

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.

Attendance and Participation

Both attendance and participation are vital parts of this course; therefore, students are required to attend class sessions and participate actively in discussions. Students are expected to view archives of any missed classes, and are responsible for obtaining any notes or assignments.

Students will be given quarterly grades for both participation and attendance:

- Fifteen percent of the final grade will be attributed to *relevant class participation*. This includes raising one's hand, commenting regularly via microphone/webcam, and using the chat box regularly to contribute to the academic conversation.
- Five percent of the final grade will be attributed to *class attendance*. Being present, being on time, and readiness for class are all factors to be considered in the class attendance grade. *Excused* absences will not detrimentally impact attendance grades.

Grading rubrics are located in the Course Documents folder in each course page.

Assignments & Exams

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:

- Class Attendance 5%
- Relevant Class Participation 15%
- Homework 10%
- Writing Assignments 15%
- Quizzes 10%
- Exams 20%
- Midterm/Final Assessment 25%

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. Retakes must be submitted within one week of the returned, failed test. If the retake is not submitted within one week, the original failing grade will stand.

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.

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 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.