

ENGLISH 0310

Collin College
FACULTY SYLLABUS

Professor: Linda Conry
Semester: Fall 2009
Courses: ENGL 0310.S01
ENGL 0310.S70
ENGL 0310.XS1

Course Number: ENGL 0310

Course Title: Developmental Grammar I

Course Description: A skills improvement course designed to help the students strengthen the sentence for clearer, more emphatic, more concise expression of thought. Focus is on all facets of standard written English: correct grammar, punctuation, and usage. This course will teach the student to recognize and correct common errors in sentence structure. This course may be taken concurrently with any English course. NOTE: This course may not be used to satisfy the requirements for an associate degree. ENGL0300, 0305, 0310, and 0315 may be taken for a combined total of no more than 9 credit hours. Lab required.

Course Credit Hours: 3 **Lecture Hours:** 3 **Lab Hours:** 1

Prerequisite: Assessment or instructor permission

College Repeat Policy: Developmental courses may be taken for a combined total of no more than 27 credit hours.

Course Delivery Method: English 0310 is comprised of a combination of lecture and lab work. The instructor will conduct frequent individual conferences as a supplement to the lecture. The student will also be expected to spend at least an hour per week on lab work.

Instructor's Information:

Instructor's Name: Linda Conry

Office Number: I-217 on SCC

Office Hours: TR 2:15 -4:15PM

F 12-2PM

Contact Information: Office: 972-881-5915

Email: lconry@ccc.edu

Class Information:

Class Meetings: ENGL 0310.S01, B234 SCC

ENGL 0310.S70 B234 SCC

ENGL 0310.XS1 BB232 SCC

Textbooks: English Fundamentals Form A, 15th, Emery (Pearson/Longman)

English 0310 Lab Manual, 1st, Conry (Pearson/Longman)

Supplies: Writing and note-taking supplies will be required daily.

Student Learning Outcomes: Upon successful completion of this course, the student will be able to use conventional grammar skills to produce effective sentences.

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Course Requirements: A writing assessment will be conducted on the first day of class. During the semester, students will complete exercises, quizzes, and other assignments under the direction of the instructor who will base future assignments on the individual student's needs.

Method of Evaluation: The Developmental Writing faculty have established the following grading system:

70% Coursework
30% Lab component
Satisfactory Attendance

Grading Policy: Grade AD, BD, CD, FD or I will be awarded. A grade of “D” will not be awarded.

Students may take the Departmental Final or the Writing Assessment to determine which writing course should be taken after successful completion of ENGL 0310.

Attendance Policy: No more than three (3) absences are permitted during a semester in order to avoid a reduced or failing grade. Please see the Registration Guide for the last day to withdraw. See Attendance and Attendance Grade sections below for additional information.

Religious Holy Days: In accordance with Section 51.911 of the Texas Education Code, CCCCD will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office.

ADA Statement: It is the policy of Collin County Community College to provide reasonable and appropriate accommodations for individuals with documented disabilities. This College will adhere to all applicable Federal, State, and Local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office (G-200) or 972- 881-5898, (TDD-972-881-5950) in a timely manner if he/she desires to arrange for accommodations.

Academic Ethics: The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements acts or omissions related to applications for enrollment or the award of a degree and/or the submission as one's own work or material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's edition, and/or falsifying academic records.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer files, copying internet material, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty,

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including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

Texas Success Initiative (TSI) Policy: The TSI was mandated through action of the 78th Texas Legislature to replace the Texas Academic Skills Program (TASP). Like TASP, TSI is designed to measure competency in reading, writing and mathematics and to provide developmental courses in areas with identified deficiencies. The developmental courses are designed to promote student success and to ensure college readiness and students are encouraged to complete the required developmental course(s) early in their college career.

Classroom Conduct Students displaying disruptive or distracting behavior will be asked to leave class. If a student is asked to leave the classroom, he or she must meet with the Dean of Students before returning. For a complete discussion of the Student Code of Conduct, please refer to the *Collin Student Handbook*, available in print on campus and online through the CCCCD Web site: www.ccccd.edu

Attendance Policy

Each student is allowed **THREE** absences each semester. Absences are **NOT** classified as excused or unexcused. Prior or prompt notice of any absence is appreciated. Lateness of fifteen minutes (or more) OR frequent lateness counts as an absence. Pop quizzes and in-class work are not eligible for make-up. Other make-up work is allowed only with the professor's written permission. **Do not miss exams.**

Attendance Grade

Each student begins the semester with a perfect score of 100. Each absence results in three points being deducted from that total. For clarification of what constitutes an absence, please refer to the previous Attendance Policy section.

Extra Credit

A student may receive extra credit in the following manner. To receive 5 grade point average points (see grade sheet), to be added to the student's class average, the student will need to complete the following:

- Select a book (NOT a manual or a textbook) of at least 100 pages;
- Read the entire book; and
- Have an informal discussion about the book with the professor.

The student should be certain to take a copy of the book to the appointment for the book discussion.

Additional methods of earning extra credit are noted on the ENGL 0310 Grade Sheet.

Note: The **last date** for make-up work or the extra-credit book discussion is **Friday, November 20, 2009 for full semester classes** and **Friday, October 9, 2009 for Express classes.**