

ENGL 4300-01 (English Grammar)

MW 12:30 – 1:50 pm / Pafford 109

Spring Semester 2012

Dr. David W. Newton

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Office Hours:

MW 11:00 -12:15 pm; 2:00- 4:00 pm

Please call or email to schedule an appointment at an alternate time.

Course Description: In this course we will explore the structure or grammar of the English language and work toward understanding the principles or rules that make it work. This course is primarily designed for English majors who seek to improve the grammatical proficiency of their writing and for future teachers at the secondary and college level. However, this course also has applications for students entering business and industry, science and medical fields, law and politics, media and public relations, or anyone else who appreciates how the ability to use language effectively contributes to personal and professional success in life. In this course we will discover that knowing how to speak a language and knowing how that language is structured are different kinds of knowledge. Even the ability to speak grammatically correct sentences in no way guarantees that a speaker knows enough about English to explain what makes those sentences grammatical. This course is designed to help you achieve that kind of higher level, analytical knowledge. We will refer frequently to Standard English, and, certainly, one of the benefits of this course is that it will help you refine your written and verbal language skills. However, this is not simply a course about grammatical correctness and prescriptive rules of grammar; instead, this course is designed to help you understand *how* the English language functions, what structures and rules are behind the sentence constructions that you and others create every day. To accomplish this task, we will learn some basic linguistic and grammatical concepts, and we will learn how to analyze (and diagram) different phrase and clause constructions. Along the way, we will also take some time to learn how elements of the language (verbs, nouns, sentence structures, pronouns, etc.) emerged and changed over time to create the language we use today.

Learning Outcomes: 1) Students will learn the general principles of comparative linguistics; 2) Students will learn some of the most significant causes of change in the historical development of the English language; 3) Students will learn how to apply grammatical concepts, analysis, and theory to "real-world" situations such as teaching and text editing; 4) Students will be able to identify some of the most significant theories and methods that shape the contemporary study of grammar, including prescriptive and descriptive grammar, clause and phrase structure grammar, and transformational-generative grammar; 5) Students will develop the ability to understand and articulate the concept of dialect or variety in English; 6) Students will demonstrate in both oral and written work a discipline-specific critical facility through convincing and well supported analysis of course-related material; and 7) Students will learn to use discipline-specific computer technologies related to the study of language.

Relationship of Course to Program Goals: 1) This course fulfills the language and writing requirement in the major; 2) This course fulfills the language requirement for secondary certification in English and Middle Grades Language Arts certification; 3) Students will develop the analytical and/or oral communication skills required to pursue graduate study or careers in teaching, writing, business and a variety of other fields; 4) Students will be able to define and pursue independent research agendas; 5) This course contributes to the program goal of equipping students with a foundation in the history and development of the English language and the issues surrounding language study in contemporary culture; 6) This course broadens students' desire and ability to understand, appreciate, and utilize the English language in its historical and linguistic contexts.

Required Texts:

Vitto, Cindy. *Grammar by Diagram*. Second Edition. Broadview Press, 2006.

Vitto, Cindy. *Grammar by Diagram Workbook*. Broadview Press, 2008.

Supplemental material will be posted on Course Den

Grading Scale: Students will be assigned a letter grade for each assignment ranging from A+ to F based on the following numerical scale. The numerical grade will be used when calculating the final average at the end of the semester.

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	below 60 = F
94-96 = A	84-86 = B	74- 76 = C	64-66 = D	
90-93 = A-	80-83 = B-	70- 73 = C-	60-63 = D-	

Course Evaluation

10%	Grammar Workbook	20%	Examination II
10%	Quizzes and CourseDen Discussion List	20%	Examination III
20%	Examination I	20%	Examination IV (Final)

Attendance Requirements: Grammar is a challenging subject, and it requires different critical and analytical skills than those you have developed in literature and writing courses. Consequently, careful preparation and active participation are crucial to your success in this course. I expect you to be present and on time for all class meetings. Readings and homework exercises should be completed in advance of each class. You should be prepared to participate actively by volunteering to complete exercises OR by simply *asking* questions. Remember: if you do not understand something presented in class, *ask!*

