

UNIV 1105: Improving Grammar, Usage, and Style
Course Syllabus for Fall 2009
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or by appointment

The course syllabus is a general plan for the course; deviations may be necessary and will be announced to the class by the professor.

Course description: This course will help you to

- master the grammar and punctuation rules of standard written English
- edit your college papers and reports more effectively
- work towards a clearer, more fluent, and more mature writing style

The course format will be part lecture, part workshop (i.e., group exercises and activities). You will have daily homework assignments in the grammar textbook and will have a test following each grammar unit. There will be a three-hour final exam.

Required textbook and other requirements:

- Diana Hacker, *Rules for Writers*, 6th ed. (abbreviated as *RW*)
- A loose-leaf or spiral notebook, pens, and pencils
- WebCT documents that I instruct you to print out. You must check WebCT daily. You are responsible for reading any WebCT emails or postings I send out prior to 5:00 p.m. on any day. If you are unfamiliar with WebCT, see the section below.

WebCT:

Here is how to access WebCT:

1. Go to the UGA homepage (located at www.uga.edu) and scroll to the bottom of the page. Click on WebCT.
2. Enter your UGA MyID (this is the string of letters/numbers that appear before the @ in your UGA email address).
3. Then enter your password (the same password you use to get into your UGA email).
4. Click “submit.”
5. Under the heading “Courses,” you will see listed any courses in which your professors are using WebCT. Click on the name of our course: UNIV 1105.
6. On this page you will see three links: to Course Content, to Communication, and to Student Tools.
7. Click on Course Content to get you into the page where I will post documents.
8. To access your WebCT email, click on Communication, and then click on Mail. You may send emails to one another and to me this way (click on Compose and then click on Browse to get a list of everyone in the class). If you do not want to have to keep going into WebCT to check for email messages sent that way, you

can have your WebCT email messages forwarded to your UGA email address. Here is how to set this up:

- a. Go into our WebCT course and click on Mail.
- b. Click on the box to the right that says Message Settings.
- c. In the Mail Forwarding box (the first box), check both boxes and type your UGA email address in the blank.
- d. Click on Update at the bottom of that page.

Your WebCT incoming email will be forwarded to your UGA email account. However, if you want to reply to the forwarded email, you cannot do it from your uga email account. You have to go to WebCT mail, find the message in your inbox, and reply from there.

Daily Class Requirements:

- Bring *RW* to class every day.
- Arrive at class *with your homework already done*. If you are scrambling to finish your homework at the beginning of class, I will make a note of this and your effort grade will be negatively affected.
- Turn your homework in as soon as you arrive at class, even if you arrive late. Leave the homework on my desk. Your homework should be done in complete sentences; it should either be typed or written legibly in pen.
- Arrive on time for class and sit with your designated group. As soon as at least two group members are there, begin comparing and discussing your answers to that day's homework assignment. You will not have your homework answers in front of you, since you will have turned them in, but you should be able to remember what your answers were. If you want, you can also write your answers in the book or make a copy of the assignment you turned in to me so that you will have it to refer to when you go over the homework.
- All electronic devices (cell phones, laptop computers, ipods, headphones, etc.) must be turned off and put away as soon as you arrive at class and must remain turned off and out of sight throughout the class period. If you use any of these devices during class, you may be asked to leave the class.
- Stay on task during class. Inappropriate behavior—stuff like chatting when you are supposed to be discussing homework answers or doing group exercises, not paying attention to the lesson, dozing, checking or using your cell phone, using your laptop computer, reading the newspaper, doing homework for other classes, leaving class to go to the restroom or to get a drink of water, etc.—will have a negative effect on your effort grade.

Attendance and punctuality policy:

If you exceed five absences, you will be withdrawn from the course. All absences count towards this limit, no matter what the reason for the absence. Arriving at class 10 or more minutes late or leaving class 10 or more minutes before the end of the period will count as an absence. If you are withdrawn from the course prior to the University's withdrawal deadline, which is two weeks after the semester's midpoint, you will receive a grade of "WP" on your transcript if your average in the course is passing; you will receive a "WF" if your average in the course is failing. If you are withdrawn after the

withdrawal deadline, you will receive a grade of “WF” regardless of your average in the course.

If you are absent from class the day a test is scheduled, you may make up the test only if the following conditions are met: you have a valid excuse and I accept that excuse; you notify me of this excuse prior to the day of the test or by 5:00 p.m. that day (email me); you take the make-up test before the next class; you provide me with any documentation of your excuse that I request and give it to me no later than a week after the date the test was scheduled for.

Class will start promptly at 12:20. If you arrive after I have taken attendance but prior to 12:30, you will be marked as tardy. Your attendance and punctuality record will affect your effort grade for the course.

However, I do understand that students may have personal issues or situations that might cause them to have to be absent or tardy from time to time. I care about students as individuals and am willing to listen and, if I feel your situation warrants it, to adjust a particular policy for you accordingly. Therefore, if your absence or tardiness was due to an issue beyond your control, please come talk to me about it (but do so soon after the absence or tardiness—within a week; do not wait until the end of the semester). If such extenuating circumstances account for most of your absences, I will consider extending your limit by one or two absences. However, if personal circumstances are such that you are going to have to be absent numerous times, I advise you to withdraw because you will not get much out of the course if you miss several classes.

