

# English 317-01W Word Building Summer II 2012

## Course Syllabus

### Robert Baumgardner

Robert.Baumgardner@tamuc.edu  
Office: Hall of Languages 116  
Office Hours: MWF 3:00 - 4:00 Virtual Office  
Phone: 903-886-5254  
Fax: 903-886-5980

Dr. Baumgardner's Resume is online in the Summer 2 Schedule of Classes.

#### Course Description

In this on-line course you will gain an understanding of the morphology of the English language. Language may be studied at several structural or functional levels (such as phonology or syntax, for example). However, your attention in this course will be directed to the word-formation component of language and to the relationship between this component and variation within and across individuals.

We will examine morphology, or word-formation, from both a historical as well as a contemporary perspective. While emphasis will be placed on the study of words from Latin and Greek roots, the course will also examine word-formation processes (e.g., affixing, semantic and functional shifts, back-formation, etc.), borrowings from other languages that make up the English lexicon, and the history and development of English language lexicography. In your extended reading you will become familiar with recent lexical additions in science and technology.

You will also become familiar with using the *Oxford English Dictionary* on-line, available to TAMU-C students through Gee Library.

#### Course Policies, Procedures & Timetable

English 317 will require daily work on the part of the student. You will have four readings per week and two weekly assignments based on the readings. There are two sources for readings (1) Ayres & Worthen's *English Words from Latin and Greek Elements* (2) my weekly and daily overviews. In addition there will be a weekly quiz for the first four weeks and a final examination in the final week. You will be given 1 hour and fifteen minutes to complete the quizzes and 2 hours for the final examination. Failure to submit quizzes and examinations within the given time period will result in a zero (0) on the said quiz or examination. You will post your two weekly homework assignments in a **Dropbox**; each assignment (worth 20 points) will have its own marked **Dropbox** and a deadline for submission. **Please do not send work in separate files--put all exercises into ONE Word file with your name at the top. Papers without names will be have two (2) points deducted.** Homework assignments will be due on Wednesdays and Sundays each week (except for the first and final weeks of the course). **I do not accept late homework; you will be given a zero for any late homework assignment. If you are experiencing problems in meeting homework deadlines, please inform me BEFORE the homework is due, not after. You will have access to the followings week's work from Monday each week.**

Ideally you should complete your homework assignments **before** you take the weekly quiz because they will prepare you for the quiz. **The weekly quiz will be available to you to take for a three-day period of each week: Friday, Saturday and Sunday.** You may log in at any time during those three days to take it. Remember, however, that you can only take it **once** and it will be timed (1 hour 15 minutes).

**Note about Quizzes/Exam** If you get shut out of a quiz/exam before you finish it and still have time remaining, first try to get back in on your own. If you cannot get back in, e-mail the eCollege tech support about the situation:

**helpdesk@online.tamuc.org**

**Please Remember:** English 317 is *not* a correspondence course that you can do at your own speed/convenience. It is a skills-based course in which I am pacing you in your assignments and quizzes in order to cover the text material.

### Weekly Breakdown of work:

- Week 1 (July 09 - 15, 2012) Ayres exercises, Quiz
  - Week 2 (July 16 - 22) Ayres exercises, Quiz
  - Week 3 (July 23 - 29) Ayres exercises, Quiz
  - Week 4 (July 30 - August 5) Ayres exercises, Quiz
  - Week 5 (August 6 - 9) Ayres exercises, Final Examination
- 

#### Student Learning Outcomes

A student who completes ***English 317-01W (Word Building)*** will:

- (a) become aware of the Latin and Greek elements in English word-formation
  - (b) become aware of Modern English word-formation processes
  - (c) study select linguistic components of world-wide varieties of language (principally morphology)
  - (d) become familiar with the online ***Oxford English Dictionary***
  - (e) learn respect for all varieties of language
- 

#### Grading Policy

***Remember please that Homework assignments should be submitted as a Word document in the designated Dropbox. Please do not submit your homework in the Comments box of the Dropbox. Place your name on each assignment.***

My goal is to have homework assignments graded and grades posted no later than three to four days after submission; often it will be sooner. Grades on quizzes and the final examination will be available immediately. The quizzes/exam themselves will be available for viewing a day after the closing day of the quiz/exam.

***Nota Bene:*** when I mark an answer on your homework as "*look again*," I would like you to go back and reconsider the question and your answer. A marked paper does not mean the assignment has finished; you can still learn by reevaluating your erroneous answers. Remember too that late homework will not

be accepted.

The following point values will be assigned to classwork:

160	Homework
100	Quizzes
100	Final Examination
<b>360</b>	<b>Total Points</b>
A	324-360
B	288-323
C	252-287
D	216-251
F	215 & below

---

**Textbook(s)** **Required:** *English Words from Latin and Greek Elements*-- Donald M. Ayers and Thomas D. Worthen  
University of Arizona Press, 1986, 2nd edition [abbreviated as (AW) in Readings].