If you are going to be absent from class, you should let me know, preferably in advance. Late work will not be accepted unless you make arrangements with me in advance and you have a legitimate reason (a serious medical or family emergency) for turning in work after it is due. In the case of excused absences, it is your responsibility to make arrangements with me to complete assignments you have missed immediately upon your return to class. Failure to follow these guidelines will result in a zero or a reduction in the grade for assignments not submitted on time. I do not allow students to make up unannounced quizzes under any circumstances.

If you find it unavoidable to miss class, be aware of the following guidelines: 1) Four (4) absences are allowed during the semester. Every absence thereafter will result in a 2 point grade reduction of your final grade in the course, regardless of the nature of the absence. I do not make distinctions between excused and unexcused absences, so you should use your allotted absences wisely. Unplanned or unexpected occurrences are likely, so be prepared to use absences for these events only; 2) Class roll will be taken at the beginning of every class. If you arrive late, it is your responsibility to let me know immediately after class or you will be counted absent. It is your responsibility to keep up with your absences and tardies; 3) Entering class late and leaving class before it is over will count as an unexcused absence, unless you have a legitimate medical excuse for doing so. Reasons related to outside employment or work in other classes are not legitimate excuses for habitually leaving class early or arriving late; 4) Excessive absences or tardiness from class may result in your administrative withdrawal from this course.

Textbook Exercises: Along with the reading assignments from the course textbook, you will be expected to complete the exercises in the course textbook as part of your weekly preparation for class. I will post the list of exercises from each chapter that you will need to complete on CourseDen. I expect you to have these exercises completed in advance and to bring them with you to class so that we can use them as our part of our classroom learning.

Workbook Exercises: To help you master the concepts in this class, you will also complete the supplemental exercises in the grammar workbook (required for this course). Typically, you will need to complete all of the exercises from each chapter. I will post a list of any you may omit on CourseDen. You will receive credit toward your final grade (10%) for completing the exercises. I will collect the workbooks during each exam to check your progress. Many of the exercises on the exams will be taken directly from the workbook (as well as the textbook), so completing the exercises will help you to prepare for the exams.

Quizzes: We will have unannounced quizzes throughout the semester, usually every week. These quizzes will be brief and will be given at the beginning of class. If you arrive late to class you most likely will miss the quiz. Quizzes will include course content that we have already covered in class and will consist of exercises taken from the textbook and workbook. Please note that there will be no opportunities to make up any of the unannounced quizzes that you miss, so you should make every effort to be in class and on time every day we meet. We will also have several longer quizzes that will cover material from the course that I expect you to study on your own. These quiz dates (and the sections in the textbook that they will cover) are listed on the syllabus. These quizzes will count for twice as much as the unannounced quizzes. I will offer make-up quizzes for the longer quizzes but only for legitimate medical or personal circumstances. These make-up quizzes will be given at my discretion, so I strongly encourage you not to miss them. I will drop at least one of the unannounced quizzes before I average your final quiz grade.

Discussion List on CourseDen: All students will be expected to participate actively each week on the discussion list on CourseDen. You can participate by asking a question about grammar or the English language, posting an observation or comment about grammar that is related to our study in this course, or responding to a post by someone else in the class. You should post at least one comment and one response to someone else's post every week. Posts must be made every week to receive full credit. Based on the number and quality of your posts, you will receive a grade (equivalent to four quizzes) that will be added to your final quiz average. More information on using the Discussion List and contributing posts can be found on CourseDen.

