

Course Syllabus
English 1000-30 Off-line

Summer 2009: June 8–July 30

Instructor: Janet Graupman

Contact: Telephone (661) 763-7700 leave message
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Office Hours: By appointment

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Prerequisite: Qualification by assessment process or pass English 0900 with a grade of “C” or better.

Course Description: This course is for those whose placement test score indicates a need to review the mechanics of written composition: sentence structure, punctuation, and spelling. Intensive training in paragraph and theme writing, reading for understanding and vocabulary are included.

Textbook and Required Materials

- Brandon, Lee. ***Sentences, Paragraphs, and Beyond*. 5th Edition.**
(Contact the Taft College Bookstore for current price).
- **Fiction Novel** of student’s choice.

Estimated Time per Week: 15-20 hours per week – *Summer classes are condensed into 8 weeks instead of 17 weeks in a regular semester.

What is Distance Learning Off-line?

Distance Learning offline is a mode of delivery that does not require Internet access and is **NOT** delivered through the Etudes system. The class materials are available through the Taft College Web page or by contacting the instructor. You do not have to come to campus. Instead, you will follow the directions given in this syllabus, complete and submit your assignments by the deadlines given, and contact me if you have any questions, comments, or concerns.

All assignments must reach me by the deadlines given in the class calendar. Submitting your assignments by email is the best option, but you may also drop off your assignments at the Taft College Learning Resource Center (LRC), or you may mail to my attention at the above address (posted date must be on or before due date). *Make sure all work you leave in the LRC is date stamped.*

If you would like your papers returned to you, you will need to send me a self-addressed, stamped envelop in care of the college address.

Special Note: If sending assignments via email, please send as an attachment in *Microsoft Word or Works*. **Please put your last name and the week number on the subject line (i.e., Smith1, Smith2, etc.).** Each attachment must have a proper heading (your name, date, and assignment, including page numbers, or essay title). All assignments for the week should be included as one document (all assigned exercises and journal entries). Make sure every assignment is clearly marked with the page number(s) and exercise number(s).

I will ALWAYS send back a verification email to let you know that I have received your assignment. If you do not get a response from me within a couple of days, assume I did not receive your assignment and resend it or email me and ask.

How Does This Class Work?

You need to read this syllabus carefully. All assignments are listed with a detailed description and in an assignment calendar format that shows what you need to complete each week. I purposely made the due day on Saturday, so you would have an extra “non-work week” day to accomplish the assignment if needed. An assignment will be considered late if received after midnight of the due date.

This is a full semester’s worth of work crammed into eight weeks of summer school, so the best way to keep on top of the assignments is to read ahead and try to spread out the work throughout the week, as opposed to trying to do it all in one sitting! **You are welcome to send assignments before the due date - just make sure to always indicate each assignment number.**

If there are extenuating circumstances that make it impossible to get your assignment to me by the due date, please email and let me know. Being on time with your assignments is vital to your grade. Assignments will always be taken before they are due, just please double-check to make sure you have your name and the assignment clearly marked. I will always take late assignments. Depending on the circumstances and any contact from you, I may or may not deduct points for late assignments. Even though this is a distance learning class, it does not mean you are completely on your own. You can contact me anytime you have questions or concerns regarding an assignment or this syllabus. **Email is the most efficient way to get in touch with me.**

Additional Help: If you’re having problems with some of the concepts in this book and need additional help, there is a website associated with the textbook that might help.

Website address:

http://college.cengage.com/devenglish/brandon/sentences_paragraphs/5e/student_home.html

Go to “Navigate by Chapter,” choose the chapter. There is a website address in the textbook, but this one takes you directly to the page with student help. If you need additional help, the Taft College Library offers free tutoring services M-F, 8:00 am until 9:00 (Friday until 5:00). Please feel free to make use of this or any other similar service as much as needed.

Attendance Policy

Because this is a distance learning course, attendance is determined by the coursework you submit. **If you do not submit the first assignment by the submission deadline listed on the class calendar or contact me, I will assume you do not wish to remain in attendance and will probably drop you from class.** I will usually not drop you after that date. Students may choose to drop the course unless the deadline for dropping with a “W” has passed. This is very easy to do from the Taft College website or you may contact the college if you wish to drop the course. Students, who do not drop the class and do not turn in work, will automatically receive an “F” for the course.

Plagiarism is not acceptable. Plagiarism refers to using other peoples’ words and/or ideas as your own, either verbatim or by close paraphrasing without providing necessary quotation marks and/or citations. If you closely paraphrase material from another source, you must use quotation marks if appropriate and cite the source. You may cite the source by embedding it in the text of the paper (i.e., According to Dr. Jones in his text, English Literature . . .). **DO NOT PLAGIARIZE; PLAGIARISM MERITS AND AUTOMATIC “F” OR “O” ON THE ASSIGNMENT. CONTINUED PLAGIARISM MERITS AN “F” GRADE IN THE COURSE.**

Students who believe they may need accommodations in this class are encouraged to contact Student Support Services at (661)763-7927 as soon as possible to better ensure student accommodations are implemented in a timely fashion.

GENERAL FORMAT OF CLASS

You will be required to read and complete all assignments from the textbook; read and complete assignments from a literature book/novel of your choice.

Textbook Reading and Assignments: You should read each assigned chapter and complete the required assignments. Type each assignment on a separate piece of paper (do not send the torn-out page from the book or embed it in the body of the email) with a proper heading (your name, date, assignment and any relevant page and exercise numbers). Each assignment should include the question number and a complete answer. You DO NOT have to retype the questions. If the exercise tells you to underline something in the text, please type just that section that should be underlined. Make sure your answers are clear and you’re using complete sentences if required. The assignments from the book jump around, so all sections of the book can be completed in the allotted time. The book is organized in sections on *Writing Sentences (grammar and punctuation)*, *The Writing Process*; and *Writing Paragraphs and Essays*.

