

Course Syllabus

CSKLS 312.2 GRAMMAR AND WRITING REVIEW – Punctuation

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

Content

This course covers the basic punctuation rules for commas, semicolons, apostrophes, and quotations. Students will incorporate the rules in short written compositions.

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.

Student Learning Outcomes:

Upon completion of the course, students will be able to:

1. Students will use correct punctuation for words, sentences, and quotations when writing a multi-paragraph composition.

Objectives:

Upon completion of this course, students will be able to:

1. Apply basic comma rules to their own sentences.
2. Determine when to use quotations for titles and when to use underlining.
3. Distinguish between direct and indirect quotations and use the correct wording and punctuation for each.
4. Use apostrophes correctly in contractions and to show possession.
5. Use semicolons correctly in compound sentences and extended lists.
6. Proofread for and then correct punctuation errors.
7. Structure their ideas for a multi-paragraph composition that includes an introduction, body, and conclusion.
8. Word-process writing assignments, using basic MLA (Modern Language Association) format for college papers.

Topics and Scope

1. Comma rules (including when not to use commas). Six main uses of commas:
 - a. Before a coordinating conjunction between two independent clauses
 - b. With introductory material
 - c. Separating a series of items
 - d. setting off parenthetical words and phrases

- e. In non-restrictive clauses
- f. With direct quotations
- 2. Quotation structure and quotation marks
 - a. Direct
 - b. Indirect
 - c. With titles of short works, distinguished from underlining or italics for longer works
- 3. Semicolons
 - a. To join independent clauses
 - b. To separate items in an extended list
- 4. Apostrophes
 - a. In contractions
 - b. To show possession (singular and plural)
- 5. Basic composition
 - a. Introduction, body, conclusion
 - b. Integrating direct quotations (and relationship to paragraphing)
 - c. Revision process
 - d. Proofreading and editing techniques for punctuation
- 6. Basic word-processing and MLA paper format (heading, title, margins, spacing)

Assignments:

- 1. Textbook exercises on commas, semicolons, quotations, and apostrophes
- 2. Exercises using basic MLA format, plus computer- based and online exercises covering class concepts (lab)
- 3. Textbook and other 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 (may be conducted online)
- 6. 1-4 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 seven-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 and online through <https://drd.santarosa.edu/>