This is an online course with a Monday/Wednesday/Friday schedule. Course is delivered totally within TAMUCC Blackboard.

Dr. Nancy Sullivan  
Virtual Office Hours via WebEx meetings:  M: 9-10 am; W F: 8-10 am (or as arranged in advance)  
Email Nancy.Sullivan@tamucc.edu: Anytime

ENGL 3340 Grammar Tutor: Toby Brock will be in CASA. Tutoring hours will be announced the first day of class.

eCommunication

The best way to contact me is through email: Nancy.Sullivan@tamucc.edu. If you send me an email, always put W01 (your course section) on the subject line.

Office hours will be held online using WebEx. All students must have an established WebEx account for Office Hour communication. Access WebEx TAMUCC here: https://iol.tamucc.edu/webex.html. There are videos available to help you with WebEx, but I think you will see that it is rather user friendly.

I will respond to e-mail within a couple of hours if sent between 9 am and 5 p.m. (outside of virtual office hours, which will have more immediate responses) 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 (and preferably sooner).

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 and that of published writers with an increased awareness of grammatical structures and choices.

Course Materials


For this course we will be using TAMUCC Blackboard. The Blackboard (Bb) site contains the syllabus, homework assignments, relevant links, and many supplemental materials. An easy way to access Bb is to go directly to https://iol.tamucc.edu/ and log in. If you are using your own computer, you need to make sure you have the most recent versions of the necessary software. The browser you use may affect how successfully you view and submit materials. If you are having trouble with Bb, your first attempt at resolving the issue should be changing browsers. Chrome seems to work best. Once you have logged in, you will see a list of all of your courses that have Bb shells. Click on the link with the course title that says “Grammar.”

Blackboard Information for students: https://distance-education.tamucc.edu/student_resources.html
The Island Online (IOL) help desk (361) 825-2825: https://iol.tamucc.edu/ or the university technical services (IT) help desk (361) 825-2692: https://ithelp@tamucc.edu
Getting help to login: https://distance-education.tamucc.edu/student_resources.html

Course Objectives

1. The student will be able to distinguish between prescriptive and descriptive approaches to the study of grammar.
2. The student will be able to comprehend concepts of traditional and structural models of English.
3. The student will be able to understand and analyze the grammatical structure of English.
Student Learning Outcomes

(1) Students will demonstrate the ability to analyze specific areas of grammar knowledge as well as their understanding of grammar usage in their own writing.

(2) Students will demonstrate an understanding of English syntax structures and punctuation necessary for teaching the required written conventions of the TEKS.

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 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. If you do not have the necessary skills or the time to commit, please wait, if possible, and take the course during the fall semester in a face-to-face class.

Online Attendance

You are required to log into the course a minimum of three times a week. Try to check your Islander email account daily Monday through Friday.

Assessments

Homework (15%): 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 exams. Most of these assignments are 2.5 points. Late work will be penalized by one point for each day that the work is not turned in. I will drop your lowest homework grade from your final grade.

Homework Guidelines:
- Do not submit pictures of your textbook.
- Always submit to Blackboard; do not email me your homework.
- Points will be deducted from homework turned in late.

Reading Quizzes (15%): Quizzes will focus on grammar material from the textbook. There are no make-up quizzes except when arranged in advance. These quizzes are only 2.5 points each (5 questions @ .5 points each) and total 15% of your grade. They help you prepare for the exams. The first reading quiz will not be counted towards your final grade. It shows you the format of the quiz and gives you one “freebie” for practice. Also, I will drop your lowest reading quiz grade from the final grade. There are 2 reading quizzes per chapter.

Exams (65%): The exams cover the material from the textbook. Each exam has 20 questions @ .5 points each (each quiz is worth 10 points). There are 5 exams, one for each chapter. The Final Exam is an optional replacement exam. If you did not do well on one of the 5 exams, you can choose to replace that exam with the final exam. The final exam is comprehensive and covers material from all 5 chapters. If your grade on the final exam is lower than the one you wanted to replace, then your original grade is used in the final calculations.

