

## **Syllabus: Grammar and Writing Transition**

### **Course Description**

Grammar and Writing Transition is designed for students who need a stronger foundation in the basics of English grammar before moving into Composition I. Students will learn the traditional and challenging exercise of sentence diagramming, which trains students to quickly analyze the structure of any given sentence. The course will provide a survey of all the major components of English grammar along with important elements of writing. Successful completion of this course promises to prepare the students for the rigors of Composition I and is intended for students who have not had the traditional Grammar and Writing series of courses. Homework will average 2 - 3 hours per week.

### **Course Learning Objectives (CLO)**

- Identify and explain various aspects of the 8 core grammar terms.
- Write arguments to support claims with clear reasons and relevant evidence.
- Use effective writing strategies to “show, not tell” in their papers
- Creatively outline and develop a descriptive and personal narrative.
- Construct a sourced persuasive and biographical essay.
- Explain the value of understanding grammar as it applies to effective communication.

### **Attendance and Participation**

Attendance, while not graded in this course, will nevertheless be recorded by the students' teacher, as students are required to attend all scheduled class sessions and actively participate. It is expected that students will view archives of any missed classes as they are responsible for obtaining any notes or assignments when a class must be missed.

Students will receive quarterly grades for Participation. A percentage of the final grade will be attributed to *relevant class participation*, which typically includes raising their hands, commenting regularly via microphone/webcam, and using the chat box to contribute to the academic conversation. A grading rubric, which contains the percentage attributed to Relevant Class Participation for this course, is located on the course page.

### **Assignments and Assessments**

There are weekly assignments in the Our Mother Tongue and Elegant Essay textbooks. Students are responsible to keep up with the reading and assignments for every class period.

Each semester includes one large test and one writing project. Descriptions and due dates are given in the Course Assignment Sheets (CAS) by the quarter.

Students will take a mid-term exam at the end of the first semester and one at the end of the year. All exams should be taken in one sitting and proctored by an adult. Unless directed by the teacher, students are not permitted to use any helps, books, notes or the Internet on any portion of exams. All exams are due at 11:55 PM ET on the date shown. Specific instructions will be provided by the instructor.

### **Evaluation**

The final grade is determined on the following basis:

• Relevant Class Participation	10%
• Homework	15%
• Writing Assignments	20%
• Quizzes	10%
• Tests	20%
• Midterm Exam	12.5%
• Final Exam	12.5%

### **Grading Scale**

The following grading scale will apply for all assignments and final grades. 100% – 90% = A; 89% - 80% = B; 79% - 70% = C; 69% - 60% = D; 59% - 50% = E; 49% - 40% = F. All grades are rounded to the nearest whole number.

### **Late Work**

If a student fails to submit any assessment by the due date, it is considered “late.”

- Assignments submitted 0-24 hours late will result in a 10 point reduction off earned grade.
- Assignments submitted 24-48 hours late will result in a 20 point reduction off earned grade.
- Assignments submitted 48-72 hours late will result in a 30 point reduction off earned grade.
- Assignments over 72 hours late will not be accepted and the student will receive a zero.
- Parent may request an extension from their child’s teacher *prior to the due date* or in the case of an emergency.

While we love grace and the opportunity to exercise it, we also desire to instill a sound sense of responsibility in our students, hence these expectations pertaining to late work.

### **Exam/Test Retakes**

Any student may retake a failed assessment (except quizzes), but can score no higher than 70% on the retake. This policy also applies to formal labs in applicable courses. Retakes will be graded as though the student *could* receive a 100%. Assuming the student then scores a grade of 70% or greater on the retake, he will be given a 70%. If the student again fails the assessment, the

greater of the two grades (attempts) will be used in the calculation of a final grade.

### **Academic Dishonesty**

Cheating on any assignment is considered academic dishonesty. This includes plagiarism in any form. Cheating will be dealt with in the following manner:

- If a student is caught cheating, he will receive a zero on the assignment and will be placed on academic probation for the remainder of the school year.
- If the same student is caught cheating again, he will likely be expelled.
- No refunds will be granted for students who are expelled due to cheating.
- A Disciplinary Action Form will be submitted by the student's teacher for any instance of academic dishonesty.

### **Textbooks**

The books needed for the class can be purchased through Veritas Press. It is extremely important that the student has the correct version/edition of these materials, and that they be ordered timely so as to have no interruption in a student's progress.

Grammar and Writing Transition Course Kit (003586)

- Our Mother Tongue (110685)
- Our Mother Tongue Answer Key (110686)
- Elegant Essays student book (315307)

### **Course Calendar**

See Course Assignment Sheet, located on the course page, for class dates, breaks and all assignments and assessments. Class dates and breaks can also be found on the current academic year calendar.