



A Quality Education –A Lifetime of Success

Professor: Dr. Jami L. Huntsinger

Course Title: Traditional Grammar 240

Semester Dates 8/20/18-12/15/18

**Office Hours: TR, 8-9 PM, Online, 12:30-1:20 F-to-F,
Academic Office**

Course Number: 240.501 Online, CRN 22869



Introduction

Course Description

Welcome to Traditional Grammar 240! In this course, you review the fundamentals of Standard English grammar to improve your writing, speaking, and/or teaching skills. During the semester, you learn about parts of speech, sentence patterns, sentence structures, usage, and punctuation. To do so, you participate in online discussions, complete worksheets/online exercises, play computer games, and take quizzes/ tests. Your work will be assessed with objective open note, open book tests/quizzes, and discussion postings. You do not have to have taken a grammar course to be successful in this one. Welcome!

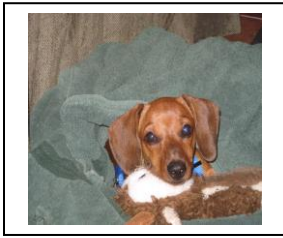
Your Professor

I am Dr. Jami L. Huntsinger (pronounced Hun-singer). After graduating from the University of New Mexico in 1997, with a Ph.D. in English, I chose to work at a two-year college because I enjoy teaching. In 1997, I accepted a position as an Assistant Professor at Valencia Campus. I am now a tenured professor, who teaches such classes as Composition 101 (face-to-face and online), 102 (face-to-face and online), Composition 220, Grammar 240 (face-to-face and online), Introduction to Literature 150 (face-to-face and online), Southwest Literature 211, Expository Writing 220 (face-to-face) and Native American Literature 264 (face-to-face and online).



I grew up in South Dakota (I am Lakota French), and I moved to New Mexico in 1990. I am a resident of Belen, New Mexico. I love my life in the valley; I especially enjoy hearing the braying of the burro, Chelsea, who lives next door. She is my 6:00-am alarm clock. To make my life complete, I have four special animal friends – Heidi, a six-year-old Dachshund who

loves to eat socks; and Mia, a Dachshund/Miniature Greyhound who loves to race about the yard. The newest addition to the family is Dawn Noel, a one-year-old dachshund who Santa Claus dropped down the chimney on Christmas Eve.



Heidi



Mia



Dawn Noel

Grades

The Learning Outcomes for Grammar 240

Click on the note to hear recording explaining the outcomes below this box:



Learning Outcomes Grammar 240.wma

You must meet the following learning outcomes/goals. All exercises are designed to meet one or more of these goals. If you meet these learning outcomes, you will have successfully passed the course.

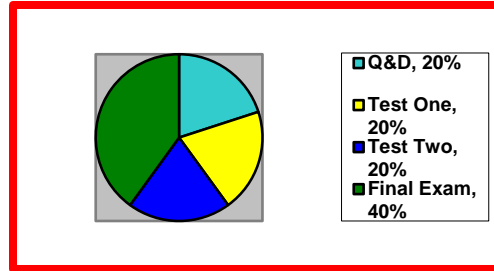
By the end of the semester, you should be able to,

1. **Identify parts of speech.** Words function within sentences as parts of speech. By using logic, definitions, or a few helpful "tests" to check the words' functions, you should be able to identify how words are used. You will be able to answer the question, "Is this word a noun, verb, pronoun, adverb, adjective, interjection, or conjunction?"
2. **Analyze sentence patterns.** You must recognize seven sentence patterns that are most prevalent in the English language and then analyze sentences to determine which of these seven sentence patterns they represent.
3. **Determine the simplicity or complexity of a sentence.** You must identify whether a sentence is simple, compound, complex, or compound/complex and then determine what types of and how many clauses are used in sentences. You apply these concepts by writing or analyzing varied sentences.
4. **Recognize phrases and clauses and explain their function within a sentence.** You must recognize types of phrases and clauses and explain how they function within the sentences.
5. **Use the conventions of Standard English.** Grammatical errors make writing hard to read and result in bad communication. Therefore, in Traditional Grammar 240, you must identify and fix such problems as fragments, comma splices/run-ons, pronoun reference, agreement, and point of view shifts (second person), faulty parallelism, incorrect punctuation, subject/verb agreement errors, and diction problems.

