

Syllabus: English 091

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This syllabus answers basic questions about English 091. You may print the entire syllabus by clicking anywhere on this page and following your normal print routine.

The overall goal of English 091 is to help you improve your editing skills. The course is self-paced. This means that you must show evidence of progress each week and must complete at least the first two assignment sets by the end of the quarter. However, you do not have to complete the rest of the assignment sets to pass the course. The number of assignments you complete will depend on your personal goals, your previous knowledge of English grammar, your level of anxiety, and the amount of time you're able to spend. If you don't achieve your goals in one quarter, you may register again the following quarter and continue from where you left off.

English 091 is **not** a substitute for the English 070 series or for English 092. Passing English 091 will not give you placement in English 092, 093, or 101. However, if you complete the first two assignment sets **and** if you have a reading placement of 089 or higher, you'll be allowed to take the STEPS challenge test at the end of the quarter. If you complete the first three sets, you'll be well prepared for the editing portion of the COMPASS placement test or the English Challenge Test. If you have questions about your placement or about the testing options, please consult with me.

Textbooks

Required

- Patterns 1 by Linda Leeds
- Patterns 2 by Linda Leeds

Recommended

- Any college level writing handbook that includes a substantial section on grammar and punctuation
- If English is not your native language: *Chartbook: Understanding and Using English Grammar* by Betty Azar

Chartbook is the best reference book available for non-native speakers at the advanced levels of English. However, if your English placement is below 093 or if you have attended American or Canadian schools since elementary or middle school, don't buy *Chartbook*. I'll tell you later if I think you would find it useful.

What You'll Learn

You'll learn to correct basic mistakes in grammar and punctuation.

After completing the first two assignments sets, you'll know enough basic grammar to gain maximum benefit from a more advanced grammar course, a college-level composition course, or a business writing workshop. At that point, you'll be able to

- Identify and use five basic sentence elements: nouns, pronouns, adjectives, adverbs, and verbs
- Recognize and use the five basic sentence core patterns
- Locate sentence cores in complicated sentences
- Use commas to help your readers focus on the sentence core
- Identify and use correctly the five basic verb tenses, including irregular verb forms
- Use your own personal editing and proofreading process to find and correct basic mistakes in grammar, sentence structure, and punctuation

You'll learn to revise your prose to improve clarity, flow, and style.

Assignments 7-17 cover much of the same material as a standard college-level grammar and writing style course. By the end of Assignment 17, you'll be able to

- Make pronouns relate clearly to the nouns they stand for
- Reduce clutter in your writing
- Make choppy sentences flow more smoothly
- Make longer sentences more readable
- Decide when to use passive sentence patterns and when to avoid them
- Use parallel and balanced structure to achieve special effects
- Punctuate your sentences to convey the tone and rhythm of your own natural voice
- Use difficult verb tenses to express time sequences and nuances of meaning

Time Management

I expect you to spend about 15 hours a week on this course. This is the same amount of time I would expect you to spend if you were taking the course on campus (5 hours in class, 5-10 hours of homework).

However, when you take a course on-line, you control your own time. You will not have to meet on campus or to be on-line at a specific time. You'll choose when to visit the on-line classroom and when to study. You may do all of your work on weekends or spread it out over the entire week.

I strongly suggest that you set aside regular times to study. Time management is much more difficult when you don't have to face an instructor in person every day.

Course Work

The course includes four kinds of assignments.

Introductory Assignment. Begin the course by completing the Introductory Assignment. You'll find the instructions later in this module. The assignment is not graded, but you must complete it before you begin the rest of the assignments. It will give me important information about you, introduce you to your classmates, and give you some preliminary practice using the basic Canvas tools.

Grammar and Editing Assignments. The complete course includes 17 grammar and editing assignments, organized into five sets of two or three assignments each. At the end of each set, you'll take a test. Don't panic. You don't have to finish all 17 assignments to pass the course. If you're a slow reader and do not have much previous experience with grammar, you may finish only the first two sets. That's okay. If you're enrolled in English 091, you must pass the first two tests in order to pass the course. The rest are optional, but if you're serious about learning grammar, you'll try to pass all five set tests.

If you're enrolled in English 105, you're reading the wrong syllabus. Click the *Modules* tool in the left toolbar and read the English 105 syllabus. The requirements and grading standards for English 105 are different.

You must follow the on-line instructions for each assignment. They tell you which practices to do in *Patterns*, which ones to skip, which ones to post in the discussion, and which ones to send directly to me. The instructions also suggest ways to customize the work to meet your specific needs. You won't have to waste time practicing skills you already know, and you may spend as much time as you need practicing skills that are new to you.

Journal Writings. Most of the grammar and editing assignments include journal writings. In the Assignment Set 1 module, you'll find a handout that gives you more information about how to write and send your journal writings.

Self-evaluations. Each week, you'll send me a self-evaluation report in which you describe what you've done during the previous week and set goals for the following week. Later in this module, you'll find a handout that tells you what to include in your self-evals, what format to use, and how to send them. It also includes an example of a good self-eval. Your first self-evaluation is due on the first day of Week 2. You must send your self-evaluations on time in order to pass the course.

