Please note that this is an online course. Reading Quizzes and Exams are on a Monday/Wednesday schedule; some homework will be due on other days.

Dr. Nancy Sullivan  
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Office Hours: Online TWR 10-12, 3-4; Contact me to set up a face-to-face meeting.

eCommunication  
The best way to contact me is through email: nancy.sullivan@tamucc.edu or phone 825-5996. If you send me an email, always put ENGL3340 on the subject line so it will get directed to a special folder.

I will respond to e-mail within 5 hours if sent between 9 am and 5 p.m. and usually sooner. After 5 pm and during the weekends, I do not regularly check email (at least I try not to!). I also expect responses to my emails within 24 hours during the week.

Textbook and Review Resources

- Class Facebook page: https://www.facebook.com/ENGL3340
- Blackboard access for handouts and worksheets: https://bb9.tamucc.edu/
- Blackboard Information for students: https://distance-education.tamucc.edu/student_resources.html
- IOL Help desk number: (361) 825-2825

Course Description

English 3340 provides the teacher trainee and English language student with the fundamentals of English syntax. The course will follow a framework of linguistic and pedagogical concepts intended to provide future teachers with approaches and materials useful for teaching grammar in the elementary or secondary classrooms. This class is also designed to introduce new methods of analyzing the structure of the English language and to enable the student to view her or his own writing with an increased awareness of grammatical structures and choices.

Course Objectives

Over the course of the semester, students will
- investigate grammatical structures of English;
- analyze and recognize different grammar elements in their own writing and that of others; and
- critically reflect on their own learning experiences to help develop a better awareness of learning processes.

Student Learning Outcomes

At the end of the semester, students will be able to
- demonstrate the ability to analyze specific areas of grammar and show their understanding of the writing processes within their own writing; and
- demonstrate an understanding of English syntax and punctuation structures necessary for teaching the required Written Conventions of the TEKS.
PLEASE READ THE FOLLOWING CAREFULLY:

Course Policies for the Online Course

To take this online course, you must
- be able to use the technologies required to participate effectively in the course,
- be prepared to begin the course on the first official day of class,
- adhere to the specific and rigid schedule of deadlines,
- participate actively in the course,
- answer e-mails from the instructor promptly,
- be prepared to participate in discussions as required,
- be responsible,
- adhere to all college policies,
- provide up-to-date information to the instructor regarding e-mail address, and phone number for communication as necessary, and
- have the required course materials.

IMPORTANT: Please understand that online courses are not for everyone. Online courses require more self-discipline and ability to work independently than traditional classes. Students should also realize that online courses involve a serious time commitment, especially during a shorter summer session. My experience is that, for the most part, students who already have a strong background in grammar are most successful in the online course. This online course is not recommended for students who have no grammar background unless they have the ability to work on their own with challenging material. If you do not have the necessary skills or the time to commit, please wait and take the course during the fall semester in a face-to-face class. Quizzes and exams will be on a Monday/Wednesday schedule; other homework may be due on other days, so please consider this as well.

Blackboard: Island Online (IOL) access to Blackboard
IOL runs on a web based application called Blackboard (Bb) through a web browser. If your computer can successfully run Microsoft Internet Explorer or any of its alternatives, then you will be able to use IOL. Please note that your web browser must be configured properly to work with IOL by installing Sun Java Runtime Environment, ensuring JavaScript, pop-up blockers, and cookies settings are properly configured. To check if your web browser is compatible with IOL you can do a browser check-up by visiting the WebCT Browser Tune-up. You may also check a list of IOL compatible browsers.
Technical Support information/link —The Island Online (IOL): https://iol.tamucc.edu/
Getting help to login: https://distance-education.tamucc.edu/student_resources.html

Course Requirements and Class Policies

Evaluation
5 Exams 70%
Homework 10%
Reading Quizzes 10%
Grammar Literacy Paper 5%
Group Participation 5%

Grades: A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = below 69
*There is no extra credit work at the end of the semester.

Evaluation Criteria:
Exams (70% of grade): There are 5 exams (one for each chapter covered). At the end of the semester, a student can choose to take a replacement final exam, which replaces the lowest exam grade. (You cannot miss a quiz and then take it as a replacement exam at the end of the semester.) The student can choose which quiz to retake for the final. If a student is happy with her/his grade, no final exam is necessary. Makeup exams are given only in cases of urgent medical absences (doctor’s excuse or official university business notice). An exam will be available from 7 am until midnight on the day it is due. You will be given a specific amount of time to complete the exam once it has started.
Homework (10% of grade): Much of the homework consists of completing exercises in the book that are not turned in and are not graded (answers are in the back of the book). These exercises are important because they prepare you for the quizzes and class discussions. Seven graded homework assignments consist of completing exercises from book that do not have the answers. You will also have four homework assignments that require you to apply grammatical analyses to your grammar literacy paper. The grammatical analyses assignments will be preceded by small group discussions (Group Support) in an online space where you can have your classmates check your work before you turn it in for a homework grade. Your work in the group support discussions is reflected in your Participation grade. These assignments do not fall into the Monday-Wednesday schedule like your Exams and Reading Quizzes. Late work will be penalized by one point for each day that the work is not turned in.

