

# Developmental Communications 1—Spring 2014

## Course Information and Requirements

**Instructor:** Marie Zaiens                      **Office Hours:** T Th 5:45 pm – 6:45 pm  
**Location:** INST 1013                              **Additional hours by appointment**  
**Phone:** (818) 364-7757                      **Email:** [zaiensme@lamission.edu](mailto:zaiensme@lamission.edu)  
**Office:** LRC 214                                      **Section:** 3205 TTh 7:00 – 8:25 pm

WELCOME TO OUR CLASS! First, let's review information about our objectives, what you will learn



by the end of this class (SLOs), our textbook, homework, and policies. Then we'll discuss what your goals are for this semester and how I can help you achieve those goals. If you are a student who wants to succeed in college, you are in the right place. My primary objective is to support your success by sharing techniques and tools that will help you to succeed. Your objective is to learn those techniques and practice using the tools. Let's begin on the road to success.

**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.

Please fill out this syllabus as we proceed through the semester.

**YOU WILL HAND IN THE COMPLETED SYLLABUS TO TAKE THE FINAL EXAM.**

**Student Learning Outcomes:** Upon successful completion of this course, a student will be able to:

1. **Label simple and advanced sentence patterns**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)
2. **Employ standard rules of pluralization and possession**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)
3. **Choose and spell verb tenses correctly**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)
4. **Apply principles of pronoun agreement**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)
5. **Construct sentences with correct subject/verb agreement**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)
6. **Combine simple sentences into correctly punctuated compound and complex sentences**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)



Due to his grammar mistake, Wilbur found a position. It just wasn't the one he wanted.

On next page, please fill out **IN DETAIL** what you learned and how you applied it. You must hand in this completed detailed explanation of the SLOs you learned at the FINAL EXAM in order to take the exam.

NAME: \_\_\_\_\_ My calculation of my grade for this course \_\_\_\_\_

**Student Learning Outcomes:** Upon successful completion of this course, a student will be able to:

1. **Label simple and advanced sentence patterns** (Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned, an example of a sentence pattern, and how I applied to my other learning:

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2. **Employ standard rules of pluralization and possession** (Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned, an example of plurals and possessives, and how I applied to my other learning:

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3. **Choose and spell verb tenses correctly** (Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned, examples of correctly spelled verb tenses, and how I applied to my other learning:

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4. **Apply principles of pronoun agreement** (Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned, an example of a pronoun agreement, and how I applied to my other learning:

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5. **Construct sentences with correct subject/verb agreement** (Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned, an example of correct subject/verb agreement, and how I applied to my other learning:

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6. **Combine simple sentences into correctly punctuated compound and complex sentences**  
(Text pages \_\_\_\_\_) (Week # \_\_\_\_\_)

This is what I learned and how I applied it:

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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.*

I have learned that success is to be measured not so much by the position that one has reached in life as by the obstacles which one has had to overcome while trying to succeed. [Booker T. Washington](#)

#### 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 only)**
- **May 11** **Last day to drop with a "W" (by Internet only)**
- **Final Exams** **June 3 to 9**

In order to succeed, we must first believe that we can.

Nikos Kazantzakis

## 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.*

## 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**.

**CLASSMATE CONTACT LIST:** *Classmates to contact if absent or want "study group friends":*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Weekly Schedule Sheet : A normal school week.**

	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	
<b>6a.m.</b>								<b>6a.m.</b>
<b>7a.m.</b>								<b>7a.m.</b>
<b>8a.m.</b>								<b>8a.m.</b>
<b>9a.m.</b>								<b>9a.m.</b>
<b>10a.m.</b>								<b>10a.m.</b>
<b>11a.m.</b>								<b>11a.m.</b>
<b>12p.m.</b>								<b>12p.m.</b>
<b>1 p.m.</b>								<b>1 p.m.</b>
<b>2 p.m</b>								<b>2 p.m</b>
<b>3 p.m</b>								<b>3 p.m</b>
<b>4 p.m</b>								<b>4 p.m</b>
<b>5 p.m</b>								<b>5 p.m</b>
<b>6 p.m</b>								<b>6 p.m</b>
<b>7 p.m</b>								<b>7 p.m</b>
<b>8 p.m</b>								<b>8 p.m</b>
<b>9 p.m</b>								<b>9 p.m</b>
<b>10p.m</b>								<b>10 p.m</b>
<b>11p.m</b>								<b>11 p.m</b>