Literature Book/Novel Journal: Read a book of your choice. The book should be appropriate for a high school or college student, depending upon your reading ability, and should be a work of fiction. The Taft College Bookstore has several appropriate novels for sale. Please pick a book that you WANT to read. I would like this reading assignment to be as enjoyable for you as possible. Keep a weekly journal. A one-

page, typed, double-spaced paper is due each week until you finish your book. *Try to spread out your reading evenly over the course of the semester as best as you can. If your book isn't long enough, please start a second book. Your weekly journal entry should have a proper heading (your name, the date, the name of your book and the author, and the number of the pages read). After a short summary, write some of your thoughts about the section – what you were thinking while you were reading. **Journal Entry #1 and #8 vary slightly, please read assignment schedule for directions.*

Writing Assignments: All assignments should be typed in a standard 12 font and **double-spaced**. Each essay should have a proper heading as well as a title. Please keep the length as close as possible to the required length for each assignment.

Important Note about Assignments: ALL assignments must have a proper heading (your name, class, date, and assignment name and page numbers – essays should also have a title) to receive full credit.

Checking Grades

To check your grades at anytime (give me about a 3-5 day window from each due date to get them posted) you may access www.eClassInfo.com from the Internet. **Your ID is your last name and your password is your first name.** If this is not an option for you, or you have problems accessing the program, please contact me so we can discuss other options. *If there is a "0" as a grade, that means the assignment has not been received and/or graded yet.*

Grading

Textbook Exercises	25%
Essays (Descriptive & Cause & Effect)	30%
Final Essay (Persuasive)	25%
Reading Journal (8 entries)	20%
Total	100%

Grade Scale: 90%-100%=A; 80%-89%=B; 70%-79%=C; 60%-69%=D; 59% or below=F

WEEKLY ASSIGNMENT SCHEDULE

Week of	Textbook Chapters	Assignments
<p>Week #1 June 8-13</p>	<p>Chapters 1: From Reading to Writing Chapter 2: Parts of Speech</p>	<p>Read Chapter 1 and complete Exercise 5, page 24 after reading <i>American Space, Chinese Place</i> on page 23.</p> <p>Read Chapter 2 and complete Review Exercise 1, pages 39-40 <i>Note: You do not have to type each sentence. Just give the sentence number and the clearly identified parts of speech.</i></p> <p>Journal Entry #1 <i>Before you actually start reading your book, write a one-page, double-spaced entry that explains why you chose this particular book and why you think you will like it.</i></p>
<p>Week #2 June 15-20</p>	<p>Chapter 3: Subject and Verbs Chapter 4: Kinds of Sentences</p>	<p>Read Chapter 3 and complete Review Exercises 1 & 2, pages 51-52 <i>Note: Do not type each sentence. Just clearly list each subject and verb.</i></p> <p>Read Chapter 4 and complete Review Exercises 1 & 2, pages 67-68</p> <p>Journal Entry #2</p>
<p>Week #3 June 22-27</p>	<p>Chapter 5: Combining Sentences Chapter 6: Correcting Fragments, Comma Splices, and Run-ons</p>	<p>Read Chapter 5 and complete Exercise 10, page 86</p> <p>Read Chapter 6 and complete Exercise 11, page 106-107 and Exercises 18 & 19, pages 115-116</p> <p>Journal Entry #3</p>
<p>Week #4 June 29-July4</p>	<p>Chapter 7: Verbs Chapter 8: Pronouns Chapter 17: Paragraphs and Essays</p>	<p>Read Chapter 7 and complete Review Exercises 1 & 2, pages 146-147</p> <p>Read Chapter 8 and complete Review Exercises 1 & 2, pages 171-172</p> <p>Read Chapter 17 and complete Exercise 2, pages 300-301 <i>Note: Instead of typing the entire essay and underlining the answer, just type them out (thesis, topic P2, P3, etc.).</i></p> <p>Journal Entry #4</p>

Week #5 July 6-11	Chapter 14: The Writing Process 1 Chapter 15: The Writing Process 2 Chapter 16: The Writing Process 3 Chapter 18: Descriptive Narration	Read Chapters 14, 15, & 16 Read Chapter 18, pick a topic from pages 331-333, or choose one of your own, to Write a one-page, double-spaced, Descriptive Essay Journal Entry #5
Week #6 July 13-18	Chapter 9: Adjectives and Adverbs Chapter 19: Exemplification Chapter 20: Process Analysis	Read Chapter 9 and complete Exercise 4, pages 182-183 Read Chapter 19 and complete Exercise 2, pages 339-340 Read Chapter 20 and complete Exercise 2, pages 360-361 Journal Entry #6
Week #7 July 20-25	Chapter 21: Cause and Effect Chapter 11: Punctuation and Capitalization	Read Chapter 21 and choose a topic from page 396-397, or choose on of your own, to write a two-page, double-spaced, Cause and Effect Essay Read Chapter 11 and complete Review Exercise 1, pages 241-242 <i>Note: For this exercise, retype the entire sentence using capital letters and the correct punctuation.</i> Journal Entry #7
Week #8 July 27-30	Chapter 24: Argument: Writing to Persuade The final essay must reach me no later than July 28th!	Choose a topic from page 458-459 or a topic of your choice and Write a two-page Persuasive Essay. This essay will count as your FINAL, so please make sure to proofread carefully. Journal Entry #8 <i>For your last journal entry, write a short summary of what you thought about your book. Make sure to give reasons why and examples.</i>

Looking forward to working with you.

Janet Graupman