

Coffeyville Community College

COURSE SYLLABUS
FOR
DEVELOPMENTAL ENGLISH
PREP-010

BELINDA ROBISON
Instructor

COURSE NUMBER: PREP-010

COURSE TITLE: DEVELOPMENTAL ENGLISH

CREDIT HOURS: 3

INSTRUCTOR: Mrs. Belinda Robison

OFFICE LOCATION: Tech Campus Room 202

OFFICE HOURS: Available by appointment ONLY

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PREREQUISITE: NONE

REQUIRED TEXTS AND MATERIALS: Fawcett, Susan--*Grassroots: The Writer's Workbook*
Materials and worksheets obtained through *various* sources
Ear buds/head phones

COURSE DESCRIPTION: This course provides an intense overview/review of the basic elements of modern English usage. The course includes writing experience with attention to the basic mechanical and structural elements of the writing process. This course is offered to meet the need for a foundation in grammar and sentence structure.

EXPECTED LEARNER OUTCOMES: Upon completion of this course students will have completed the following:

1. Writing Complete Sentences
2. Joining Ideas Together
3. Choosing the Right Noun, Pronoun, Adjective, Adverb, or Preposition
4. Revising for Consistency and Parallelism
5. Mastering Mechanics
6. Improving Your Spelling

COURSE COMPLETION REQUIREMENTS:

1. Students are expected to be prompt and regular in attendance.
2. Class and lab time will be used efficiently to complete assignments in a timely manner.

LEARNING TASKS AND ACTIVITIES: Students will be assigned work at the discretion of the instructor to help increase and reinforce skills.

ASSESSMENT OF OUTCOMES:

Evaluation:

Each student's grade will be determined by the following categories and weighed according to the percentages indicated.

Assignments

:

Student must complete each paper/KeyTrain assignment to receive a final grade. 50% of the student's grade.

Tests:

Students must complete each test given to receive a final grade. 50% of the student's grade.

Class Participation/Attitude:

Student participation in class is important in developing the time management demanded in the workplace. Classroom conduct, time-on-task, and attitude will be considered as part of the grade. Students are expected to be in class at the start of class time. Class participation means interaction with other students and the instructor—not simple presence. Class comments will reflect reading and honest consideration of the viewpoints of the other students. Students are expected to deal with one another and the instructor in a professional, courteous manner.

The following grade scale will be used:

A = 100-90%	B = 89-80%	C = 79-70%
D = 69-60%	F = 59-0%	I = an incomplete

A grade of A, B, C, D, F, or I will be given to the student at the conclusion of the course in keeping with the policies established by this college. The incomplete grade (I) will be given only under special circumstances upon consultation with, and the consent of, the instructor. The length of time for completing the "I" grade is six (6) weeks from the end of the semester in which the "I" grade was earned. Failure to complete the course within the six weeks' time period will result in the "I" grade being converted to an "F".

Final Examination:

All Developmental English students must take the final. Any student who does not take the final will receive a failing grade for the class. I will administer your final in our classroom during the designated time on the finals schedule; this is a period of 1 hour and 40 minutes. Students **will not be allowed** to take the final early. The times of the finals are listed in the schedule of classes. Students will also be informed periodically when the final will be.

Instructional Procedures:

Becoming proficient with written English is largely a matter of practice. Class time will be heavily focused on activities, both in groups and as a class, that provide this necessary practice.

Students will be given activities to complete outside of class.

Student Performance Activities: (attendance/punctuality)

Consistent and punctual attendance is mandatory for successful completion of the course. No student is allowed to miss more than

SIX class meetings. Upon the seventh absence, the student will be dropped from the course.

Students are expected to be on time and to remain for the entire class period. Attendance for only part of the period will be counted as an unexcused absence. Exception: School-Sponsored Activities. If you need to miss for a school-sponsored activity, you **MUST** notify the instructor beforehand. Otherwise you will be counted absent.

