

# Syllabus: English 105 – Grammar & Construction

## Winter, 2015

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This syllabus answers basic questions about English 105. You may print the entire syllabus by clicking anywhere on this page and following your normal print routine.

### About English 091 and 105

English 091 and English 105 are taught together on-line. English 105 covers the same material as English 091, but to receive credit for 105, you must work faster and do more writing.

**English 091** is graded pass/fail (Credit/No Credit). Students in 091 must show evidence of progress each week but they do not have to complete more than the first two assignment sets to pass the course.

**English 105** is graded A through F. The course is divided into five assignment sets, each consisting of two or more assignments. The first two sets cover parts of speech, basic sentence patterns, and editing. Sets 3 through 5 focus on more complex editing and style. You may work more or less at your own pace, but your grade will depend on how many of the assignment sets you complete satisfactorily by the end of the quarter. If you don't already have some knowledge of the basics, you may have trouble completing the course. The grading scheme is described in more detail below.

If you prefer a more relaxed, flexible, self-paced format and do not need transfer-level credit, consider switching to 091 now, even if you're at the English 101 level or above. Many professionals prefer 091 because it adapts more easily to individual needs and unpredictable work schedules.

### Textbooks

#### Required

- *Patterns 1* by Linda Leeds
- *Patterns 2* by Linda Leeds
- Any college level writing handbook that includes a substantial section on grammar and punctuation

### Recommended

- 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. If English is your second language, or if you're bilingual, you'll have to decide whether you need *Chartbook* or not. Look it over before you buy it. If the terminology and subject matter are familiar to you, you'll probably find it useful. If they're not familiar, don't buy the book unless I tell you later that you need it. It assumes that you already know the terminology it uses.

### What You'll Learn

The overall goal of English 105 is to help you improve your editing skills. If you complete all of the 105 assignment sets satisfactorily, you'll be able to

#### (1) Correct Basic Mistakes in Grammar and Punctuation

- Avoid unclear pronoun references without avoiding pronouns
- Use verb tenses consistently
- Decide when to use a comma, a semicolon, or a period
- Follow your own editing and proofing process

#### (2) Revise Your Prose to Improve Clarity, Flow, and Style

- Make choppy sentences flow more smoothly
- Make longer sentences more readable
- Decide when to use passive patterns and when to avoid them
- Reduce clutter in your writing
- 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 with confidence

## 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 won't have to meet on campus or 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

**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. 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 week and set goals for the following week. Later in the Start Here 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 a target date. 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 without having to rush at the end.

### Target

- All journal writings and required practices have target due dates. You'll send or post them as you complete them.
- The due dates of the first four set tests are target. Try to turn each test in during the week in which the due date is posted. No matter how late you are, you won't lose any points, but if you miss the due date of any one test by more than a week, you'll jeopardize your chances of passing all five tests by the end of the quarter.

### Firm

- Self-evaluation reports have firm weekly due dates. 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. 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**.
- The final due date of the fifth test is firm. For the fifth test, you'll see both a target due date and a firm due date. If you don't turn the test in by the firm due date, I won't grade it at all, and you won't receive any points for it.

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.

## Grading

English 105 is graded *A-F*. I'll base your grade on two elements of the course: your weekly self-evaluation reports and your tests. The two sets of points are not added together.

- **Self-evaluation Reports** (100 points). You'll turn in ten self-evaluations, each worth 10 points—5 for timely arrival and 5 for content. I'll subtract points if your self-eval is late, if it is not informative, or if it doesn't show evidence of progress. A self-eval that is a full week or more late is not eligible to receive any points, as it will be too far out of date to be useful.
- **Assignment Sets** (100 points). English 105 consists of five sets of assignments. At the end of each assignment set, you'll take a test that's worth 20 points. You must achieve minimum competency (Pass = 16 points or more) on each test before you may go on to the next set. If you don't achieve minimum level or above on your first try, you'll continue to work on the skills of that set until you succeed. There's no penalty for having to retake a test.

To receive a grade in the **A** range, you must do all the required work, receive a total of 90 points or more on your self-evaluations, and pass all five tests with scores totaling 91 points or more.

A+ = 98-100	A = 95-97	A- = 91-94
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To receive a grade in the **B** range, you must receive a total of 80 points or more on your self-evaluations, do all the required work for the tests you pass, and pass four or five tests with scores totaling 61 points or more.

B+ = 81-90	B = 71-80	B- = 61-70
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To receive a grade in the **C** range, you must receive a total of 80 points or more on your self-evaluations, do all the required work for the tests you pass, and pass three or more tests with scores totaling 46 points or more.

C+ = 56-60	C = 51-55	C- = 46-50
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To receive a grade in the **D** range, you must receive a total of 80 points or more on your self-evaluations, do all the required work for the tests you pass, and pass two or more tests with scores totaling 31 points or more.

D+ = 36-40	D = 31-35	F = 30 or below
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BC does not recognize grades of *A+* or *D-*, but if you achieve a total score of 97 or above on your tests, give yourself a pat on the back. That would be an *A+* if we had one.

## 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 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.