Reading Quizzes (10% of grade): You will have 7 reading quizzes during the semester. These will consist of 5 multiple-choice or True/False items. They will be available from 7 am until midnight on the days that they are due. You will be given a limited amount of time to complete the quiz once it has been started. There will be a practice Reading Quiz for you at the beginning of the semester. This will test your knowledge of grammar and give you the opportunity to see how the reading quizzes work. It will not be included in your grade calculation.

Grammar Literacy Paper (5% of grade): In this paper you will describe your own experiences learning and using English grammar. You will use this paper throughout the semester for grammatical analyses. More details about this paper are on Blackboard.

Participation (5% of grade): The participation grade comes from your participation in the online Group Support postings. The Group Support, Response, and Assignment are activities based on your Grammar Literacy Paper (GLP). You will be asked to find specific grammatical items from your GLP, and before you post your homework, you post to your Group Support members, who will check your work before you post to Assignment. You can choose to accept any of their comments or keep your homework as is—your decision. You must respond to other group members’ assignments to get your participation grade. A simple “looks good” does not count towards participation.

General Comments

This is a required class for many education majors and students pursuing a TESOL Certificate. Learning the correct grammatical terms and forms is essential as you will be applying this knowledge in your own classrooms. The class is not difficult but it can be challenging. To do well in this class you must simply do the following:

• Be prepared –You will not understand the class material unless you have done the assigned reading.
• Do the exercises. The chapters have numerous exercises that will be assigned during the semester. The answers are in the back of the book so you can check your answers and isolate your problem areas. You will also be given extra exercises if you need more practice.
• Ask questions. If you have done the reading and the exercises but still do not fully understand the material, be sure to ask questions.
• Keep up with assigned work on Bb. Since the exams cover material from homework, posted handouts, and the book, you will succeed only if you keep up with the work.

Important Notes

• Cheating and Plagiarism: According to the University’s student code of conduct, “students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, which include but are not limited to illicit possession of examinations or examination materials, falsification, forgery, plagiarism or complicity in any of these behaviors” (University Catalog). If you cheat or plagiarize, you will receive an “F” on that assignment. In particularly serious cases, such as cheating on an exam, students can face expulsion from the class.
• Prerequisites: This course assumes you have completed the University Core requirements in Composition and Sophomore Literature.
• Academic Advising: The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan. The College’s Academic Advising Center is located in Driftwood 203E and can be reached at 825-3466. College of Education advisors are located on the
second floor of Faculty Center. If you need to register for the English Language Arts and Reading 4-8 (117), English Language Arts and Reading 7-12 (231), or English Language Arts and Reading 8-12 (131) TExES exams, contact Dr. Susan Garza for information: susan.garza@tamucc.edu

- **Notice to Students with Disabilities**: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. You can also visit their website at http://disabilityservices.tamucc.edu/. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom, or on campus, please contact the Disability Services office for assistance.

- **The Center for Academic Student Achievement (CASA)**: The Writing Center of CASA provides free writing instruction to any student interested in improving his/her writing abilities. Tutors assist students with all aspects of writing. The Writing Center’s purpose is not to correct or proofread your drafts but to help you learn strategies that good writers use during the processes of writing. You may visit the Center for assistance with a writing project for any of your classes. It is located in the Glasscock Building (825-5933).

- **Grade Appeals Process**: As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.htm. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Tentative syllabus**

**ALWAYS CHECK BLACKBOARD FOR UP-TO-DATE SYLLABUS**

**Week 1**
Read Introduction and Chapter 1: Concepts covered in Exam #1: **nouns, pronouns, verbs, adjectives, adverbs, prepositions, and conjunctions**.

Wed., **Reading Quiz #1**, HW #1 due
Next Monday--Exam # 1

**Week 2**
Monday, **Exam #1**
Read Chapter 2. Concepts covered in Exam #2: **noun phrase, prepositional phrase, active/passive voice**

**Group Support #1** post due by Wed., 11pm; **Response** to group members due by Thurs., 11pm; **Assignment #1** posted by Sunday, 11pm

Wed., **Reading Quiz #2**, HW #2 due
Next Monday, Exam #2

**Week 3**
Monday, **Exam #2**
Read Chapter 3. Concepts covered in Exam #3: **Verbs: linking, intransitive, transitive; Complements: predicate adjective, predicate nominative, subject complement, indirect object, direct object, object complement**

Wed., **Reading Quiz #3**, HW #3 due

**Group Support #2** post due by Wed., 11pm; **Response** to group members due by Thurs., 11pm; **Assignment #2** posted by Sunday, 11pm

**Week 4**
Mon., **Reading Quiz #4**, HW #4 due
Continue Chapter 3
Wednesday, Exam #3
Read Chapter 4. Concepts covered on Exam #4: gerund phrase, participial phrase, and infinitive phrase

Week 5
Continue Chapter 4
Mon., Reading Quiz #5, HW #5 due
Group Support #3 post due by Wed., 11pm; Response to group members due by Thurs., 11pm; Assignment #3 posted by Sunday, 11pm
Wed., Reading Quiz #6, HW #6 due

Week 6
Monday, Exam #4
Read Chapter 5. Concepts covered on Quiz #5: independent and dependent clauses, adjective clause, adverb clause, and noun clause.
Group Support #4 post due by Wed., 11pm; Response to group members due by Thurs., 11pm; Assignment #4 posted by Sunday, 11pm
Wed., Reading Quiz #7, HW #7 due

Week 7
Monday, Exam #5

Wednesday, July 22, Replacement Exam