

Developmental Communications 1 - Grammar - 3 Units

Spring 2013
Section: **3204**
Tuesday & Thursday
1715 - 1840

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Office Hours:
Tuesday & Thursday: 1900 - 1945
&
By Appointment
Office Location: LRC 217

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:

- A. In-class attentiveness and participation, attendance and completion of all assignments shall be considered during grading.
- B. Quizzes for units studied and occasional unannounced quizzes shall occur.
- C. 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** by May 5, 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

February	5	T	Course Introduction
February	7	TH	Parts of Speech - Lessons 1, 2, 3
February	12	T	Lessons 4 & 5
February	14	TH	Quiz Unit 1 – Lessons 6 & 7
February	19	T	Lessons 8 & 9
February	21	TH	Quiz Unit 2 – Lesson 10
February	26	T	Lesson 11
February	28	TH	Lessons 12 & 13
March	5	T	Lesson 14 & The Passive Voice
March	7	TH	Quiz Unit 3 – Lessons 15 & 17
March	12	T	Lessons 18 & 19
March	14	TH	Lesson 20
March	19	T	Midterm Exam Preparation
March	21	TH	Midterm Examination
March	26	T	Lessons 21 and 21

March	28	TH	Lessons 22 and 23
March	29	to	April 5: SPRING BREAK
April	9	T	Review of Sentence Patterns
April	11	TH	Quiz Unit 5 – Lesson 24
April	16	T	Lessons 25 & 26
April	18	TH	Lesson 27
April	23	T	Quiz Unit 6 – Lessons 30 & 28
April	25	TH	Lesson 29
April	30	T	Lesson 31
May	2	TH	Quiz Unit 7 – Lesson 33
May	7	T	Lessons 34 & 45
May	9	TH	Review of Coordinating & Subordinating Conjunctions & Usage
May	14	T	Quiz Unit 8 – Direct Address – Addresses & Dates
May	16	TH	Lesson 49
May	21	T	Quotation Marks Handout
May	23	TH	Final Exam Preparation

Final Exam Date:

Approach your instructor if you believe you need additional assistance with course material. Individual help and/or work may be available.