

English 0991 Beginning Writing Lab (1 credit hour)

Sections: 02, 03, 04, Class Meets: Tues / Thurs
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Office:
Office Hours: Tues / Thurs 12:30-1:00 PM.



Office hours may change due to other college obligations, such as meetings. Other times may be scheduled with the instructor before or after office hours as needed. The best way to contact an instructor is usually by email.

Course Description:

This lab course is required to be taken concurrently with English 0990 for students whose English Placement score is 15 or lower, but may be taken by any student; it is especially encouraged for other English 0990 students who may need a review. This mastery course is focused on grammar and punctuation. A lab fee is required, and the lab meets for two hours per week.

English 0991 does not count toward overall credits earned for graduation, nor does it fill general education requirements; however, this course does count for financial aid and activity eligibility purposes, and the final grade contributes to the student's cumulative GPA. **Students with an English Placement of 15 or lower must earn a C or better in this course and a C or better in English 0990 in order to enroll in English 1010.**

Texts and Supplies: (all sections)

English Brushup, Fourth Edition, by Langan and Goldstein (Required)
Blue or black ink pens, pencils, and paper
English 0990 Success Manual (which should be purchased for English 0990)

Course Objectives:

After successfully completing English 0991, students will be able to demonstrate mastery of basic grammar and punctuation. College success skills that students will have learned and practiced will be to:

1. Understand a syllabus and schedule
2. Keep track of their own assignment status and grades
3. Manage time to be able to successfully complete assignments by the end of the semester
4. Attend class prepared with required materials
5. Participate appropriately in class
6. Actively participate in collaborative learning environments (such as pairs and small groups)
7. Read and accurately record notes from the board and verbal instructions from the instructor
8. Appropriately interact with instructors and fellow classmates

Course Requirements:

1. **Take a diagnostic skills test the first week of class.**
2. **Work through each section of English Brushup in the sequence shown on the Mastery Tracking Sheet.** This will be done during lab hours, possibly as a class but mostly as individuals.
3. **Score an average of at least 80% on the chapter tests** and get the instructor's permission before moving to subsequent chapters.

4. As indicated at the intervals on the Mastery Tracking Sheet, **take the specified combined mastery and editing tests for grades.**
5. Take a skills achievement test after all the other work is completed. Also, complete the course evaluations.
6. **Attendance is required until the student has completed all of the above work.** Many students finish this self-paced course by the middle of the semester.

Grading:

Even though students must average 80% or higher on each chapter, those tests are not counted for the final grade. They are required before a student can progress to the next chapter.

For the final grade, the average percentage of the designated eight combined mastery and editing test sections is added to 40% of the improvement score (between the diagnostic skills and skills achievement tests), and 1% point is deducted from the resulting percentage for each class session the student misses. In other words, absences adversely affect the final grade.

Grade Ranges for Semester

A	100 - 93%
A-	92 - 90%
B+	89 - 87%
B	86 - 83%
B-	82 - 80%
C+	79 - 77%
C	76 - 73% (Minimum grade to pass this course)
C-	72 - 70%
D+	69 - 67%
D	66 - 63%
D-	62 - 60%
F	59 - 50%

Students are expected to record their own progress and grades using the Mastery Tracking Sheet.

Lab Procedures:

Purchase the required text, English Brushup, and bring it to class. Also, bring the English 0990 Success Manual to class everyday.

During the first week, a) take the diagnostic skills test provided by your instructor, b) pull the Mastery Tracking Sheet from the English 0990 Success Manual and place it in the front of your English Brushup, and c) tear out the following pages from English Brushup and write your name on the pages: 23-28, 35-40, 45-50, 55-60, 67-72, 77-82, 87-92, 97-102, 109-114, 119-124, 129-134, 139-144, 149-154, 159-164, 169-174, 179-184, and 231-252. These test pages will be kept by the instructor for use during class.

Students should try to do most, if not all, the work during lab time. Following the Mastery Tracking Sheet, students may move at their own pace and even possibly complete the work before the end of the semester. **To keep on pace to finish the lab by the end of the semester, students need to pass at least one chapter a week.** It is strongly suggested that students work through and study the chapters at home; then, class time can be used to take the tests.

Students should read and do a chapter, checking their answers to the practice exercises with the Limited Answer Key Appendix on page 253 of the text. If they have questions, they should ask the instructor (not fellow students) for further explanation. Sometimes, the instructor will explain a concept to the whole class or small groups as needed.

