

CSKLS 312.1 GRAMMAR AND WRITING REVIEW – Sentences and Paragraphs

Instructor: Karen Roche

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Office Hrs: Response to all e-mail/discussion posts within 24-hours M-Th

Class Times: Class is 100% online and asynchronous. Zoom meetings can be scheduled as warranted.

This course covers the basic grammatical construction and punctuation of a variety of sentence types and includes methods for correcting fragment sentences and run-ons. Students will apply concepts to short written compositions.

Content

We will be studying the correct usage of commas, semicolons, quotations, and apostrophes. If you took CSKL 312.1, the material builds from the sentence study of that class. If this is your first time with an online class, you'll be given additional background and reference to put these topics in context.

We will be doing a variety of online exercises; readings and responses; and a longer written composition, all aimed at developing your application of your punctuation skills.

Course Objectives

Upon completion of this course, students will be able to

1. Apply basic capitalization rules to their writing.
2. Use the correct end marks for all types of sentences.
3. Identify subjects, verbs, objects, modifying phrases, and conjunctions in simple, compound, and complex sentences.
4. Identify fragment sentences and revise them to make them complete sentences.
5. Identify run-ons and comma splices and apply at least three methods for changing run-ons and comma splices into compound or complex sentences.
6. Structure their ideas into a multi-paragraph composition that includes an introduction, body, and conclusion.
7. Word-process writing assignments, using basic MLA (Modern Language Association) format for college papers.

Expectations/Assignments

During the course, students will be expected to participate and submit all assignments and discussion assignments, including, but not limited to:

1. Exercises on using commas, quotation marks, apostrophes and semi-colons
2. Exercises using Microsoft Word and basic MLA format, plus computer-based exercises covering class concepts
3. Reading assignments (approx. 5-8 pages per week)

4. At least one 1-2 page composition, including prewriting exercises, first draft, revision that incorporates peer and instructor feedback, and final draft in basic MLA format
5. Peer response groups, including providing written feedback (will be conducted online)
6. Quizzes and/or tests, plus final exam that includes a writing component

Hardware and Software

Students should have access to a reliable computer equipped with a sturdy word processor, and, of course, the Internet, internet browser and software as needed to view web-pages (Adobe Reader, Quick-Time and Flash).

Textbook

Online activities will be provided. Students will access all materials via learning management software (Canvas) Printing of handouts is optional, but work must be submitted to instructor electronically via Canvas.

Methods & Materials

During this six-week class, students will work with the above skills in a variety of ways. This will include online lessons; online exercises; external source exercises; various readings and responses; and a variety of written compositions. Zoom meetings as a class and individually can be scheduled as warranted.

Grading & Evaluation

The assignments for this class fall into three general categories and comprise these percentages (approximately) of your grade. Please see Canvas grade book for exact point distribution.

Online exercises: 50%

Reading Responses and Writing Assignments: 30%

Tests (2): 20%

Course Administration, Technology, Grading and Deadlines

Each academic week begins on Monday at 12:01am and closes on the following Sunday at 11:59. All work for the preceding week must be submitted prior to each Sunday 11:59 deadline or be considered late. Late work is accepted, but graded with the following week's submissions.

Feedback is provided to students in the form of scores on objective exams and general participation in discussion boards. Please be clear that while the instructor may not

participate in every discussion, all postings are being read. This instructor believes that the discussion board is a place for students to freely discuss material and learn the critical skill of effective communication, analysis and critique. If instructor presence is required to moderate, it will be there!

Technology: Weekly, students will be asked to read online lectures and visit external sources. Ideally, links to external web-sites will be active hyperlinks that allow students to “click” and be taken to the desired location. Sometimes these links die. When this happens, students need to use the URL provided and hand-enter the site into the web-browser.

On the occasion where a resource has become unavailable, students should notify the instructor.

Expectations

There will be times when you will need to demonstrate an understanding of course materials in writing. This will be done through the Discussion Links of each module, practice activities, essays, and tests. For our class, this communication needs to be done in English since all the instructors speak English. Your messages must be clearly written, and easily understandable. If you have any questions, contact me directly kroche@santarosa.edu

Drop Policy

It is the student’s responsibility to notify admissions and withdraw if they desire to be removed from the class. Failure to do this may result in an F or NP grade.

ADA Compliance Statement

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, use of service animal, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. If you have not received authorization from DRD, it is recommended that you contact them directly. DRD is located in Bertolini Hall on the Santa Rosa campus, and Petaluma Village on the Petaluma Campus.