Withdrawal from Course:

If you plan to stop attending class, be sure to officially withdraw through the registrar's office. If you do not, the instructor is required to issue an F for the course.

Plagiarism:

Passing off the words of someone else as your own without giving them credit is a form of academic dishonesty known as plagiarism. It is a serious offense, and punishment will include at the LEAST a zero for the given assignment. Depending on the severity of the plagiarism, the student may receive an F for the entire class. To be safe, ALWAYS cite your sources.

Assignment Due Dates:

Assignments are due at the beginning of the class period on the date indicated when the assignment is given and/or reflected on the class schedule. No late work will be accepted without discussion with and approval of the instructor. The student is responsible for all material assigned even if it is not discussed in class. Quizzes over assignments may be given without prior announcement. If you are absent, **you are responsible for finding out the assignments** that you missed and/or turning in due work.

Each assignment will receive a subjective number of points. This will include all assignments. The grade will be based on accumulated points from the points possible at the point the grade is averaged.

Respect For Your Fellow Classmates

Students will be expected to act at all times in a manner that is respectful to the instructor and other students. This includes refraining from interrupting, not being disruptive during class, and behaving in a manner that befits an adult. The instructor reserves the right to expel any student who refuses to abide by this simple rule.

Cellular Phones

NO CELLULAR PHONES (or I-pads, or tablets). Students will be required to TURN OFF any cell phones by the time class begins (putting it on vibrate is unacceptable). The first time will be a warning. The second time will be an immediate dismissal from the class. The third will be a permanent removal.

DEVELOPMENTAL ENGLISH COMPETENCIES

The student will demonstrate knowledge of the steps to writing complete sentences.

1. Identify subjects and verbs in sentences.
2. Identify prepositional phrases.
3. Identify the linking verb, including all forms of be.
4. Use pronouns correctly in compound subjects and objects.
5. Recognize sentence fragments.
6. Define action and linking verbs.
7. Demonstrate knowledge of verb tense.
8. Use irregular verbs correctly.
9. Demonstrate using subject and verb agreement in sentences.

The student will be able to join main ideas together.

1. Explain the simple sentence and the compound sentence.
2. Identify coordinating conjunctions and their use to join main clauses.
3. Use parallel structure to balance sentences.
4. Define comma splices and run-ons and how to correct them.
5. Use semicolons and conjunctive adverbs to join main clauses.
6. Identify subordinate clauses in sentences.
7. Use subordinate clauses to expand sentences.
8. Identify adverb and adjective clauses.
9. Use subordination to correct comma splices and run-on sentences.

The student will understand using the right Noun, Pronoun, Adjective, Adverb, or Preposition.

1. Demonstrate correct usage of nouns and pronouns.
2. Demonstrate correct usage of reflexive pronouns.
3. Use possessive nouns and pronouns.
4. Use adjectives and adverbs correctly.
5. Demonstrate use and punctuation of adjectives and adverbs in sentences.

The student will be able to revise sentences and paragraphs for consistency and parallelism.

1. Demonstrate correct usage of nouns and pronouns.
2. Demonstrate correct usage of reflexive pronouns.
3. Use possessive nouns and pronouns.
4. Use adjectives and adverbs correctly.
5. Demonstrate use and punctuation of adjectives and adverbs in sentences.

The student will demonstrate knowledge of using sentence mechanics correctly in writing assignments.

1. Explain 10 comma rules.
2. Use correct punctuation with commas.
3. Demonstrate use of commas in practice exercises and writing assignments.
4. Demonstrate an understanding of punctuation rules in practice exercises.
5. Illustrate an understanding of capitalization rules in practice exercises.
6. Use punctuation and capitalization correctly in writing exercises.

The student will demonstrate knowledge of basic spelling rules.

1. Understand when to double final consonant.
2. Understand keeping or dropping final "e" when adding a suffix.
3. Understand when to keep final "y".
4. Understand changing "y" to "i" when adding suffix.
5. Follow rule for writing "l" before "e".
6. Demonstrate understanding of words that sound alike or look alike and use correctly.