After working through and self-scoring a chapter, take the text to your instructor who will check off the "PREP" column and give you the first chapter test as you hand over your book. Take the test and give it to your instructor to grade. If you do well, your instructor will give you the next two tests for that chapter. Do them, return them to your instructor, and get your book back so you can start working on the extended skills in the back of the book. **Students can always work ahead while waiting for the instructor to grade tests.** If you don't do well, you should study your incorrect answers and ask questions if points are unclear after re-reading the chapter. When you feel confident, ask the instructor for the next two tests. Your average for three chapter tests must be 80% before you officially move to the next chapter. At least ten tests are available for each chapter.

Your instructor will have a folder for each student containing the tests. **ALL TESTS MUST BE TAKEN IN CLASS, UNDER THE SUPERVISION OF THE INSTRUCTOR. Cheating, whether suspected or real, will not be tolerated and will result in a failing grade and possible expulsion from Dixie State College.**

After getting an average of 80% or higher on three tests for the chapter, the student should move to the next row of the Mastery Tracking Sheet. Expect that some chapters will be more difficult and thus take more time than others.

The Extended Skills sections will be checked off by the instructor immediately prior to the student taking each group of combined mastery tests (which count towards your final course grade). The mastery tests are spaced every 2 - 4 chapters. As they are being graded, students are expected to start working through the next chapter on the Mastery Tracking Sheet.

Students should track their progress and record their scores on the Mastery Tracking Sheet. After the last test (the achievement test), students should complete the course evaluations.

Attendance is mandatory until all the work is finished.

Policies:

Because this is a self-paced course, students will need self discipline to keep themselves on task.

When the instructor is busy with another student, quietly wait your turn and work ahead. Do not engage other students in conversation. The lab must be as quiet as possible for students to concentrate.

Under no circumstances are you to use your phone in class for any activity whatsoever. Use of a cell phone in class puts you under suspicion of cheating. Plus, using your phone in class distracts others from concentrating. If you use your cell phone in class, the instructor has the right to ask you to leave.

Obviously, attendance is importance because most (if not all) the work can be done in class. If you are unable to attend, notify the instructor. Remember that every class you miss, regardless of the excuse, reduces your final grade by one percentage point.

If your instructor believes you are not doing your own work, you will fail the course or possibly be expelled from Dixie State College. Avoid the appearance of cheating; do not use your cell phone at all and do not talk to other students during class. Step outside the room if you must speak to each other.

Disruptive Behavior:

Behavior that interferes with the learning of other students will not be tolerated. The Dixie State College Policies and Procedures Manual, Section 3-34, states: "Teachers at Dixie State College have the right to manage the classroom environment to ensure a good learning climate. Toward this end, teachers (or college security) may dismiss and remove disruptive students from individual class activities. If a student's behavior continues to disrupt class activities, the teacher may dismiss and cause the removal of disruptive students from his or her course."

Students who are asked to leave class should do so quietly and without confrontation. They will be expected to schedule a meeting with the instructor before being allowed to attend class again. If the student starts a disturbance, the instructor will call Campus Security to have the student removed from campus. Students are not allowed to interfere with the learning of others.

Cell phones are a serious distraction to everyone in the class, including the instructor. It is inappropriate to make or receive phone calls, to text message, or to check messages once you enter the classroom, especially during class. Please remember to turn off your phone before entering the classroom. If you are a law enforcement officer, an emergency medical technician, a physician, or a fireman and must keep your cell phone on, please disable the ringer and use the vibrate function. If your cell phone disturbs the class, you will be asked to leave class and consult with the instructor about being readmitted to the class.

Help for Students:

Calling, e-mailing, or visiting your instructor are the best ways to have questions answered correctly. Usually, appointments are not necessary to see your instructor during office hours.

Computer labs are available on campus in the basement of the Browning Library and in the Smith's Computer Center. The computers in the BRN's office area do not print and do not access the internet.

The Writing Center and tutoring services are located in the Browning Resource Center.

The On-Line Writing Lab can be accessed from the Dixie State College homepage. Style guides for MLA and APA documentation guidelines are found on the DSC Library homepage.