Grading Scale

Not all assignments and their grades are equal in value. At UNM VC, you can

earn a course grade of **A, B, C, D (fractionated), F, W, or I** (See Incomplete section for more details about "I"). Some of your assignments are worth more than others are. For example, **Quizzes and Discussions**, addressing grammatical concepts and reading assignments, are worth **20%**. **Test One**, which is given in week 8, is worth **20%** and **Test Two**, which is given in week 12, is worth **20%**. The **Final Examination**, given during finals week, is worth **40%** of the Final



Grade and is a comprehensive test over all material covered. All tests and quizzes are timed open note and open book assessments. You must take all tests to pass the course. If you miss a test, you may be dropped from the course and earn a W or WF.



The Grading Scale is as follows: A+, 98-100%; A, 93-97%; A-, 90-92%; B+, 88-89%; B, 83-87%; B-, 80-82%; C+, 78-79%; C, 73-77%; C-, 70-72%; D+, 68-69%; D, 63-67%; D-, 60-62%; F,

below 60%.

The Reasons Students Fail

Students fail if they do,

1. Not earn about a 69% course average,
2. Not complete work required in Lesson Modules, including postings and quizzes, by the required deadlines,
3. Not maintain higher than a 50% average, which may result in their being dropped, or
4. Not take Tests One, Two, or Three.

Incompletes

Students who earn an "I," or incomplete, have neither passed nor failed the course. They are assigned an "I" ONLY if they have completed all the coursework, but due to some unforeseen emergency are unable to take the final examination. To be eligible for an I, students must present documentation explaining the emergency. Then, they must then complete the missing final examination during the following year; if they do not, the University automatically converts the "I" to an "F."

W or F?

Students who earn F's will see an F in My Grades. However, students may choose a W instead of an F, but **they must request a W**. Students should consult advisors and financial aid before requesting a W or an F.

Grade Disputes

The Student Privacy Act, a federal statute called **FERPA**, strictly prohibits the instructor from talking to anyone but the student about his/her grades, progress, or work. In other words, a UNM VC instructor cannot legally speak to a student's parents, relatives, or friends about a grade dispute. Students must follow a set procedure for initiating a grade dispute.

If students wish to dispute a grade, they must discuss grade concerns with their instructor of record Dr. Huntsinger first (jamilynn@unm.edu). Sometimes, the problem is a simple error, which is easy to fix. If a resolution cannot be reached, the students should then consult The University of New Mexico Student Handbook for further instructions.



Coursework

Materials and Supplies Needed

Books are available at UNM Valencia's bookstore. For location, please consult the map: <https://valencia.unm.edu/about/campus-map.html>.

Textbook Required

Butler, Hickman, McAlexander, and Overby. *Correct Writing*. Lexington, Mass: D.C. Heath and Company, 1995.

Because this text is partly a workbook, you may not want to buy a used copy. Find all the information you need about the textbook here:

https://valencia.unm.edu/campus-resources/bookstore/fall2018_textbooklist.pdf

Other Supplies and Skills

You will need the following:

- 1) An available computer with online access,
- 2) Memory stick to save work (backup),
- 3) A UNM Net ID and password,
- 4) Keyboarding and general computer skills, such as saving files, attaching files, and e-mailing, and
- 5) Paper or online dictionary.



Homework Requirements

Taking Quizzes and Examinations

You can use your notes and your book when taking all assessments (quizzes and tests). However, to do well, you must study before the quiz or test. You will not have enough time to look up all questions; prepare by completing homework, handouts, exercises, and threaded discussions throughout the semester and by studying these assignments before the examination.

Important NOTE: You cannot make-up quizzes and tests for any reason; you have several days in which to take them, which should give you flexibility when managing your time. Quiz and test due dates are available on the Blackboard Learn files in **Lessons Modules** and in **Assessments**. You should check **BOTH** places regularly to ensure you do not miss a quiz or exam. Checklists in the lessons provide a list of graded assignments due for every lesson.

Completing Threaded Discussions and Blogs

In a traditional classroom, we would discuss course material, ideas, and readings face-to-face. However, since we are working online, we must depend on e-mail, threaded discussions, blogs, and other written formats to accomplish these tasks. Please take these discussions seriously. These assignments are part of Quizzes and Discussions, which make up 20% of the final grade.