**Required:** *Workbook to Accompany the Second Edition of Donald M. Ayer's*-- Helena Dettmer and Marcia Lindgren  
University of Arizona Press, 2005, Revised Edition [abbreviated as (DL) in Readings].

**Required:** *The Ring of Words: Tolkien and the Oxford English Dictionary*-- Peter Gilliver, Jeremy Marshall, and Edmund Weiner  
Oxford University Press, 2009 [abbreviated as (GMW) in Readings].

---

**Extended Reading** In place of a term paper, you will be required to read (and understand) *The Ring of Words* by Gilliver, Marshall and Weiner. This timely and entertaining book (published in 2011) discusses J.R.R. Tolkien's contribution to the lexicon of the English language.

You should begin reading *The Ring of Words* the first week of class. Material from the book will be included on your Final Examination only.

---

**Plagiarism** Plagiarism is the presentation of the words or ideas of another person as your own. This will result in failure for the work plagiarized and possibly a failure in the course. Be sure to give credit in your papers for all borrowed language and ideas. I will assume that you are able to distinguish scholastic use of sources and cooperative work with your classmates from plagiarism and other forms of academic dishonesty. If you have any questions, however, please speak to me. No level of dishonesty is acceptable. (See following Department of Literature and Languages statement on Academic Honesty).

Department of Literature and Languages

Texas A&M University-Commerce

Policy #12

April 28, 2003

#### ACADEMIC HONESTY

**Preamble.** Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty members are expected to employ teaching practices that encourage academic honesty.

1. Academic Dishonesty Defined. Texas A&M University-Commerce defines “academic dishonesty” in the following way (Procedure A13.12 “Academic Honesty”): Academic dishonesty includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

2. “Plagiarism” Further Specified. The Department of Literature and Languages builds on the university definition of “plagiarism,” given in 1, in the following manner (taken from “Defining and Avoiding Plagiarism: The WPA [Council of Writing Program Administrators] Statement on Best Practices,” undated, pages 1-2, 12 March 2003.):

Plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. [...] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

3. “Collusion” Further Specified. Collusion specifically includes selling academic products. According to the Texas Penal Code (Title 7 Offenses Against Property, Chapter 32 Fraud, § 32.50 Deceptive Preparation and Marketing of Academic Product), an “academic product” means a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.”

The Texas Penal Code also specifies that person commits a Class C misdemeanor offense “if, with intent to make a profit, the person prepares, sells, offers or advertises for sale, or delivers to another person an academic product when the person knows, or should reasonably have known, that a person intends to submit or use the academic product to satisfy an academic requirement of a person other than the person who prepared the product.”

4. Responsibility. Matters of academic dishonesty are handled initially by the instructor. If the instructor feels the problem warrants more attention, it should then be pursued through the department head. If the department head and instructor wish, it should be brought to the attention of the dean of the college for study and review before being referred to the University Discipline Committee (adapted from Texas A&M University-Commerce Procedure A13.04, “Plagiarism”).

Instructors may also choose to refer cases directly to the University Discipline Committee (Texas A&M University-Commerce Code of Student Conduct 6.a[2]).

5. Statement for Course Outlines. Instructors of record in the Department of Literature and Languages are required to include an Academic Honesty statement in all course outlines. The following language is suggested for that statement:

*Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise.*

*Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3])*

6. This Policy supersedes Department of Literature and Languages Policy #12, “Plagiarism,” dated October 10, 1990, and will be effective until further notice.

