

# English 107: Elements of Grammar

Patricia A. Hutchins, Instructor

email: [pahutchi@delta.edu](mailto:pahutchi@delta.edu)

Office: c/o S-6, Fine Arts Building Delta College

University Center, MI 48710

Secretary's Name: Sue Deford

Phone: (989) 686-9159

## COURSE DESCRIPTION

ENG 108 Elements of Grammar 2 Sem Hrs

Acquaints or refreshes students with useful, basic grammatical concepts and options in written language. Includes illustration and practice of sentence structure, usage, and punctuation. Strengthens writing skill and language awareness in college or in the work force

## COURSE INFORMATION

### Textbook

The required text for this class is: English Essentials by John Langan , McGraw Hill, publisher. ISBN 0073043265 / 9780073043265

### Outcomes and Objectives

Upon successful completion of this course, the student will be able to:

#### Outcome 1:

**Recognize distinctions between spoken and written English.**

#### Objectives:

A. Recognize the value of oral patterns of communication.

B. Recognize the inappropriateness of certain oral patterns for written texts.

**Outcome 2: Apply the design of the fundamental building blocks of language: clauses, phrases, and sentences.**

**Objectives:**

- A. Define the make-up of clauses, phrases, and sentences
- B. Explain the nature and usefulness of these building blocks.
- C. Apply normal order of words in these building blocks and recognize possible variations in design, as well as the functions of variations.

**Outcome 3: Demonstrate relationships among clauses, phrases, and sentences and recognize options in using them.**

**Objectives:**

- A. Expand the use of coordination from informal stringing together of ideas to crafting well formed series of ideas.
- B. Discover the resources of subordination to connect, focus, and develop ideas.
- C. Discover the power of modification in detailed, precise description and development of ideas.

**Outcome 4: Apply punctuation as a reader-oriented system.**

**Objectives:**

- A. Explain why and how the comma is used to meet readers' expectations for clearly readable sentence structure.
- B. Recognize common misuses of the comma or period as breeches in sentence structure.
- C. Explain how transitional words, phrases, and clauses are punctuated for readers.
- D. Describe the role of apostrophes in contractions and of apostrophes and hyphens in creating adjectives.
- E. Recognize subtle options in punctuating:
  - 1. Dashes, parentheses, the colon, and brackets
  - 2. Distinctions in the function of the semicolon and the colon.

## Course Policies

- Students will be required to complete, on time, the weekly assignments as listed in each unit section. I do NOT take late assignments/papers; discussion board deadlines are firm, and they cannot be "made up" after the Thursday deadline has expired.
- The deadline time to be used for completion of all assignments, unless otherwise indicated, is EST, Michigan time at midnight.
- Students will be expected to participate at least 3 times per assignment on the class Discussion board located at the classroom web site. First post will count for 5 points, while the second the third will count for 3 points each. Post must contain new or detailed content! Be specific! Students who do not participate in more than 3 weeks of posts on the Class Discussion board will be dropped from the class by the instructor or given a grade of E (instructor's option). The Classroom Discussion board is this Eng. 107's method of taking attendance.
- Students are expected to spend a minimum of three hours a week online retrieving e-mail and reading and reviewing WWW materials.
- Students, when asked and directed to, are expected to work with partners/small groups on assignments via e-mail in a timely organized fashion.
- Students should spend at least 9 hours per week on reading and writing assignments much like a regular classroom would require.
- Students will correspond with me privately regarding questions, etc. just as in a face-to-face classroom. Label all email as ENG. 107 in the Subject/Re field. All assignments should be mailed to be as an rtf, please, NOT as part of an email. Please see "How to Attach a Rich Text File" in the "Orientation" packet section if you do not know how to send assignments this way.
- Students will conduct themselves on the Class Discussion board, e-mail messages, etc. as they would in a face-to-face classroom. Obscene and other inappropriate messages, deemed so in the instructor's opinion, received by personal email or posted in the Discussion Board area will result in dismissal from the class. Any

messages disruptive to the students or instructor will be considered inappropriate. No chain letters, jokes, or any material not directed to be forwarded should be forwarded to your classmates or appear on the Classroom Discussion message board. Doing so will result in a student's dismissal from class. ALL correspondence and questions related to the class should be directed to the instructor, not other students. The instructor will happily assist you and answer questions.

- Save copies of all assignments, correspondence, etc. sent. If you do not receive an acknowledgment from me within 24 hours of sending an assignment, you must resend it immediately for credit, not at the end of the semester or several weeks past the due date. It is the student's responsibility to follow through, and be sure that I have received their work when due. Activate a SENT file in your mail program to retain copies of materials sent which will contain time data, etc.
- Instructor replies to email: the instructor will reply within 48 hours to email from students unless there is a posting in the "Announcements" that the instructor is ill, away, etc. This is a normal response time; I will not be at the computer every hour of each day. Usually, I will check email and class progress on a daily basis, during normal business hours, not including weekends, but an email response may take up to 48 hours to return, so please allow yourself enough time for me to respond to your question (read as "work well ahead of time!"). If I have not responded, and there is no "Announcement" posted, please resend your message after 48 hours.

