

Developmental Communications 1

Fall 2013
Section: **3106**
Tuesday & Thursday
1715 - 1840

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Office Hours:
Tuesday & Thursday: 1900 - 1945
&
By Appointment
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COURSE INFORMATION & REQUIREMENTS

Course Description and Objectives: This course offers an introduction to basic grammar as it relates to writing and other communications skills. This course 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, the student shall be able to:

- ◆ Label simple and advanced sentence patterns
- ◆ Choose and spell verb tenses accurately
- ◆ Employ standard rules of pluralization and possession
- ◆ Apply principles of pronoun agreement
- ◆ Construct sentences with correct subject/verb agreement
- ◆ Combine simple sentences into correctly punctuated compound and complex sentences

Required Textbook: Commanding Sentences by Helen Mills -- Third Edition
ISBN 0-88133-524-X

Class Work Assignments: The student is responsible for all material taught, the completion of all exercises and writings as assigned.

Attendance and Punctuality: Attendance is critical to the student's success. A student may be **dropped** from the class after **three absences**. If a student is to be absent from class, he/she is to email/telephone the instructor to inform him of his/her absence. It is the student's responsibility to contact a classmate or the instructor for information about missed class material. The student is expected to be punctual and remain for the entire class time period. If, on a very rare occasion, the student needs to leave the class early for

a grave reason, that student is to inform the instructor **before** class. Class attendance will be recorded at every class meeting. A sign-in attendance roster will be utilized. The student is expected to sign the attendance roster before leaving the classroom. **No student will sign for another student under any circumstances.**

Grading:

1. In-class attentiveness and participation, attendance and completion of all assignments shall be considered during grading.
2. Quizzes for units studied and occasional unannounced quizzes shall occur.
3. There will be a Midterm Examination covering the material studied during the first half of the semester and a Final Examination covering the material studied during the second half of the semester. To receive credit for this course, the student must achieve at least seventy (70) percent of the possible points listed here below:

Quizzes: 10 points each

Midterm Examination: 100 points

Final Examination: 100 points

D. Basis of grading: Credit/No Credit

Important Information:

The student is expected to silence his/her cell phone/pager before entering the classroom. **No** electronic devices (iPods, electronic games, recorders, laptops, phones, etc.) shall be utilized during the class period.

Students can help each other in many ways by becoming acquainted with one another. Students **must** keep current with class work. Falling behind is a terrible and traumatic experience. Students should not let this happen so early in their college career. Part of the college experience is to learn to prioritize and manage one's study time.

There is no such thing as a stupid question. Your instructor will treat each question with respect.

Plagiarism is the willful use of another person's work, writing, or ideas while submitting them as one's own. Any student discovered cheating on tests or copying written work (including the Internet) will severely compromise his/her grade for the course.

Important:

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself** on or before November 7, 2013 . Failure to do so may result in a grade of NO PASS in this class.

- 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.
- 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 DSPPS at (818) 364-7732.*

CLASS SCHEDULE

August 27	T	Introduction to Dev Com 1	
August 29	Th	Parts of Speech	
September 3	T	Lessons 1, 2, 3	
September 5	Th	Lessons 4, 5	
September 10	T	Lessons 6, 7	Quiz 1
September 12	Th	Lessons 8, 9	
September 17	T	Lesson 10	Quiz 2
September 19	Th	Lesson 11	
September 24	T	Lessons 12, 13	
September 26	Th	Lesson 14 & the Passive Voice	
October 1	T	Lessons 15, 16	Quiz 3
October 3	Th	Lesson 17	
October 8	T	Lessons 18, 19	
October 10	Th	Lesson 52	
October 15	T	Review for Midterm Exam	

October 17	Th	MIDTERM EXAM	
October 22	T	Lessons 20, 21	
October 24	Th	Lessons 22, 23	
October 29	T	Lesson 24	Quiz 5
October 31	Th	Lessons 25, 26	
November 5	T	Lesson 27	
November 7	Th	Lessons 30, 28	Quiz 6
November 12	T	Lessons 29, 31	
November 14	Th	Lesson 33	Quiz 7
November 19	T	Lesson 34, 45	
November 21	Th	Punctuation Review	
November 26	T	Direct Address, Addresses, and Dates	Quiz 8
November 28	Th	Thanksgiving Holiday	
December 3	T	Lesson 49 and Quotations Marks	
December 5	Th	Review for the Final Exam	
December 12	Th	FINAL EXAM 5:30 pm to 7:30 pm	

When a student needs help/feedback while working on an assignment, he/she should visit **THE LEARNING CENTER** located on the first floor of the Library/Learning Resource Center. Tutors may assist students in many areas: writing, math, reading, research, and homework assignments.

THE LEARNING CENTER is FREE for all students. Telephone 818-364-7754 to make an appointment or visit the Information Desk.

For DC 1 students: **THE LEARNING CENTER** has developed interactive computer tutorials to help students develop grammar and sentence-writing skills. Visit: <http://www.lamission.edu/learningcenter/devcomlinks.aspx> to access these helpful and exciting tutorials.

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving any 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 Fall 2013 the deadline to avoid a “W” is **September 8, 2013**.