.edu  
**Office:** LRC 217   **Section:** 3105   MW 5:20-6:45 p.m.

Hello, and WELCOME to DC1. We all need brushup of grammar skills, so I'm glad you're here to join us in this important English skill-improvement course. Attend class, do ALL the homework (which is normal for serious college students, anyway), and use the resources like my office hours and definitely the Learning Center website and tutors.

**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 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. **Texting** and/or other **cellphone use will get you kicked out of class; it is NOT allowed.** If you are removed from class for such or other disciplinary action, it will count as an unexcused absence, because there is no excuse for such behavior in college.*

#### 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; the final CAN (and probably WILL) include material from the first half of the semester as well. 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 Exam**      **December 12, 5:30 - 7:30 p.m.**

#### 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.*

## ***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 **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 to enhance your reading skills. **This online program can also be accessed from home.** Make a Reading Lab appointment to learn how.*

*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 and use the FREE assistance all term.*

**AND, ESPECIALLY FOR DC 1 STUDENTS**, there are 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>

### **OTHER COLLEGE RESOURCES FOR 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/>

**Assessment Center:** Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

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

**Disabled Students Programs and Services (DSP&S):** For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

**Extended Opportunity Programs and Services (EOPS):** 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/>

**Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointments offered. Call 818-364-7754 or visit [www.lamission.edu/learningcenter/](http://www.lamission.edu/learningcenter/)

# DC 1 Course Schedule

Sect. 3105    MW    5:20-6:45    LRC 215

Date		Class Activity	Homework Assignment
Aug. 27	M	Introduction to course	get supplies, books, and do Weekly Schedule
Aug. 29	W	Parts of Speech	
Sept. 3	M	<i>Holiday- no classes</i>	
Sept. 5	W	Lesson 1, 2, 3	
Sept. 10	M	Lesson 4, 5	
Sept. 12	W	Lesson 6, 7 1	Quiz
Sept. 17	M	Lesson 8, 9	
Sept. 19	W	Lesson 10 2	Quiz
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 3	Quiz
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 5	Quiz
Oct. 31	W	Lesson 25, 26	

Nov. 5	M	Lesson 27	
Nov. 7	W	Lesson 30, 28 6	Quiz

Nov. 12	M	<i>Holiday - no classes</i>	
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 8	Quiz
Dec. 3	M	Lesson 49 and Quotation Marks Handout	
Dec. 5	W	Review for Final Exam	
Dec. 12	W	<b>Final Exam</b> 5:30 - 7:30 p.m.	

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

**Weekly Schedule** 10 points My percentage: \_\_\_\_\_ I earned \_\_\_\_\_ points

**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** **280** points I earned \_\_\_\_\_ **Total Points**

To pass DC1, you must achieve at least **70 percent (= 196 points)** Total Points.