

CENTRAL TEXAS COLLEGE
SYLLABUS FOR DSWR 0305
Developmental Studies Basic Grammar Review

Semester Hours Credit: 3

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

Basic Grammar Review is an elective developmental studies course designed for those with native or near-native English speaking background who want to improve their grammar and writing skills by specifically focusing on grammar, punctuation, and mechanics in the context of the utilization of standard English sentences and paragraphs through intensive practice and revision.

II. STUDENT LEARNING OUTCOMES

Upon successful completion of this Developmental Studies Basic Grammar Review DSWR 0300 course, students will be able to:

[Key: K=Knowledge; C=Comprehension; Ap=Application; A=Analysis; S=Synthesis; E=Evaluation] *Critical Thinking/Higher Order Thinking Skills = Ap, A, S, E*

- A. Recognize and effectively use the components of well-constructed sentences, the basis of all good writing. (SCANS--F1, F2, F5, F6, F11)
- Recognize, define, and effectively use the eight parts of speech [K] [Ap]
 - Differentiate among a complete sentence, fragment, run-on, and comma splice [K][C]
 - Recognize and correct sentence fragments, run-on sentences, and comma splices [K] [C]
 - Recognize and effectively use commas, semi-colons, apostrophes, colons, quotation marks, capital letters, numbers, and underlining in sentences and paragraph writing [C] [Ap]
 - Recognize and effectively use subjects and verbs, both regular and irregular, in sentence and paragraph writing [C] [Ap]
 - Recognize and effectively use coordinating, subordinating, correlative, and adverbial conjunctions [C] [Ap]
 - Recognize and effectively use agreement, both subject-verb and pronoun antecedent, in writing [K] [C] [Ap]
 - Recognize and effectively use pronoun reference, types, point-of-view, and non-sexism in writing [K] [C] [Ap]
 - Recognize and correct errors in modifiers, both misplaced and dangling; comparisons; adjectives; adverbs; and parallel structure [K] [C] [Ap]
- B. Write well-constructed sentences that adequately communicate their thoughts. (SCANS--F2, F5, F6, F7, F8, F11, F12)
- Identify, differentiate among, and construct simple, compound, and complex sentences [K] [Ap] [S]
 - Recognize, differentiate among, and effectively use dependent and independent clauses [K] [Ap]
 - Recognize and construct complete, effective sentences using standard English [C] [A] [S]
- C. Demonstrate critical thinking through analysis and evaluation of student's own and others' sentences and paragraphs (SCANS--C9, C10, C12, C13, C14, F1, F2, F5, F6, F10, F12, F13, F14, F15)

- Analyze and evaluate one's own sentences and paragraphs [A] [E]
 - Analyze and evaluate peer and model sentences and paragraphs [A] [E]
 - Identify, review, and synthesize one's own pattern of errors [K] [C] [E]
 - Apply corrective changes based on evaluations and error patterns [Ap] [E]
 - Rewrite corrected sentences and paragraphs [S]
- D. Use a computer and interactive tutorial programs to reinforce and supplement the learning process. (SCANS--C8, C19, F13, F16)
- Identify, memorize, recall, and review grammar, mechanics, and punctuation skills using the supplemental CD-Rom program [K] [C]
 - Apply and relate understanding gained during the supplemental online practice to one's own writing [Ap]

III. REQUIRED INSTRUCTIONAL MATERIALS/RESOURCES

To assist in this course, a variety of materials both in and out of the classroom will be required and used. The textbook and materials that you will need to purchase for this semester are listed at the URL address below:

http://www.ctcd.edu/im/im_main.asp

IV. COURSE REQUIREMENTS

- A. Prompt and regular attendance is required in the classroom. Students entering the classroom after class begins or leaving before class ends disrupt the educational process. For this reason, instructors may choose to lower a student's grade for an excessive number of tardies or instances of leaving early. A student may be dropped from class for excessive absences. Further information regarding the attendance policy is available in the current college catalog.
- B. Students will receive grammar, writing, and online "My Writing Lab" assignments which must all be completed on time as instructed. Instructors may collect these assignments at any time.
- C. On the final examination a student must demonstrate competence in the subject matter of the course. See course objectives above.
- D. Students who need extra help should make an appointment with their instructor/professor or seek extra help in the Learning Resource Center—LRC (Room 15, Building 118), Project PASS (Room 106, Building 106) or the CTC Learning Disabilities Specialist (Rooms 201/209, Building 111) as soon as possible.

V. EXAMINATIONS AND ASSIGNMENTS

- A. Graded grammar and writing assignments will be given throughout the semester. Students must complete ALL of these assignments to make themselves eligible to take the final examination and complete the course successfully.
- B. My Writing Lab (MWL) weekly assignments are found in a separate handout which you will receive during the first week of class. In order to receive full credit (15%) of the final course grade, all MWL assignments must be completed

according to the handout guidelines and on time. All weekly MWL assignments are due on Sundays at midnight, CST.

- C. Make-up work will be given only to students who have excused absences. Only the course instructor may excuse absences. Make-up examinations or in-class papers are given by appointment only.
- D. Students who are absent from a class are responsible for contacting their classmates or instructor to determine missed instruction. Each student must make appropriate arrangements to acquire assignments, announcements, lecture notes, and other pertinent information missed.
- E. Final examinations are given only during the scheduled times, and students may not take a final examination early.

