ELA L3 GRAMMAR
SPRING 2010

Syllabus

Course Title/Course Number/Section Number/Synonym Number:
ELA L3 Grammar/ESI 038/CRFG3/0143991

Course Meeting Days/Times/Classroom:
Tuesdays & Thursdays 8:00-9:50 a.m., Room 3010 Cedar Hall

Instructor: Nancy Obermueller
Office Hours/Conferences with Students: By Appointment
Instructor Contact Information:
Kirkwood email: nobermu@kirkwood.edu
Cell Phone #: 319/491-5002
   Nancy’s Work at Kirkwood Library Reference Desk, Benton Hall:
   Mondays 1:30-9:30 p.m.; Tuesdays & Thursdays 10:00 a.m.-2:00 p.m.
   Reference Desk phone: 319/398-5697
   Library Office: Room 159 – If necessary, can put assignments in large white
   Nancy Obermueller envelope on window next to office door.

ELA Program Coordinator: Dr. Catherine Schaff-Stump
   Phone: 398-5581; Office: 3052 Cedar Hall

Course Books and Materials:
Focus on Grammar 3: An Integrated Skills Approach, Third Edition, Marjorie Fuchs, Margaret
   Bonner, and Miriam Westheimer
Focus on Grammar 3: An Integrated Skills Approach, Third Edition—Workbook, Marjorie Fuchs
   Notebook, pen, pencil for in-class writings

Course Description:
Continues practice in English grammar for non-native speakers of English at the beginning
intermediate level.

Learning Objectives and Course Competencies:

- Students will review simple present, simple past, past progressive, and future tenses.
- Students will use present perfect and past perfect tenses correctly when speaking and writing.
- Students will learn to use wh- structures.
- Students will learn and use reflexive and reciprocal pronouns.
- Students will learn and use phrasal verbs.
- Students will understand and use count and non-count words correctly in writing and speaking.
- Students will expand their repertoire of nouns and qualifiers.
- Students will learn modals and related expressions.
- Students will gain competency with comparative and superlative adjectives.
- Students will expand their ability to use gerunds and infinitives.
Productive Classroom Learning Environment:
- We believe that the best learning takes place in an environment where faculty and students practice trust and mutual respect.
- Faculty and students work cooperatively, recognize and respect differences, model positive attitude and character values, and become lifelong learners.
- Students promote trust by preparing honest and thoughtful work and by expecting evaluation based on performance. Faculty promote trust by setting clear guidelines for assignments and evaluations, honest feedback, and by assigning bias-free grades.
- Students show respect by being prepared and attending class on time, by paying attention, contributing to discussions, listening respectfully to others' points of view, meeting deadlines, and by striving for their best performance. Faculty show respect by their timeliness and preparedness, by taking students seriously, by valuing their goals and aspirations, and by providing honest feedback.

Other Learning Environment Expectations:
-- During this course your focus should be on thinking, discussion, and learning.
-- Participation includes asking questions, answering questions, and listening.
-- If you are carrying on a conversation while someone else is speaking, you are not participating and your attendance may be docked for that day.
-- Student behavior that is disruptive or prevents other students from learning is inappropriate in a college classroom and instructors reserve the right to ask the offending students to control their behavior or leave for the day. If an instructor dismisses a student from class, the instructor will notify the dean in writing of the problem, the action taken by the instructor and the instructor's recommendation.
-- Please turn off cell phones and pagers during class time. Assistive learning devices are welcome.
-- If a student violates the following expectation, disciplinary action may be taken according to the Kirkwood Community College policies. The following will NOT be allowed in the classroom:
  - Firearms, weapons, or tools (even if you have a permit)
  - Animals (unless it is an animal for assistance)
  - Dangerous or illegal substances
  - Drug paraphernalia

Attendance Policy:
Regular attendance, participation in class, and completion of class activities and assignments are expected, because these aspects of class are crucial to learning and expected of all students.

Faculty design educational experiences to facilitate learning and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes are regarded as integral to learning and is expected of all students.