## **Internet Skills and Expectations**

- Each student is expected to have access to the Internet at home; Delta's labs could be used as a backup.
- Students will set SENT file in their mail program to retain all messages sent for the entire semester. Do NOT allow your mail program to discard SENT messages after 30 days; manually set it. This may prove to be extremely important as forwarding correspondence from this file may be the ONLY way to show that you sent an assignment by the deadline.

- Students will send **all assignments to me as an attached rtf. file** NOT as part of an email. I cannot grade assignments within emails. Sign all emails and be sure Eng. 107 appears in the RE/Subject field, please. I may be teaching more than one section of a course, and this will help me separate emails and respond accordingly.
- Students must have an Internet provider to use e-mail and view the World Wide Web.
- Students should use Netscape 4.0 or higher as a navigational tool.
- Mail service with a provider such as Outlook Express or Netscape Messenger is needed. Send me homework assignments as an RTF attachment (write, save as Rich Text Format file, and attach file).
- Each student should be aware of the services of Delta's Distance Learning Office. Problems with the Educator program should be addressed to Distance Learning, i.e. access, etc. They can be reached at: <http://delta.edu/distancelearning/services.htm>
- Students are responsible for technical problems that arise with their equipment. Neither I, nor the college, can offer technical help. If you experience severe technical problems, they must be documented and communicated to me immediately. Because of the possibility of an equipment problem, be absolutely to save all copies of work transmitted and back up your work on disks. Do not wait until the last minute to post to the Class Discussion Message Board or to send assignments because of the above.

## **Other**

- Students will complete the weekly reading assignments , written assignments, any tests, papers, etc. by the deadline which is midnight, EST Michigan time on Thursdays unless otherwise noted.
- Students will proofread all messages, papers, etc. carefully regarding spelling, grammar, punctuation, and content before sending. On assignments and papers, lack of this will be reflected in the assigned grade. This is VERY important. Please address all questions/queries, any comments etc. to the instructor at [pahutchi@delta.edu](mailto:pahutchi@delta.edu)
- **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.

## Evaluation/Grading

Evaluation will occur by using the point system above for all activities. Each activity will contain a maximum point score that students can attain.

Discussion board participation, writing assignments, Worksheets, and, if any tests are assigned, are activities that will contain point values. . For writing assignments, look at "Guidelines and Evaluation of Online Papers." At the end of the semester, the cumulative total of points will be converted to a letter grade. For determining a final grade, grades will be as follows:

100-95% = A

69-67 % = D+

94- 90% = A-

66-64 % = D

89- 87% = B+

63-60 % = D-

86- 84% = B

<60% = E

83- 80 % = B-

79- 77 % = C+

Delta does not give a D- as a final grade

76-74 % = C

73-70 % = C-

Grades should be visible to students throughout the course; as the assignments are graded and a point value assigned, students should be able to attain access to all grades given throughout the course.

## Plagiarism

Misrepresentation of someone else's work as one's own is cheating.

"Borrowing" from a source without permission or acknowledgment of the author without giving credit is unethical and illegal. It is against school policy, and it will result in a failing grade in the assignment. Repeated deception will result in a failing grade in the course. Please read Delta College's policy on "Integrity of Academic Work", especially the section on "Plagiarism" at <http://www.delta.edu/catalog/StudentsRights.asp>

## The Internet Classroom

The Internet Classroom is composed of the class discussion board,

correspondence with the instructor, and correspondence between classmates.. All the above policies were designed for use in this course. The Internet Classroom will demand as much of your time as a face-to-face class would, if not more. Responding to the posts on the Class Discussion Board, reading all assignments, and completing all written work on time will result in a successful Internet Classroom experience.

It is also an important consideration, with online classes, to remember about using proper Netiquette. Both students and instructor should practice using a polite "tone" when writing communications. Inappropriate tone can result in dismissal from the class. Manners are just as important when "talking" online as when in a face-to-face classroom, probably more so. Lastly, it is important that all written work be turned in on time, midnight of the date assigned. Getting behind while taking an on-line class is frustrating, and usually, catching up is next to impossible.

## **General Education Outcomes Statement**

The Delta College faculty, in conjunction with area employers and numerous others, believe general education outcomes are important for community college graduates, whether they are going immediately into the workplace or continuing their education. Delta College students will have opportunities to practice these outcomes:

### **Ability Outcomes**

- Communicate effectively in Reading and Writing
- Communicate effectively in Speaking and Listening
- Think Critically
- Access, Analyze and Use Information
- Value and Practice Citizenship
- Interact Productively with Others
- Value Diversity

### **Knowledge Outcomes**

- Natural Science
- Social Science
- Mathematical Reasoning

- Communication
- Wellness
- Aesthetics
- Technology
- International/Intercultural

For more details go to the following web page:

<http://www.delta.edu/gened/newsletter2002/gesttmt.html>

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Patricia A. Hutchins

Email: [pahutchi@delta.edu](mailto:pahutchi@delta.edu)

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