VI. SEMESTER GRADE COMPUTATIONS

Grade designations for this course are listed below:

- “A” - Performance at an excellent level
- “B” - Performance at a clearly adequate level
- “C” - Performance at a borderline level but passing
- “N” - Performance below course standards; needs improvement
- “X(N)” - Performance unacceptable due to poor attendance or failure to complete the final examination
- “W” - Withdrawal from course (initiated by student)

To receive a passing grade in this course, a student must do the following:

- A. Complete all assignments and scheduled examinations.
- B. Attend class regularly. **FIVE (5) ABSENCES IN A SIXTEEN WEEK COURSE WILL RESULT IN A GRADE OF “X(N)” FOR THIS COURSE. THREE (3) absences for a shortened semester will result in a grade of “X(N)” for any reason.**
- C. Achieve a passing score on the Departmental Final Grammar Exam, based on the course objectives outlined in Section II, A-D.

The following percentages will be used to determine the student’s final course grade:

Quizzes, Textbook, and Handout Assignments	15%
My Writing Lab (MWL)	15%
Course Exams (4)	40%
Comprehensive Final Exam	30%

Students will receive the following final course grade based on the average percentages outlined above:

- A = 90 to 100 %
- B = 80 to 89%
- C = 70 to 79%
- N = below 70% (no pass)

Students will receive a grade of "XN" if they are withdrawn from the course due to poor attendance or failure to take the final exam.

Students may receive their grades in three ways:

- 1) The CTC WEBADVISOR (Online) System allows students to obtain their grades online. Instructions for using the WebAdvisor (Online) Registration and Grades by computer are listed in the schedule bulletin.
- 2) The instructor if provided a self-addressed, stamped envelope, will mail the student his or her course grade.

Grades will not be posted.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. Withdrawal from Course: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or Application for Refund. The withdrawal form must be signed by the student.

An application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows:

12 week session	Friday of the 9 th week
10 week session	Friday of the 7 th week
8 week session	Friday of the 6 th week
6 week session	Friday of the 4 th week
5 week session	Friday of the 3 rd week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W" provided their attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "XN" for non-attendance.

A student placed in developmental courses due to THEA, Asset or institutional placement examination requirements will not be considered for withdrawal from a developmental course unless he or she remains enrolled in at least one other developmental course. Also, the student must remain in the course for the duration of the semester even if he or she passes the THEA during that semester.

Before withdrawing from any developmental course, the student should seek the advice of Guidance and Counseling so that the student does not initiate an action that would inadvertently have negative repercussions on his/her enrollment or

Financial Aid.

- B. Administrative Withdrawal from Course: An administrative withdrawal may be initiated when the student fails to meet college attendance requirements by accumulating more than four absences (16-week course) or more than two absences (summer course). The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- C. Cellular Phones and Pagers: Cellular phones and pagers must be turned off while the student is in the classroom or laboratory.
- D. American's With Disabilities Act (ADA): Students requiring accommodations for disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.
- E. Civility: Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and the other students in the room. Failure to act with civility can result in disciplinary action up to and including expulsion from CTC.
- F. Office Hours: Full-time instructors post their office hours outside their office doors. Adjunct instructors are generally available for conference only by appointment. You are encouraged to see your instructor should you find yourself having difficulty with this course.

VIII. COURSE OUTLINE	WEEK
A. Introduction (Syllabus, Course Requirements)	1
1. GRAMMAR PRETEST	
2. <i>My Writing Lab</i> Orientation	
B. Getting Started; Editing Exercise	2
C. The Parts of Speech: A Review ; Parts of Speech Video	
D. Finding the Subject and the Verb in a Sentence	3
1. Subject and Verb	
2. Finding the Verb	
3. Finding the Subject	
4. Subjects and Verbs in Compound and Complex Sentences	
E. Making and Subject and Verb Agree	4, 5
F. Common Errors Involving Verbs	6
1. Regular Verbs	
2. Irregular Verbs	
3. Using the Correct Tense	
4. Shifts in Tense	
5. <i>Lie and Lay and Sit and Set</i>	
<i>EXAM #1</i>	
G. Using the Correct Form of the Pronoun	7
1. Classes of Pronouns	
a. personal	
b. relative	
c. intensive and reflexive	
2. Problems with Pronouns	

H.	Common Errors in Pronoun Agreement and Reference	8, 9
	1. Agreement in Number	
	2. Agreement in Person	
	3. Pronoun Reference	
	4. Avoiding Sexism in Pronoun Usage	
	<i>EXAM #2</i>	
I.	Compound and Complex Sentences	10
J.	Correcting Sentence Fragments, Run-on sentences, and Comma-splices	11, 12
	1. Phrases as Fragments	
	2. Dependent Clauses as Fragments	
	3. Run-ons	
	4. Comma-Splices	
	5. Comma-Splices and Conjunctive Adverbs	
	<i>EXAM #3</i>	
K.	Confused Sentences	13
	1. Misplaced and Dangling Modifiers	
	2. Illogical Comparisons	
	3. Confusing Adjectives and Adverbs	
	4. Parallel Structure	
	<i>EXAM #4</i>	
L.	Punctuation and Capitalization	14
	1. End Marks	
	2. Internal Punctuation	
	3. Capitalization	
M.	Final Review/GRAMMAR POSTTEST	15
N.	Final Exam (Comprehensive)	16

On the regularly scheduled final exam day (see Final Exam Schedule in *Course Schedule Bulletin*), students will take a comprehensive, objective (multiple choice) grammar exam. The student must have a course average of 70% in order to pass the course.