Grammar Literacy Assignment (5%): 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.
Grading Summary:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Exams (5)</td>
<td>65%</td>
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<tr>
<td>Grammar Literacy Paper</td>
<td>5%</td>
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Final grade is calculated as follows: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60

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. The answers to the first five items are in the back of the book so you can check your answers and isolate your problem areas. Extra practice exercises are on Bb under Self-Assessments.
- **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.** Since the exams cover material from the book and homework, you will succeed only if you keep up with the work.

Tentative Course Schedule (See Blackboard for Detailed and up-to-date Schedule)

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings</th>
<th>Assignment due dates</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction + Ch 1, pp 3-20</td>
<td>Reading Quiz #1, 1/16&lt;br&gt;Grammar Literacy Paper due 1/18</td>
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<tr>
<td>Week 2</td>
<td>Ch 1, pp21-39</td>
<td>Homework #1 due 1/23</td>
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<tr>
<td>Week 3</td>
<td>Re-read and study Ch1&lt;br&gt;Start Ch 2 pp41-56</td>
<td>Reading Quiz #2, 1/28&lt;br&gt;Homework #2 due 1/28&lt;br&gt;Exam #1, 1/30</td>
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<tr>
<td>Week 4</td>
<td>Ch 2</td>
<td>Homework #3 due 2/4&lt;br&gt;Reading Quiz #3, 2/6&lt;br&gt;Homework #4 due 2/8</td>
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<tr>
<td>Week 5</td>
<td>Review Ch 2</td>
<td>Homework #5 due 2/11&lt;br&gt;Reading Quiz #4 due 2/11&lt;br&gt;Exam #2, 2/13</td>
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<tr>
<td>Week 6</td>
<td>Chapter 3</td>
<td>Reading Quiz #5, 2/22</td>
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<tr>
<td>Week 7</td>
<td>Review Chapter 3</td>
<td>Homework #6 due 2/27&lt;br&gt;Reading Quiz #6, 3/1</td>
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<tr>
<td>Week 8</td>
<td>Chapter 4</td>
<td>Exam #3, 3/4&lt;br&gt;Homework #7 due 3/8</td>
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<td>SPRING BREAK!</td>
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<tr>
<td>Week 9</td>
<td>Chapter 4</td>
<td>Homework #8 due 3/18&lt;br&gt;Reading Quiz #7, 3/20</td>
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### University Policies

**Academic Integrity/Plagiarism**

University 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, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in zero points for the assignment/test and potentially larger punitive action as it relates to this class and potentially your standing with the university at large. Working with others on quizzes or exams is an act of academic misconduct.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. **April 5** is the last day to drop a class with an automatic grade of “W” this term.

**Professional Behavior**

Texas A&M University–Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Statement of Academic Continuity**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**Disability Services**

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. 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 at (361) 825-5816.

Grade Appeals

As stated in University Procedure 13.02.99.C2.03, 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 Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Reminder to English Majors

As part of the English undergraduate capstone course (ENGL 4351), all English majors are required to submit a portfolio of writings in different discourse genres that they have completed for their college classes. To help you prepare for this assignment, you should keep a copy of all essays, research papers, literary analyses, creative and report writing, etc., so that you will have an ample selection from which to choose when the portfolio comes due.

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 will assist you 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).

Reminder for TESOL Certificate

If you are pursuing a TESOL Certificate, be sure to contact Dr. Shannon Fitzsimmons-Doolan during your final semester of Certificate coursework so that she can inform the registrar that you have completed your requirements and request that they note the certificate on your transcript: Shannon.Fitzsimmons-Doolan@tamucc.edu

Course Evaluation

Your constructive assessment of this course plays an indispensable role in shaping education at TAMUCC. Upon completing the course, please take time to fill out the online course evaluation.