**NAME:** \_\_\_\_\_

## COLLEGE SUCCESS RESOURCES FOR LAMC STUDENTS

*Some Student Services and Resource Programs available to L.A. Mission College students:*

### ***About the Learning Center...***

*For some help on your assignments, visit [The Learning Center](#), on the first floor of the Library/Learning Resource Center (LRC). Tutors can assist you in many areas: writing, math, reading, research, and homework assignments. In the [Academic Success Center](#), Writing and Reading specialists want to help you to succeed. In the Writing Lab, they can assist you in developing writing assignments, lab reports, book reports, essays, and research papers.*

*The Reading Lab offers **free** use of exercise programs to improve your reading skills using [Reading Plus](#), an interactive software that provides an individualized learning experience. **This online program can also be accessed from home or any high-speed internet connection.** Make a Learning Center appointment to learn how.*

*The Learning Center is FREE for Mission students. Visit the ASC, call 818-364-7147 the ASC, or email the ASC at [lamcwritingtutors@gmail.com](mailto:lamcwritingtutors@gmail.com) to make AN APPOINTMENT. Visit the Learning Center early and use the FREE assistance all semester.*

*AND, esp. for DC I other Grammar students, there are interactive computer programs to help you develop your grammar and sentence-writing. Access the tutorials at <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 info 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. Contact (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 Office:** For appointments and information call 818-364-7655 <http://www.lamission.edu/counseling/>

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

**Extended Opportunity Programs and Services (EOPS):** For appointments, eligibility and info call 818-364-7645 or visit <http://www.lamission.edu/eops/>

**Financial Aid:** For information and applications call 818-364-7648. Visit: <http://www.lamission.edu/financialaid/>

**Library:** Hours, resources, workshops, etc. contact 818-364-7106 or visit <http://www.lamission.edu/library/>

**Associated Students Organization (ASO)** offers a variety of clubs, events, and services. <http://www.lamission.edu/aso/>

**Health Center:** low-cost medical assistance for students. On campus. (818) 362-6182

**Veterans Affairs:** services and community. (818) 364-7864

**Instructional Television (ITV):** alternative combination classroom+video courses (818) 833-3594

**Honors/Transfer Alliance Program:** partnerships with universities (818) 364-7683

**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>

## Course Schedule (TTh Section 3205)

**PLEASE CHECK ONLINE as this is subject to change.**

Date		Class Activity	Homework Assignment
Feb. 11	T	Introduction to course	
Feb. 13	Th	Parts of Speech	
Feb. 18	T	Lesson 1, 2, 3	
Feb. 20	Th	Lesson 4, 5	
Feb. 25	T	Quiz, Unit 1 Lesson 6, 7	
Feb. 27	Th	Lesson 8, 9	
Mar. 4	T	Quiz, Unit 2 Lesson 10	
Mar. 6	Th	Lesson 11	
Mar. 11	T	Lesson 12, 13	
Mar. 13	Th	Lesson 14 and the passive voice	
Mar. 18	T	Quiz, Unit 3 Lesson 15, 17	
Mar. 20	Th	Lesson 18, 19	
Mar. 25	T	Lesson 52	
Mar. 27	Th	Review for Midterm Exam	
Apr. 1	T	Midterm Exam	
Apr. 3	Th	Lesson 20, 21	
Apr. 7 - 13		Spring Break	
Apr. 15	T	Lesson 22, 23	
Apr. 17	Th	Quiz, Unit 5 Lesson 24	
Apr. 22	T	Lesson 25, 26	
Apr. 24	Th	Lesson 27	
Apr. 29	T	Quiz, Unit 6 Lesson 30, 28	
May 1	Th	Lesson 29, 31	
May 6	T	Quiz, Unit 7 Lesson 33	

Date		Class Activity	Homework Assignment
May 8	Th	Lesson 34, 45	
May 13	T	Review of coordination and subordination	
May 15	Th	Quiz, Unit 8 Direct Address, Addresses, and Dates	
May 20	T	Lesson 49	
May 22	Th	Quotation Marks Handout	
May 27	T	Non-Instruction Day (no classes/college open)	
May 29	Th	Review for final exam	
June 3	Th	Final Exam 8 p.m - 10 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.

***Reminder: Missed quizzes cannot be made up.***