Support for Student Success: Getting Help

Successfully Navigating Your Online Course

1. **Learn how to navigate the course easily**; listen to the following Screencast to help you get started: <http://www.screencast.com/t/sxSfxyeJOBu>.
2. **Review your Course Syllabus carefully.** This document is found in **Syllabi and Resources** link in **Course Menu** located on the left-hand side of the Blackboard Learn screen. Refer to this document throughout the semester – it is your reference guide for the semester.
3. **Learn how to use Mail in Blackboard Learn.** Please correspond with me through Blackboard Learn only. If you have trouble with **Mail**, review the tutorial for **Mail** in **How to Use Learn** located in the **Course Menu**.
4. **Leave yourself ample time to complete assignments, such as quizzes, discussions, and handouts.** Computer failures, corrupted discs, and Blackboard Learn outages are **no excuse** for work not completed (UNM VC policy). Also, submitting work that is due at exactly 11:59 pm is permitted, but very, very risky. 11:59:01 PM is late. Blackboard Learn reads this time as 12:00 and rejects your submission. My suggestion? Submit work earlier in the evening.
5. **Create a routine. Here is a suggested routine for you to follow:**
 - a. **Log in** on Monday and prepare a list of assignments you must do. Check assignment due dates, which are typically either Wednesday or Saturday by 11:59 PM.
 - b. **Study** by reading/annotating the assignments and by taking notes. Complete practice exercises and check your answers.
 - c. **Check Mail** and **Announcements**, both located on the **Course Menu**, throughout the week for changes in assignments or due dates.
 - d. **Read and think** about the questions in **Discussions**. Your comments and responses are graded, so please take these exercises seriously. Respect others in these discussions.
 - e. **Spell and grammar check** your postings 1) by typing in "Write Submissions, and then clicking on **"abc,"** the spell/grammar checker in Learn, or 2) by word processing, using the spell checker in the word processing program, and then copying and pasting the posting in "Write Submission" box in Learn.
 - f. **Pace yourself** to ensure you meet deadlines. Failing to meet deadlines adversely affects your grade.



Getting Help

<p>Dr. Huntsinger</p> 	<p>My office hours for this course are online or face-to-face. My office hours are posted on the Course Dashboard and in Syllabi and Resources. You may contact me anytime with "Mail" in Blackboard LEARN. I will respond within 24 hours. Please do not wait for responses on Sunday – I rest. ☺</p>
<p>Blackboard LEARN Support Services</p> 	<p>Computer Technicians: Password problems? Trouble with files opening? Browser doesn't work? If you have questions about computer problems, call 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems.</p> <p>Tutorials: Having problem with one of the Course Tools in Blackboard LEARN? Try one of the tutorials available: http://BlackboardLEARNinfo.unm.edu/student/.</p> <p>Tutors: At The Learning Center at UNM Valencia Campus, tutors are available, both face-to-face and online, to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.</p>
<p>Library Resources</p> 	<p>The UNM Valencia Campus library is a resource for resources, dictionaries, articles, and books on language if you need them. Go to http://valencia.unm.edu/library/ to search remotely (from home). You will need passwords, which are available on the library home page. If you have problems, call (505)-925-8990 to ask for help.</p>
<p>Equal Access Services/ADA</p> 	<p>The UNM Valencia Campus Accessibility Services (phone 925-8560 and website http://valencia.unm.edu/about/accessibility.html) provides academic support to students with learning or disability needs. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success. Once need has been determined, The UNM Valencia Campus Accessibility Services will then tell me how to help you best. Pursuant to the American with Disabilities Act (ADA), I am happy to accommodate all documented special needs. I encourage students to discuss their concerns with me.</p>
<p>Tutoring</p> 	<p>Face-to-face and online tutoring is available at The Learning Resources Center. You may call 925-8900 for information. Any of the tutors will be happy to arrange tutoring sessions. Ask for a tutor who is prepared to help students in Grammar 240 and/or in navigating Blackboard Learn.</p>

Student Responsibilities (Netiquette")

Classroom Behavior

While I do not expect problems when working with adult learners, the following policies ensure a safe and productive classroom environment. The University of New Mexico Student Handbook also supports these policies:

1. Students must treat one another and the instructor with respect. Nasty remarks and name-calling are prohibited.
2. Students should not post non-related comments or questions about matters that are not a part of course curriculum.
3. Students may discuss complaints about the course with their instructor; however, they must do so in the proper environment – private e-mails in Blackboard Learn.
4. Students should not curse at other students or at the teacher. Class time is a professional learning environment, so obscene or offensive language is NOT allowed.
5. Sexual harassment is prohibited.
6. Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student may be dropped from the course. Threats, cyber stalking, or stalking fall into this category.
7. Threatening the instructor to get a grade changed prohibited. This behavior is harassment and/or verbal assault. Grades can be disputed; students should use the process outlined in the UNM Student Handbook. Students should always start the process by contacting their instructor first.
8. Students violating any of these rules will be given a written warning and may be dropped from the class. They may be required to meet with the Chair of Humanities and/or the Dean of Instruction.