If you miss a class, contact me as soon as possible to talk about possible make-up assignments.

Students involved in college-sponsored activities, must give written notice to the instructor, in advance of an absence, unless a last-minute schedule change makes this notice impossible. Contact me as soon as possible to discuss alternatives.

If you miss 10 hours of class (on our Tuesday-Thursday class schedule, each class is worth 2 hours), you are at risk of failing the class. See me to discuss your possibilities.

Late Assignments:
I expect you to complete all assigned quizzes, tests, and projects and to turn them in on due dates. Late work will have 10% deducted.
If you are ill or have another valid problem, contact me. I will make a case-by-case determination on whether or not your work is considered “late.”

**Grading:**
Grades will be based on an overall assessment of attendance and participation as well as completion of tests, quizzes, and writing assignments.

Students must earn a passing grade of 70% on all work. ELA students in Levels 2 and 3 receive P (Pass) or F (Fail) final grades.

**Evaluation: How final grades are determined:**
- Quizzes & Tests: 30%
- Homework: 30%
- Class Participation & Attendance: 20%
- Final Exam: 20%

**Grading Scale:**
- A: 90%-100%
- B: 80%-89%
- C: 70%-79%
- F: 69% and below

FW: This grade has the same negative effect on your grade point as an F. The FW grade indicates that a student failed the course, had not attended after the 60% point of the course, and did not withdraw from the course by the withdrawal deadline.

**Support Services:**
- **Tutoring Center** -- 2071 Cedar Hall, 319-398-5425
  Hours: 8 a.m.-7 p.m. Monday-Thursday, and 8 a.m.-5 p.m. on Friday

- **Writing Center** -- 3067 Cedar Hall
  Make an appointment by signing up at the Writing Center or calling 398-5411 ext. 5055.
  Hours: See schedule on Writing Center door.

**Important Dates This Semester:**
- January 11 – First day of classes
- January 15 – Last day to add a class without a signature
- January 18 – College Holiday (Martin Luther King, Jr., Day) – No Classes; Offices closed
- March 15-20 – Spring Break – No Classes
- April 2 -- College Holiday – No Classes; Offices Closed
- April 3 – Student Recess Day
- April 15 – Last day to drop an individual class (may do online via EagleNet, Drop/Add Class form)
- May 6 – Last day of classes; also last day to drop/withdraw entire registration/all classes (may do online via EagleNet)
- May 7-13 – Finals Week
- May 15 – Commencement
**Plagiarism Policy:**
Kirkwood Community College endeavors to reinforce the value of independent, honest work on the part of the students. Students are expected to conduct themselves with scholarly integrity. Cheating and plagiarism are serious acts of misconduct and shall be subject to disciplinary action, including possible expulsion from the college.

According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own…, to use created productions without crediting the source…, to commit literary theft…, to present as new and original an idea or product derived from an existing source.”

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you use a verifiable work process on assignments. Keep copies of your work, make photocopies of research materials and/or source information, write summaries of research materials, keep Writing Center receipts, write logs or journals of your work on assignments and papers, and save drafts and final versions of assignments under individual file names on computer disk or flashdrive.

The inability to authenticate your work, should an instructor request it, is a sufficient cause for failing the assignment.

In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means to ascertain authenticity, such as doing internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc.

**Americans with Disabilities Act:**
Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with the Learning Services Department, 2063 Cedar Hall, 398-5574, as soon as possible.

**Weather-Related Closings or Delays:**
Weather Notices: Local television, local radio stations, including KCCK-FM 88.3, Kirkwood website at [www.kirkwood.edu](http://www.kirkwood.edu). You can also call Kirkwood at 398-1299 for weather notices.

Additionally, Kirkwood students, staff, and faculty may register for the Kirkwood Alert system, which will provide emergency notification and information via cell phone or pager, email, smartphone or PDA. See www.kirkwood.edu/alert for further information and to register.

If we experience weather-related closing or delays, the college policy is that students should report to whatever class would normally be in session when the campus opens.