If you have a class before ours on a distant part of campus and hence have to arrive a few minutes late each time, please inform me of this circumstance at the beginning of the semester or as soon as the problem begins. Put your excuse in writing, and give me the name of the course, the location of the class, and the name of the professor. If you do this, I will not mark you as tardy (but only if you let me know about the situation right away, not at the end of the semester).

Any student who displays disruptive or harassing behavior will be withdrawn from the course.

A student who has perfect attendance will have one point added to his or her final average. A student who has perfect punctuality (i.e., is in his or her seat by 9:05 each day for the second-period class and by 10:10 each day for the third-period class) will have one point added to his or her final average.

Grading: Your final grade for the course will be calculated as follows:

- 60%--average of your test grades (after lowest grade is dropped)
- 15%--effort grade*
- 25%--grade on final exam

***Your effort grade:** In calculating your effort grade, I will take into consideration your homework record, your attendance and punctuality record, the quality of your effort and participation in class exercises and discussions, and your classroom behavior. Your homework will not receive conventional letter or number grades; it will receive a circled checkmark if it is done completely, neatly, and correctly; a checkmark if it is done completely and neatly but contains some incorrect answers; a minus if it is done incompletely or messily/illegibly or contains numerous incorrect answers; and a zero if it is not turned in or if the wrong homework is turned in. Homework is due at the beginning of class; just leave it on my desk when you arrive (even if you arrive late). I will not accept it after that. Do not send me your homework electronically unless you are absent. If you are absent, you must submit your homework by 5:00 p.m. the day it is due (either drop off a hard copy at my office or send me an electronic copy).

Numerical and letter grade equivalents:

93.5 and above	A	73.5-76.4	C
89.5-93.4	A-	69.5-73.4	C-
86.5-89.4	B+	66.5-69.4	D+
83.5-86.4	B	63.5-66.4	D
79.5-83.4	B-	59.5-63.4	D-
76.5-79.4	C+	0-59.4	F

Extra credit: Beginning the third week of class, you are encouraged to turn in a paper you already submitted for another course this semester or the previous semester to be used for an editing exercise in our course. For classroom editing, I will select sections of papers that contain errors or stylistic problems covered thus far in the course. We will spend the last 10 or 15 minutes of some classes analyzing and discussing these errors/stylistic problems. The author’s identity will not be disclosed. This offer is limited to one submission per student. Two points will be added onto your final course grade if you submit a paper, regardless of whether I use it for an editing exercise.

University’s statement on academic honesty: All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at:

<http://www.uga.edu/ovpi/honesty/acadhon.htm>.

Penalties for a conviction of plagiarism and other forms of academic dishonesty range from receiving an F for the course to being expelled from the university.

Teacher absence: If I have not shown up for class within the first ten minutes of the period, it means that an emergency has occurred and class is cancelled. You are free to leave after ten minutes.

Sequence of topics:

We will cover the following topics in the course, with a test given at the end of each topic:

- The Basics (parts of speech, sentence patterns and types, subordinate word groups)
- Grammar (sentence fragment errors, run-on sentence errors, subject-verb agreement, pronoun-antecedent agreement, pronoun reference, pronoun case, standard usage for adjectives, adverbs, and verbs)
- Punctuation (commas, semicolons, colons, apostrophes, question marks and other end punctuation)
- Mechanics (abbreviations, numbers, italics, spelling, hyphens, capital and lower-case letters)
- Clarity (parallelism, adding needed words, mixed construction errors, misplaced and dangling modifier errors, shift errors, emphasis, sentence variety, conciseness [avoiding wordy writing], appropriate and exact language)

Daily schedule:

Shortly before the beginning of each new topic phase, I will post on WebCT the schedule of assignments for that phase. The first topic phase is included here on the syllabus.

NOTE: Across from each date, I first indicate briefly what we will do in class that day. Following this description I indicate what you should do for homework for the next class. This homework is given following the abbreviation “HW.” I want to stress that this homework is not what was supposed to have been done for that day’s class but what is supposed to be done before the next class. Got it?

8/17 Introduction. Go over syllabus. HW: 1) Read syllabus *carefully* (you are responsible for being aware of all the policies and requirements explained in it). 2) Fill out the questionnaire and write the required letter on the back of it. 3) Purchase the textbook. Look over section 62.

8/19 Begin unit on **The Basics**. Parts of speech. HW: In *RW* study section 62 and do the numbered sentences in ex. 62-1 (but underline only the true nouns, not the nouns that are used as adjectives), ex. 62-2, ex. 62-3, and ex. 62-4.

8/21 Sentence patterns. HW: In *RW* study section 63 and do the numbered sentences in ex. 63-1, ex. 63-2, and ex. 63-3.

8/24 Subordinate word groups. HW: In *RW* study section 64 and do the numbered sentences in ex. 64-1, ex. 64-2 (label each subordinate clause that you underline as *noun*, *adjective*, or *adverb*), and ex. 64-3.

8/26 Sentence types. HW: In *RW* study section 65 and do the numbered sentences in ex. 65-1. Print out practice test posted on WebCT. Bring this to class.

8/28 Review for test over The Basics. HW: Study for test.

8/31 **Test 1: over The Basics**. HW: In *RW* study section 19.