Examinations: There will be four (4) major examinations. Each exam will cover approximately three chapters in the textbook/workbook and will draw from the following: 1) information from the course textbook and workbook including key terms, methods, and practice exercises; and 2) supplemental lectures and other materials provided by the instructor and posted on CourseDen. Exams will consist of short answer questions or identifications (for such things as definitions and methods of sentence structure analysis), sentence exercises, and sentence diagrams. Most of the exercises on the exams will be similar to the exercises in the textbook and workbook, so completing those exercises will help you on the exams. Late exams will be marked down one letter grade for each day they are late unless you make arrangements with me in advance *and* you have a legitimate *medical* or personal reason for completing the exam after the deadline. The date for each exam is listed on the course syllabus. A study guide for each chapter will be posted on CourseDen.

Electronic Devices: Please turn off all cell phones, pagers, and other electronic devices before entering class. No text messaging or phone calls are permitted during class. Use of them will result from your dismissal from class. You may use laptops for class-related work only. Using them for other purposes will result in dismissal from class.

Extra Credit Policy: I do not give extra credit for additional assignments in this course. Students should focus on completing successfully the requirements described above.

Technology: You need to be familiar with CourseDen (<http://westga.view.usg.edu>) and have basic computing skills to participate in this course. Course information, lecture notes, and other materials related to this course will be posted on CourseDen. Student tutorials for CourseDen are available online. Let me know if you need assistance with using these online components.

Email: The official communication method for all UWG classes is through campus email (MyUWG). Please use your campus email when communicating with me about this course. Messages from off-campus email addresses are likely to be sent to my junk mail folder, and I will not know you have sent them. Announcements and other information will be posted on CourseDen, so check your account before each class for updates to this course.

Special Needs: I will accommodate any student who has an officially diagnosed disability. If you have a registered disability that requires accommodation, set up at time to meet with me. If you have a disability that is not registered, please contact the Disabilities Services Office, 272 Parker Hall, at (678) 839-6428. See <http://www.westga.edu/~dserve/> for further information.

Academic Honesty: At West Georgia, each student is expected to achieve and maintain the highest standards of academic honesty and excellence. Not only does academic honesty preserve the integrity of both the student and the institution, but it is also essential in gaining a true education. The West Georgia student, therefore, pledges not to lie, cheat, steal or engage in plagiarism in the pursuit of his or her studies and is expected to report those who do. Cheating of any kind will not be tolerated in this class, including tests, exams, and otehr materials submitted for a grade. Cheating during tests and exams may include, but is not limited to, consulting with other students, using books or notes without permission, using electronic devices, or using any other means that provides students with an unauthorized advantage that other students do not have. Instances of academic dishonesty will result in removal from the course with a failing grade and referral to the University Honor Council. It is your responsibility to report instances of academic dishonesty if you see them occur. Remember, cheating hurts every student in the class. The University policies for handling Academic Dishonesty are found in the following documents:

The Faculty Handbook, sections 207 and 208.0401 (<http://www.westga.edu/~vpaa/handrev/>)
Uncatalogue: "Rights and Responsibilities"; Appendix J. (<http://www.westga.edu/handbook/>)

Department Policy on Disruptive Behavior: Students may be dismissed from any class meeting during which they exhibit behavior that disrupts the learning environment of others. Such behavior includes—but is not limited to—arriving late for class, allowing cell phones to ring, speaking disrespectfully to the instructor and/or to other students, checking email or surfing the web, and using personal electronic devices. Each dismissal of this kind will count as an absence and will be applied toward the attendance policy detailed above. If you have concerns about disruptive behavior or would like to discuss the classroom environment or your participation in this class, please set up a time to meet with me. I will be happy to speak with you about these matters. For more information see http://www.westga.edu/~stusrvc/distressed_students.htm.

Conferences and Outside Assistance: I will be glad to meet with you outside of class to discuss your progress in this course. If you are having trouble with the material in this course or have questions and/or concerns you would like to discuss, please set up a time to meet with me. The best way to contact me is through email (dnewton@westga.edu) or my office phone (679-839-4877).

