

Coffeyville Community College

PREP-010

COURSE SYLLABUS

FOR

DEVELOPMENTAL ENGLISH

Ryan Butcher
Instructor

COURSE NUMBER: PREP 010

COURSE TITLE: Developmental English

CREDIT HOURS: 3

INSTRUCTOR: Mr. Ryan Butcher

OFFICE LOCATION: Humanities 121

PHONE: Ext. 2081

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OFFICE HOURS: 8:40 – 10:20
12:30 – 2:10
3:10 – 4:20

CLASS MEETINGS: MWF 9:10-10:10 Room 127 Weinberg Hall
TRF 10:20-11:20 Room 130 Weinberg Hall

PREREQUISITES: None

INSTRUCTIONAL
MATERIALS:

Fawcett, Susan – *Grassroots*

A dictionary

*Students are required to have the materials for this course.

Students must bring the required textbook, a notebook, paper, and a pencil/pen to class every day.

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 successful completion of this course, the student will demonstrate knowledge of 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

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. With this in mind, class time will be heavily focused on activities, both in groups and as a class, that provide this necessary practice. Students will also frequently 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. With this in mind, 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.

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.

Student Evaluation:

Grades will be based upon formal written examinations, periodic quizzes, written assignments, and daily class discussion and participation.

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.

Grades will be given as follows:

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

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”.

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.

Grade Weighting:

Assignments/Daily Work	35%
Papers	30%
Homework	25%

Exams	10%
Quizzes	5%

Respect to 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.

Corollary to the Previous:

This means, perhaps most importantly, **NO CELLULAR PHONES**. Students will be required to **TURN OFF AND PUT AWAY** any cell phones by the time class begins (putting it on “vibrate” is unacceptable). If a cell phone is so much as seen during a class period, its owner will be counted absent for the class. This includes other personal technology devices such as MP3 players.

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.

ADA Compliance:

If any student feels that he/she has a disability and needs special accommodations of any nature, the instructor will work with you and the college to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at the first class attended.

Inclement Weather/Disaster Policy:

In the highly likely event of inclement weather, please do **not** come to campus if doing so entails a high risk of injury or death. Contact the instructor beforehand so necessary arrangements can be made for handing in due assignments and receiving class work.

Changes to the Syllabus:

This document may be amended as the semester progresses in order to take into account the direction of the class. For instance, if little to no work has been done on assigned papers, it would be unfair to the students not to reduce the weight of that grade on the total. The instructor reserves the right to make changes as necessary and will inform the students if such a change takes place.

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 “i” before “e”.
6. Demonstrate understanding of words that sound alike or look alike and use correctly.

Tentative Class Schedule

- Week 1: Class Introductions
Chapter 1: The Writing Process
- Week 2: Chapter 1: Subject, Audience, and Purpose
Chapter 2: Pre-writing
- Week 3: Chapter 3: Paragraphs – Subject, Audience, and Purpose
Chapter 3: Narrowing a topic
Chapter 3: Revising, Editing, and Proofreading
- Week 4: Chapter 4: Strengthening Paragraphs
Chapter 4: Time, Space, and Order of Importance
Chapter 4: Relevance and Exact Language
- Week 5: First Paper
(Important: Use Transitions, Related Sentences, and Logical Order)
Peer Reviews – Edit, Proofread, and Revise
- Week 6: Chapter 5: Essays
Chapter 5: Outlining, Drafting, and Revising
- Week 7: Chapter 6: Subjects and Verbs
Chapter 6: Prepositional Phrases
- Week 8: Chapter 13: Coordination
Chapter 14: Subordination
- Week 9: Chapter 7: Sentence Fragments
Chapter 7: Complete Subjects and Verbs
Second Paper
- Week 10: Chapter 8: Subject-Verb Agreement (Present)
Chapter 8: Irregular Verbs
Chapter 8: Focusing on the True Subject
- Week 11: Chapter 9: Subject-Verb Agreement (Past)
Chapter 9: Irregular Verbs
Third Paper
- Week 12: Peer Reviews – Edit, Proofread, and Revise
Chapter 12: Cause and Effect
- Week 13: Chapter 15: Run-on Sentences
Chapter 16: Semicolons

- Week 14: Chapter 26: Capitalization
Chapter 27: Commas
Chapter 28: Apostrophes
- Week 15: Fourth Paper
(Specific Groups, Styles, etc.)
Peer Reviews – Edit, Proofread, and Revise
- Week 16: Final Paper
Simplify, Condense
Peer Reviews – Edit, Proofread, and Revise