Disabilities:

If you are a student with a medical, psychological, or learning disability or think you might have a disability and need accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center, Room 201. The Disability Resource Center will determine eligibility based on your professional documentation and determine the appropriate accommodations related to your disability. DSC does make confidential, appropriate accommodations, but only for those students officially registered with the DRC.

	Test 1	Test 3	Test 5	%	Test 2	Test 4	Test 6	Test 7	Test 8	Test 9	Test 10	Extended Skills	Instructor Sign Off
11-Other Punct. Marks												# 31 (p.220)	
13-Capital Letters												# 32 (p.225)	
Combined Mastery Tests - Graded *	p.237	p.238	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	Average % =
12-Homonyms												# 32 (p.222) # 18 (p.188)	
Combined Mastery Tests - Graded *	p.239	p.241	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	Average % =
14-Word Choice												# 34 (p.226) # 22 (p.198)	
15-Mis. & Dang. Mods.												# 21 (p.202)	
16-Parallelism												-----	
Combined Mastery Tests - Graded *	p.235	p.236	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	Average % =
Editing Tests - Part I - Graded *	p.243	p.244	p.245	-----	p.246	p.247	-----	-----	-----	-----	-----	-----	Average % =
Editing Tests - Part II - Graded *	p.248	p.249	p.250	-----	p.251	p.252	-----	-----	-----	-----	-----	-----	Average % =
Achievement Test ** (compared to Diagnostic)	% score	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	Value Added =

Unless specified otherwise by the instructor, students must score 80% or higher average on three tests for a chapter, complete the designated Extended Skills chapter(s), and obtain the instructor's okay before proceeding to the next chapter. The work must be done in the order listed. The individual chapters are not counted for the final grade; the chapters and chapter tests are practice to show mastery, but the * combined mastery and editing test sections are part of the final grade.

Days Absent Before Completion: _____

Final Grade = Average % of the eight * test sections, plus 40% of ** improvement score, minus 1% for each class session absent.

Parts of Speech Practice

Read the Extended Skills section 19 on pages 190-198 in *English Brushup*. Then match each term to its description.

- | | | |
|-------------------------|------------------|-------------------------------|
| a. Adverb | f. Linking verb | k. Proper noun |
| b. Adjective | g. Helping verb | l. Conjunctions |
| c. Articles | h. Action verb | m. Coordinating conjunctions |
| d. Preposition | i. Interjections | n. Subordinating conjunctions |
| e. Prepositional phrase | j. Pronoun | o. Noun |

- _____ 1. A word that names something: a person, a place, an object, or an idea.
My neighbor values having a gardener to tend his flowers because it gives him the freedom to do other activities.
- _____ 2. A word that names a specific person, place, or object.
Janice Jones rode the Trax while she was in Salt Lake City.
- _____ 3. A word that stands for a noun so the noun doesn't have to be repeated.
Jack walked to his car; he was glad the rain had stopped.
- _____ 4. A word that tells what is happening in a sentence.
The dog ran to its owner. Its owner smiled in encouragement.
- _____ 5. A word that joins a noun to what is being said about it.
The cat was dirty. Its fur seemed to be matted.
- _____ 6. Additional verbs that go with the main verb.
The bird has been singing all day. (The main verb is "singing")
- _____ 7. A word that connects a noun or a pronoun to another noun or pronoun in a sentence.
The child with red hair cried during the wedding.
- _____ 8. A group of words that begins with a preposition and ends with a different noun.
To get some milk, James went to the grocery store with his friend.
- _____ 9. A word that describes a noun.
The skinny man laughed. The unusual stunts of the monkey were amusing.
- _____ 10. A word that describes a verb, an adjective, or another adverb and often ends with *ly*.
The obnoxious fan screamed obscenities heartily. He was dangerously close to disrupting the concert.
- _____ 11. Words that connect two ideas.
Jenny and Carla ate dinner at Café Rio.
- _____ 12. Words that connect two complete thoughts or ideas which are equal in importance.
St. George is hot, but Hurricane is windy.
- _____ 13. Words (called "dependent words") that connect two complete thoughts or ideas which are unequal in importance.
Even though St. George is hot, Hurricane is a better place to live although it is windy.
- _____ 14. Words that stand alone and are used to express emotion. These are usually too conversational for college writing.
Ouch! That sunburn really stings.
- _____ 15. The words *a*, *an*, and *the* which are generally classified as adjectives.
The class is required to be taken for a grade.