

**ENG 107W—FA810 ELEMENTS OF GRAMMAR**

Fall 2011

**INSTRUCTOR:** Elizabeth Dewey**CONTACT INFO:** Teaching/Learning Center, MTWTh 8 am – 4:30 pm; F 7:30 am – 4 pm

Phone: 686-9587; front desk 686-9314

Email: ebdey@delta.edu

When I am in the office, you can expect me to answer email almost immediately. I do not usually check my email in the evenings, but will check it on Saturday, and Sunday mornings.

**REQUIRED TEXT:** Hayes, Christopher G. English at Hand. Marlton, NJ: Townsend, 1996.  
In the Delta Bookstore, \$7 new

**PURPOSE:** To enable students to use with ease the correct grammatical code of formal English in college writing and a variety of writing activities, socially and professionally.

**CLASS FORMAT:** This is a partly self-paced class conducted via a Desire2Learn (D2L) site and PLATO® Web Learning Network. D2L is accessed at <http://elearning.delta.edu/>; PLATO® is at <http://www.platoweb.com/>

All email for class is sent and accessed through your Delta Webmail account, available at <https://exchmail.delta.edu>. Go to MyDelta at <https://my.delta.edu> for more information about Webmail. DO NOT use another email such as Yahoo or gmail for ANY class-related communication, as it may disappear in the spam filter.

**NOTE:** An online class requires self-discipline and motivation. If you access class and participate regularly and promptly and complete all your coursework satisfactorily, you will pass and probably earn a decent grade. The surest way to fail this course is to miss work and accumulate lots of zeros.

**OBJECTIVES**

- To compose complete sentences and to avoid sentence errors.
- To extend and transform sentences into a variety of effective sentence structures.
- To study, understand and use the grammatical code (nouns, verbs, modifiers, etc.) correctly and effectively in all forms of written composition.
- To comprehend language and use diction effectively as a writing tool.
- To formulate short pieces of coordinated writing for a variety of purposes (college classes, work place, community).
- To transfer effective grammatical skills in writing to other areas of the student's curriculum and life.
- To encourage discussion/debate on English usage in various aspects of American living.

**ASSIGNMENTS**

Assignments will include:

- 1) Assessments and lessons in PLATO®
- 2) Reading and responding to discussions on Educator
- 3) Writing exercises created offline and submitted in Educator
- 4) Quizzes and other exercises in Educator. **NOTE:** As a rule, you may only access a quiz ONCE; DO NOT access a quiz until you are ready to complete it or you will be locked out of it.
- 5) Brief Internet and email assignments
- 6) Other assignments designated by instructor

Late work is unacceptable. Try to complete work well before the deadlines. If your computer or Internet connection goes down five minutes before a deadline, you have a problem! Pride in your ability to be a productive, learning individual is a definite plus.

Students are expected to do all of their own work for the course, including but not limited to PLATO®, tests, written assignments, and discussion postings. Plagiarism or cheating will result in a failed grade for an assignment and may result in failing the entire course. See the *Integrity of Academic Work* statement on page 299 of *Delta College Catalog 2011-2012*, available at <https://public.delta.edu/catalog/Documents/PastCatalogs/Catalog%202011%20-%202012.pdf>

## ATTENDANCE

Attendance plays a part in the formulation of the final grade. Students are expected to “attend” class regularly to complete course work and to exhibit responsibility and self-discipline.

Attendance in this class is defined as:

1. Making steady, satisfactory progress through PLATO® on a weekly basis until you have completed all PLATO® work. You may complete PLATO® as quickly as you are able to.
2. **Accessing Desire2Learn and Delta Webmail a minimum of 4 times per week, preferably every day**, to find out and complete your assigned tasks, check e-mail, etc.
3. Emailing or otherwise contacting instructor **immediately** with any problems or questions, and responding **promptly** to email or other communication from the instructor.
4. Posting satisfactorily (see below for requirements) to on-line discussions by the assigned deadlines.
5. Submitting written work and completing other assignments via email, D2L, or hard copy (in a pinch) by assigned deadlines.