Weekly reading assignments and exam schedule is outlined below:

ENGL 4300 (English Grammar)
Spring Semester 2012 / Chapter Readings and Important Dates

NOTE: The last day to withdraw from this course with a grade of W/WF is **Friday, March 2, 2012**. After that date you must apply for a hardship withdrawal and withdraw from *all* of your courses.

NOTE: Changes or additions to the readings may occur. These will be announced and posted on CourseDen. Study guides for each chapter and supplemental materials will be posted on CourseDen.

M 1/9	Review Syllabus & Course Introduction
W 1/11	An Introduction to Language and the Study of Grammar Read: Vitto, Introduction, 9-15; Daniels, “Nine Ideas about Language” (CourseDen); Roberts, “A Brief History of English” (CourseDen); David Crystal, “The Prescriptive Tradition” (CourseDen)
M 1/16	MLK Holiday (No Classes Held)
W 1/18	Vitto, Chapter 1, “The Eight Parts of Speech, Sections 1, 2 & 3
M 1/23	Chapter 1, “The Eight Parts of Speech, Sections 4, 5, 6 & 7
W 1/25	Vitto, Chapter 2, “Basic Sentence Patterns: <i>Be</i> and Linking Verbs” Appendix Five: Diagraming Summary (Refer to the appendix for information on all the basic sentence patterns)
M 1/30	Chapter 2, “Basic Sentence Patterns: <i>Be</i> and Linking Verbs”
W 2/1	Quiz, Chapter 1, Sections 1, 2, 4, 5 & 7 Chapter 3, “Basic Sentence Patterns: Intransitive and Transitive Verbs”
M 2/6	Chapter 3, “Basic Sentence Patterns: Intransitive and Transitive Verbs”
W 2/8	Quiz, Chapter 12 (Apostrophes & Possessives) Basic Sentence Patterns, Conclusion and Review
M 2/13	Chapter 4, “Usage Problems Associated with Adjectives and Adverbs”
W 2/15	Examination I (Introduction; Chapter 1 [Sections 3 and 6]; Chapters 2 & 3) Workbook Chapters Due in Class
M 2/20	Chapter 5, “Combining and Expanding Patterns: Compound Structures”
W 2/22	Quiz, Chapter 12 (Quotation Marks & Quotations) Chapter 5, “Combining and Expanding Patterns: Compound Structures”
M 2/27	Chapter 6, “Complex Sentences with Noun Clauses” Quiz, Chapter 12 (Ellipsis, Brackets, and Capitalization)

W 2/29	Chapter 6, "Complex Sentences with Noun Clauses"
F 3/2	Last Day to Withdraw with a W/WF
M 3/5	Chapter 7, "Combining and Expanding Patterns: Complex Sentences with Adverb and Relative Clauses"
W 3/7	Examination II (Chapters 4, 5, and 6) Workbook Chapters Due in Class
M 3/12	Chapter 7, "Complex Sentences with Adverb and Relative Clauses"
W 3/14	Chapter 8, "Usage Problems of Case, Agreement, and Consistency"
M 3/19 & W 3/21	Spring Break (No Classes Held)
M 3/26	Chapter 9, "Verbs" Appendix Two: "Verb Conjugations" Appendix Three: "Irregular and Troublesome Verbs"
W 3/28	Chapter 9, "Verbs"
M 4/2	Out of Town (No Class)
W 4/4	Examination III (Chapters 7, 8 & 12 [Semicolons, Colon, Dash, Hyphen, and Slash]) Workbook Chapters Due in Class
M 4/9	Chapter 10, "Verbals"
W 4/11	Chapter 10, "Verbals"
M 4/16	Chapter 11, "Usage Problems Associated with Verbs and Verbals"
W 4/18	Last Day of Class (Course Evaluations) Chapter 11, "Usage Problems Associated with Verbs and Verbals"
W 4/25	Cumulative Final Examination (Chapters 9, 10, 11 & 12 [Commas]) 11:00 am – 1:00 pm (Pafford 109) Workbook Chapters Due in Class