

**FALL 2013 Elementary Grammar and Communication A  
Sangren 4520**

**Instructor:** Judith Buchanan  
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**Office Hours:** 12:10-1:30, M, TH, F; or by appointment in Sangren 4520

**Grammar and Communication Goals:**

- Develop fluency in speaking and writing
- Learn basic English grammar
- Self-edit for accuracy in writing and speaking
- Develop awareness of the relationship of grammar to meaning

**Required Textbook: (Buy this at the bookstore)**

**Grammar and Beyond 1**, by Randi Reppen

**Recommended:**

**Grammar and Beyond 1 Workbook**, by Kerry Vrabel  
Notebook, writing materials, highlighter

**Class Grade:**

- 1. Develop fluency in speaking and writing: Speaking and Essay Writing - 30%**
- 2. Learn basic English grammar: Quizzes, tests, homework – 30%**
- 3. Self-edit for grammatical accuracy in speaking and writing – 15%**
- 4. Develop awareness of the relationship of grammar to meaning – 15**
- 5. Classroom Participation – 10%**

A	95 – 100 (Excellent)	C/B	80 – 84 (Satisfactory)
B/A	90 – 94 (Good)	C	75 – 79 (Satisfactory)
B	85 – 89 (Good)	D/C	70 – 74 (not passing)

- 1. You MUST have a 75% grade average to pass the class**
- 2. You MUST complete all major tests and assignments to pass the class.**
- 3. MORE THAN THREE ABSENCES WILL LOWER YOUR GRADE!**
- 4. NO RE-TAKING TESTS, NO EXTRA CREDIT**

**Final Grade:**

The final grade in this class will have two components. The first is the class grade. The second is the assessment rating on a 30-minute essay. The class grade will be assigned by the instructor according to this syllabus. The assessment will be rated by a group of CELCIS instructors.

At the end of the semester, CELCIS instructors will evaluate the assessment product based on a set of rubrics for each level. The product will be evaluated as either “satisfactory” or “unsatisfactory.”

Satisfactory means the product meets the criteria for the level. Unsatisfactory means the product does not meet the criteria for the level. A satisfactory rating will raise your class grade by a half grade (e.g. B to BA). An unsatisfactory rating will lower your class grade by a half grade (e.g. B to CB). Students who do not produce the assessment product will earn an “unsatisfactory” rating on the product and their grade will be lowered.

The 30-minute writing sample which demonstrates preparation for university work:

- effectively responds to and develops the topic with extensive use of details and examples.
- displays consistent facility in the use of language (grammar, mechanics, spelling).
- controls advanced sentence constructions well.
- uses appropriate topic/main idea sentences, written with style.
- uses appropriate connecting words and other cohesive devices.
- displays a well-developed paragraph structure and form, showing smooth logical order.
- uses an appropriate range of academic vocabulary, used precisely.

#### **Attendance:**

The CELCIS attendance policy will be strictly followed. If you have more than three absences your grade will be lowered according to the attendance policy. No absences will be excused. If you are absent fill out an absence report form as soon as you return to class. The class will begin promptly. If you are late you will be marked absent.

#### **Academic Honesty:**

You are responsible for making yourself aware of and understanding the policies and procedures in the *Fall 2013 CELCIS Student Handbook* which are about academic honesty. These policies are about cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity, and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Judicial Affairs. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have an opportunity for a hearing. You should consult with the instructor if you are uncertain about an issue of academic dishonesty before you submit an assignment or test.

#### **Accommodation Statement:**

Any student with a documented disability (e.g. physical, learning, vision, hearing etc.) who needs to arrange reasonable accommodations must contact the professor and/or Disabled Students Resources and Services within the first week of class.