## DISCUSSION BOARD AND EMAIL REQUIREMENTS

The Discussion Board is our class meeting. Your posts are graded for their content and format as well as for being on time. An acceptable post will meet these criteria:

1. Post as soon as possible after Discussions are available, preferably within 24 hours.
2. Your initial post in most discussions will start a new thread and have a subject line that makes sense, such as Fred’s Grammar Gripes.
3. When you respond to someone else’s post, the subject line will be Re: whatever their post was called. If your response goes far afield, start a new thread with a new name.
4. Posts are mini-essays. They should be as mechanically correct as you can make them. This means no Internet shorthand such as “U R right” (or “u r rite”). Posts must conform to standard written English; this is a grammar class, so posts will be checked for grammar! Fortunately, D2L’s discussion board and email contain a spellchecker! Be sure to use it. You can also create longer posts in your word processor, spellcheck and edit them there, then cut and paste them into D2L.
5. Emoticons (smileys) and some netspeak such as LOL and IMO are acceptable to add tone to posts. In other words, you can’t post “R U sure?” but you can post “I don’t understand this rule ☹”
6. Follow length guidelines. If the prompt asks for posts of 100-150 words, 25 will not be acceptable. Responses you make to others’ posts may have a length requirement, or may only be a few words, such as “Good job, Fred! You explained that rule very well.”
7. It must adequately address the topic, showing that you have put thought and care into it.
8. **Sign your posts.**

Emails to class participants and instructor:

1. **Always** put the course code and another brief identifier in the subject line, such as “ENG107 quiz 1.” I receive mountains of e-mail. I can more easily spot yours and answer your question if I can quickly tell what you might need.

2. Emails are mini-essays. They should be as mechanically correct as you can make them. This means no Internet shorthand such as “U R right” (or “u r rite”). Proofread and spellcheck them. If the message is lengthy, you can create it in your word processor, spellcheck and edit it there, then cut and paste it into Educator email.
3. **Sign your email.** Sign with at least your first name and initial of your last name, saving me from picking unfamiliar names out of an e-mail. This is especially important if you have one of the older Delta e-mail addresses which truncated last names, so your name might appear as ekwojkie.

ENG107 is a 2 credit class which runs only 13 weeks, beginning Monday, Sept. 12, 2011 and ending at 5 pm Friday, December 16, 2011. Figure on spending a minimum 6-12 hours per week on completing your class work; this equates to a traditional class with 2 hours of class time and 4-10 hours of study and homework per week.

You may progress through PLATO® as quickly as you are able to satisfactorily do so. I cannot tell you how long this may take. However, you will still be expected to participate in class discussions and complete other work as required and on time.

## DEADLINES

We will often be working on multiple assignments and more than one will be due at any one deadline. Keep careful track of what you have to complete when.

Missed deadlines and lack of progress will lower your grade. Missing or late participation in discussions, written work, and other assignments are disruptive to the class and disrespectful to your classmates and will also lower your grade.

If you are not keeping up and making satisfactory progress by **Friday, Oct. 21 (midterm)**, I will drop you from the course with a grade of W.

## GRADING

Grades will be based on satisfactory completion of PLATO® assignments, class participation and discussion via the Discussion Board in D2L, completion of writing and other assignments, and several quizzes. You may track your grades online in D2L. Some quiz grades will appear automatically; others, including written assignments and PLATO®, must be posted by me. However, you can easily see your progress in PLATO® as well.

If you access class and participate regularly and promptly and complete all your coursework satisfactorily, you will pass and probably earn a decent grade. The surest way to fail this course is to miss work and accumulate lots of zeros.

## OTHER DELTA POLICIES APPLICABLE TO ENG107W

### Disabilities

If you have a documented disability which affects your academic performance and need an academic accommodation, please contact the Office of Disability Services in D102. The telephone number is 686-9330. Mike Cooper, Disability Services Director, D-WING, D102, 989-686-9322.

**Disruptive Students Policy** on page 300 of the *Delta College Catalog 2011-2012*, available at <https://public.delta.edu/catalog/Documents/PastCatalogs/Catalog%202011%20-%202012.pdf>

This is part of the Student Rights and Responsibilities covered on pp. 299-302 of the *Catalog*.

**You must follow the Delta College Electronic Access and Use Guidelines.**

<https://signup.delta.edu/policy.aspx> Violating this policy will cause the College to suspend your electronic access privileges, including D2L, Delta e-mail, and MyDelta.