E-mail Netiquette

In online courses, it is very important to keep the following in mind when you write e-mails:

1. **Include an informative subject line.** In **every e-mail you write to me**, the subject line should contain a descriptive phrase that specifies what you want to say or what you are having problems with. For example, **"Question about Policy Syllabus, E-mail Netiquette"** and **"Problems with Nouns Worksheet in Lesson 5, question 4"** are both clear and helpful. However, **"question"** and **"help"** and **"RE: Nouns Worksheet"** are not clear. Subject lines like these may slow my response to you because I will not have enough information and will have to ask you to clarify.
2. **Include a salutation.** E-mails do not usually include "Dear," as a letter does,



but they do include titles and last names. When you write to me, call **me Dr. Huntsinger or Professor Huntsinger**. Informal words of address, such as **Hey**, are never appropriate. Calling a professional by his or her first name, unless you are invited to do so, is rude. If we run into each other off campus or if you contact me after the class, I do not care if you use my title or my first name. You decide. However, part of grammar is learning when and how to use proper diction and proper registers of language; in a formal setting like a college course, professional titles are usually required.

3. **Capitalize only the first word of a complimentary close.** If you close your e-mail with a multi-word phrase such as "Thank you," note that only the first word takes an initial capital letter.
4. **Include a closing.** Sign your e-mail with your name. Do not just stop after finishing your message. Again, a proper level of diction and formality is required.
5. **Use short paragraphs.** Legibility on the screen is not as good as legibility on paper. Therefore, please use short paragraphs (in general, 3-4 lines maximum) to make the e-mail easy to read. In addition, be sure to skip lines between paragraphs. It is not necessary to skip lines between sentences.
6. **Do not use instant-messaging spelling.** If u want 2 b treated like a pro, write like 1Ⓢ.
7. **DO NOT SEND ALL CAP MESSAGES.** Using all capital letters is a universal signal for the sender screaming at the receiver of the message. In an online class, using **ALL CAPS** is considered inappropriate behavior. If you wish to emphasize a point, underline it, or put it in bold font.
8. **Adhere to the conventions of Standard English.** Even though e-mails are informal, they should be correct. Edit and proofread for problems of correctness such as spelling errors and grammar mistakes. Use your spell/grammar check. Note that Blackboard Learn provides a spell check. Put into practice what you are learning. I hope this process of reviewing language becomes fun.

Computer Policies

Technical Safeguards

Good computer skills and practices are very important in this course. Please be sure to save your work. First, save all assignments to the appropriate directory on your hard disk and then save copies to computer discs or memory sticks. For even better protection, print out hard copies of your work. Losing a file is not an excuse for missing work.

Getting Computer Help

If you experience computer difficulties, you are responsible for solving your own problems; call **(505) 277-5757** for help. Computer technicians are standing by to answer any questions you may have concerning specific software, hardware, and other procedural issues related to this course. For more information about hours, etc., review **Support for Student Success** included in this syllabus.

Computer Policies in a UNM VC Lab

If you use the computers on campus, you must follow all policies set forth by The University of New Mexico at Valencia Campus. Check with the person who oversees the lab for a copy of the policies.



Assignment Syllabus Traditional Grammar 240

Note: The following are possible topics, which are not listed by date, in each unit. Assignments are not listed; they appear in Blackboard Learn Lesson Modules. This is just an approximate list of concepts covered and weeks when major tests will open.

Unit One: Basic Structure Weeks 1-8

Topics

1. Parts of Speech: Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections
2. Subjects, Verbs, and Complements
3. Indirect and Direct Objects
4. Objective Complements
5. Diagramming
6. Sentence Patterns

Test One: Week 8 in Assessments, Blackboard Learn

Unit Two: Complex Structure Weeks 9-14

Topics

1. Independent Clauses
2. Dependent Clauses
3. Run-ons and Comma Splices
4. Fragments
5. Noun, Adjective, Adverbial Clauses
6. Punctuation of Clauses
7. Kinds of Sentences
8. Dangling and Misplaced Modifiers
9. Verbals – Gerunds, Participles, Infinitives
10. Parallelism
11. Subordination

Test Two: Week 14 in Assessments, Blackboard Learn

Unit Three: Usage, Mechanics, Diction Weeks 15-16

Topics

1. Subject and Verb Agreement
2. Pronoun Reference and Agreement
3. Punctuation – Semicolons, Apostrophes, Dashes, Colons, Quotation Marks

Test Three: Final Examination Week

Check Blackboard Learn for closing date and time.