7. The Head of the Department of Literature and Languages is responsible for maintaining this policy current.

	<p>Gerald Duchovnay, Head</p> <p>Department of Literature and Languages</p> <p>April 28, 2003</p> <p>xc: Dean of Arts &amp; Sciences</p> <p>Provost and Vice President for Academic Affairs and Student Services</p> <hr/>
<b>Courtesy</b>	<p>All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See <i>Student's Guidebook</i>, Policies and Procedures, Code of Student Conduct)</p> <p>I expect that students will exhibit courtesy toward others in this on-line class. Courtesy means not engaging in on-line rudeness in either the <b>Virtual Office</b> or the <b>Student Lounge</b>. Courtesy means engaging in such behaviors such as paying careful attention to others, accepting that various points of views can be valid, and treating others as you wish to be treated.</p> <hr/>
<b>Lateness Policy</b>	<p>I do not accept late assignments--no exceptions made. Quizzes and exams should be completed during the allotted time assigned to each. Failure to submit homework by the assigned time or a quiz or exam during the designated time will result in a zero (0) on said homework, quiz or exam. <b>If you are experiencing problems in meeting homework deadlines or taking quizzes in a timely manner, please inform me BEFORE the homework is due or the quiz is to be taken, not after.</b></p> <hr/>
<b>Software Requirements</b>	<p><b>Attention:</b> Homework assignments should be submitted in the form of a Microsoft Word document in designated Dropboxes. My software can read any form of Microsoft Word documents (.doc and .docx). Microsoft Word is NOT the same as Microsoft Works, so if you use either a Mac, Microsoft Works, Word Perfect or any other software, you must save your document as an .rtf (Rich Text File) document. My software can read .rtf files; my software cannot read Mac or Microsoft Works (.wps) documents.</p> <p><i>The first time you send me a file I cannot read, I will alert you so you can resend it in the correct format; after that each assignment sent in a format I cannot read will receive a zero (0). No exceptions.</i></p> <p><i>Please do not wait until the last minute before the deadline to submit work. In such cases the system will often post the submission to the next day, therefore making it late.</i></p> <hr/>
<b>Virtual Office &amp; Student Lounge</b>	<p>The Virtual Office: Please post your questions concerning the course or course material in the Virtual Office. In this manner all students can benefit from your questions and my/your/our responses. I will check for postings six days a week. <i>I do not check for Virtual Office postings or answer e-mails on Sundays.</i></p>

## **Teacher Certification**

Personal matters (such as grades) should be handled through e-mail.

**Student Lounge:** You can use the Student Lounge as a means of communication with other students. I do not discourage students from working together, except on quizzes and examinations. By "working together", however, I do not mean simply giving others the answers; by "working together" I mean interacting/discussing/evaluating possible solutions to questions.

---

**Teacher Certification.** If you are seeking teacher certification in English, Spanish or ESL, you must pass the TExES, the state's certification examination. The TExES Preparation guides describing the English (#117, #131) and the ESL (#154) exams may be downloaded at

<http://www.texes.com>

Dates for the exam as well as university registration deadlines are available at the A&M-Commerce Educator Certification website: <http://exect.tamu-commerce.edu/registration.htm>. Additional information regarding teacher certification in English, ESL, and Spanish is available in the main office of the Department of Literature and Languages, at

<http://faculty.tamu-Commerce.edu/>

or from the following faculty advisors: Ms. Dottie McIntyre (English Adviser), Ed North 220, Telephone 903-886-5778,

[Dottie.McIntyre@tamuc.edu](mailto:Dottie.McIntyre@tamuc.edu); Dr. Robert J. Baumgardner (ESL Adviser), HL 116, Telephone 903-886-5254, [Robert.Baumgardner@tamuc.edu](mailto:Robert.Baumgardner@tamuc.edu); Dr. Inma Lyons (Spanish Adviser), HL 221, 903-886-8774, [Inma.Lyons@tamuc.edu](mailto:Inma.Lyons@tamuc.edu)

Links to all the above information may also be accessed at:

<http://faculty.tamu-commerce.edu/>

(see also *Major Policies* below).

---

### **MAJOR POLICIES   *English as a Second Language (ESL)***

The ESL TExES differs from all other TExES exams in the Department of Literature and Languages. ESL is not a stand-alone certification; rather, it is an endorsement or add-on certification. Students may be working on an ESL endorsement as undergraduates, as graduate students, or under an emergency permit. However, because ESL is NOT a certificate, no distinctions between these groups of students is necessary.

Additionally, because of the nature of the ESL TExES, students may be approved to take the ESL along with another TExES test. This

exemption applies ONLY to the ESL TExES.

The ESL Advisor is Dr. Robert Baumgardner. Contact information for Dr. Baumgardner:

Office: HL 116

Telephone: 903-886-5254

Email: [Robert\\_Baumgardner@tamu-commerce.edu](mailto:Robert_Baumgardner@tamu-commerce.edu)

Students must meet with the ESL Advisor for evaluation and review of courses. Because so few students take the ESL TExES in any given year, regularly scheduled workshops are not available.

### *Course Requirements*

Undergraduate students are expected to take the undergraduate courses. Students enrolled in the Graduate ESL Endorsement program are expected to take the graduate courses. Emergency permit students may choose whichever courses(s) best fit their schedules.

Undergraduate	Graduate
English 301 or 331	English 501 or 555
English 358	English 558
English 457	English 557
English 462	English 562

### *"At Risk" Criteria*

Students must earn a "B" grade or above in three of the four required courses. Students who have earned more than one "C" grade are considered to be at risk and may have to re-take a course or courses.

ESL practice test manuals are available from the Literature and Languages Main Office, HL 141. The manual is also available in electronic format at:

<http://www.tea.state.tx.us/teks>

---

**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 have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library**

**Room 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

---