Due Dates

There are two kinds of due dates in this course. We'll call them "target" and

"firm." A "firm" due date is absolute. If you don't turn in the work by that date, you'll lose points. A "target" due date is when I **would like** you to be done, but not when you **absolutely have** to be done. If you miss a target due date, you won't lose any points. Meeting the target dates will allow you to complete all five assignment sets by the end of the quarter.

- **Target.** Journal writings and required practices have target due dates. You'll send or post them as you complete them. You'll see target dates on the calendar, but you won't lose points if you send or post late.
- **Firm.** *Self-evaluation reports have firm weekly due dates.* You'll find them on your Calendar. You'll lose points if you miss a self-evaluation due date. It doesn't matter how much work you've completed. What matters is that you evaluate your effort honestly. To accommodate those who work full time, your class week will run from Tuesday to the following Monday. All self-evaluation due dates fall on Mondays except when Monday is a holiday.

Self-evals must be posted by midnight on the due date. If you're taking this course from a different time zone, your due time is midnight **Pacific Standard Time**.

If you know you're going to be away from your computer for several days (for example, on a business trip), and if you make arrangements with me ahead of time, we can arrange an alternate due date for a self-eval. If you're going to be away for two due dates or more, you'll have to find a way to access the course during your trip.

Set Tests have two kinds of due dates—target and firm. The target due date is the date by which you should try the test for the first time. If you don't pass it, you'll have time to work on the skills some more and try the test again. The firm due date is the last date you may pass a test. If you don't pass it by that date, you won't have another chance.

Grading

English 091 is graded Pass/Fail (Credit/No Credit). Passing the course will result in a *Credit* (*Cr*) on your transcript. Failing it will result in a *No Credit* (*NC*) on your transcript.

To pass the course you must

(1) Receive 80 or more points for your self-evaluations

You'll write ten self-evaluations, each worth 10 points. Your self-eval is one of your main means of private communication with me. I'll read it and send it back to you with advice, encouragement, and answers to any questions you've asked. Here's how I'll give you points for it:

- Arrives on time = 5 points. If your self-eval is late, you'll lose one point for each day it's late. A self-eval that is a full week or more late will not receive any points, as it will be too far out of date to be of any use.

- Shows evidence of progress = 5 points. Your self-evaluation should list and describe the evidence of progress for each week. If your self-eval is incomplete or inaccurate, or if it does not show satisfactory evidence of progress, I'll subtract points. Evidence of progress includes
 - Posting questions about practices in the Discussion
 - Posting a practice in the Discussion. Your assignment instructions will tell you which practices are discussion practices.
 - Posting an analysis of 3-5 example sentences from a newspaper, magazine, or work document. The analysis should reflect the chapter you're working on.
 - Sending a required test or revision.

(2) Pass the tests for the first two assignment sets.

I'll post your points on the on-line grade sheet, which you may see by clicking on *Grades* in the left toolbar. You may see the grades for all your courses by clicking the *Grades* tab at the top of your screen. Your self-eval points will be labeled SE 1, SE 2, etc.

Extra Credit.

Each of the five assignment set tests is worth four points. These are the only extra credit points available.

Withdrawal

Important: If you stop posting your work and sending your self-evaluations, you'll receive an NC for the quarter unless you drop the course before BC's deadline (usually at the end of Week 7). The exact deadline is noted on the Calendar. To drop the course, go to the Bellevue College Home Page. Find and submit a withdrawal form. (This form may also be called an "Add/Drop" form.)

Responsibilities

You are responsible for

- Reading and following instructions and questioning me if you find an instruction you don't understand
- Visiting the on-line classroom *four or five times* a week
- Notifying me ahead of time if you're going to be "absent" for three days or more
- Posting or sending the required work, including comments on other students' work
- Letting me know if you're having trouble with your hardware or software, with a course concept, or with the sense of isolation that is inevitable

in an on-line course

- Obtaining and maintaining access to the Internet
- Coping with technology problems, including viruses, that involve your own machine or software

I expect you to write ethically. Journal writings and other written work must present your own ideas in your own words. If you use someone else's exact words to illustrate or support your ideas, you must put them in quotation marks. If you summarize or quote someone else's ideas, facts, or words, you must cite your sources. I won't accept a writing you've copied from an outside source or one in which you present words or ideas from outside sources without citations. Such a paper is called a *plagiarism*. I also won't accept a paper you've written for a previous course unless you obtain my permission ahead of time.

I'll subtract 10 points from your total for a plagiarism or a recycled paper. A second offense will result in an *F* for the course. If you're not sure whether you're presenting other people's words and ideas ethically, ask me about the problem before you turn the in the work.

I accept responsibility for

- Keeping the on-line classroom up to date
- Monitoring my Canvas mail at least once a day Sunday through Thursday
- Responding to your questions and concerns within two working days
- Sending back tests, guided writings, and self-evals within five working days
- Keeping accurate records of your points
- Keeping you informed about technology problems that are outside your control (and mine)

Confused? Overwhelmed?

If this is your first on-line course, it's bound to be a bit confusing at the beginning. Don't be afraid to ask questions or admit you're having trouble with something. Post your questions in the appropriate topic in the Discussion. Your classmates may be able to answer before I do. The quickest way to relieve frustration and anxiety is to share it.