

## COURSE SYLLABUS ENGLISH 301-01W FALL 2013

### Robert J. Baumgardner

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Office: Hall of Languages 116

Office Hours: MTWThF 3:00 - 4:00 online & by appointment

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#### Instructor Information

Dr. Robert J. Baumgardner earned a Ph.D. in Linguistics from the University of Southern California in 1982. In the same year he was granted a Certificate in the Teaching of English to Speakers of Other Languages. His principal research interest is World Englishes. He has done extensive fieldwork and research in Pakistan, Iran, Sri Lanka and Mexico. He is co-editor of a book on English for Specific Purposes (Macmillan 1988) and editor of a book on English in Pakistan (Oxford University Press 1993) and South Asia (University of Illinois Press 1996) as well as author of numerous articles on ESP and English in Pakistan and Mexico. His CV is posted on the Department of Literature and Languages website.

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#### Student Orientation Tutorial (SOT)

Under *My Courses/Special Courses* you will find the *NExT SOT* (Student Orientation Tutorial). If this is your first on-line course, *it is imperative that you take this tutorial.* It's an excellent introduction to how to navigate eCollege. It's also a good review if you feel rusty in eCollege operations.

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#### Course Policies and Procedures

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course and instructional units/modules. Each week you will work on various combinations of assignments, activities, readings, etc.

In order to complete the course successfully, you will be expected to read all assigned material and complete all assignments. We are covering a lot of material in a relatively short period of time, so you will need to keep up with your *reading* on a regular basis. In addition, you will be expected to take two (2) quizzes, a mid-term and final examination, complete five (5) major homework assignments and write two (2) journals. No work for extra credit will be given.

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**Course Description** Grammar is an often misunderstood and maligned topic. We all have grammar in our brains of which we are for the most part unaware--our so-called *mental grammars*. This course will bring your instinctive mental grammars to overt consciousness. This will help you to better understand human behavior in general and for those of you who want to teach the subject will help you to present grammar in a lucid way to your students.

More specifically, the purpose of English 301 is to help you to develop a solid understanding of the use and function of grammatical structures in U.S. American English. The course approaches grammar from a descriptive perspective while at the same time acknowledging the place of a prescriptive framework and its influence on Standard English. Topics include articles, tense and aspect, modals, conditionals, prepositions and particles, indirect objects, infinitives and gerunds, relative clauses and direct and indirect speech. We shall also look at traditional sentence diagramming, the history of grammar, pedagogical aspects of teaching grammar to native and non-native speakers and grammar myths perpetuated by prescriptivism. Both written as well as spoken English will be discussed.

### **ENG 301 - Modern Grammar**

#### *Catalogue Course Description*

Hours: Three

A thorough analysis of the sentence-level grammar of English employing contemporary as well as more traditional methodologies. Emphasizes the relationship between the structure of language and that of everyday experience. Develops an appreciation of change and variation. Prerequisite Eng 102.

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**Student Learning Outcomes** A student who has completed English 301, *Modern Grammar*, will

- (1) be aware of the linguistic concept of *mental grammar*
- (2) know the difference between *descriptive* and *prescriptive* grammar
- (3) understand the traditional parts of speech

(4) understand the structures of English, both formally and functionally

(5) become aware of and appreciate the validity of differences in dialectal grammatical structures

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**Textbooks**

Yule, George (1998) *Explaining English Grammar*. Oxford: Oxford University Press. **Required Text**

Schuster, Edgar H. (2003) *Breaking the Rules*. Portsmouth, NH: Heinemann. **Required Text**

Textbooks are available in the on-campus and off-campus bookstores or from *Amazon.com*. Nowadays you can also rent textbooks.

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**Course Outline/Calendar** Below please find each week's work. ***Each week runs from Monday, the first day of the week to the following Sunday. Assignments and Journals are due on Sunday at midnight.***

Week 1 August 26 - September 1, 2013 Yule Chapter 1

Week 2 Sept. 2 - Sept. 8 Yule Chapter 2 **Assignment 1**

Week 3 Sept. 9 - Sept. 15 Yule Chapter 3

Week 4 Sept. 16 - Sept. 22 Yule Chapter 4 **Assignment 2**

Week 5 Sept. 23 - Sept. 29 Yule Chapter 5 Quiz 1

Week 6 Sept. 30 - October 6 Yule Chapter 6 **Assignment 3**

Week 7 Oct. 7 - Oct. 13 Yule Chapter 7

Week 8 Oct. 14 - Oct. 20 **Review Assignment 4**

Week 9 Oct. 21 - Oct. 27 **Mid-Term Examination**

Week 10 Oct. 28 - Nov. 3 Yule Chapter 8

Week 11 Nov. 4 - Nov. 10 Yule Chapter 9 **Assignment 5**

Week 12 Nov. 11 - Nov. 17 Yule Chapter 10 *Quiz 2*

Week 13 Nov. 18 - Nov. 24 Schuster Introduction & Chapter 1, *Journal 1*

Week 14 Nov. 25 - Dec. 1 Thanksgiving Week

Week 15 Dec. 2 - Dec. 8 Schuster Chapters 2, 3 *Journal 2*

Week 16 Dec. 9 - Dec. 13 *Final Examination*

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**Communication:** Please post class- and materials-related questions in the *Virtual Office* so all students can benefit from your question and (I hope) my answer. I normally check the *Virtual Office* on a daily basis except Sunday.

**Virtual Office  
and e-mail**

Private matters (such as grade questions) should be taken care of by e-mail.

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**Grading Policy** First and foremost, I want to make it clear that this is not a correspondence course in which you work at your own pace to complete assignments and examinations. This is a paced, on-line course in which you will be expected to read and complete assigned work according to given deadlines. It is my policy not to accept late work. I will give you what I consider ample time to complete your readings and assignments, so I expect work to be turned in on time. Work that is late will receive a zero. Make it a habit, however, not to wait until 11:59 to turn in an assignment because it takes a few minutes for eCollege to log in your assignment. You should turn in your work well ahead of the deadline. If you have any questions about this policy, please send them to the Virtual Office. *Nota Bene: No work for extra credit will be given.* Following is a breakdown of the components of grades:

100	Mid-Term Examination
100	Final Examination
30	Quizzes
100	Assignments
20	Journals

350	<b>TOTAL</b>
A	315-350
B	280-314
C	245-279
D	210-244
F	209 & below

**Nota Bene:** No grades of *Incomplete* will be given in English 301-01W for Fall 2010.

**Submitting Assignments and Journals**

Your Assignments should be submitted in designated Dropboxes under each particular week. Click Dropbox in the Tool Bar to access dropboxes (see further steps below). ***Assignments will not be accepted by e-mail.***

Journals in English 301 (in the latter part of the semester) should be done using the eCollege ***Journal*** function found above in the Tool Bar. No journal will be accepted by e-mail. Each journal entry will have a prompt that you will see when you click Journal under the week's work.

Remember that your assignments should be submitted using *Microsoft Word* (either PC or Mac). I am using *Word 2007*; therefore, any version of *Microsoft Word* (2007 or earlier) should not present a problem. However, if you are using any other word processor (for example, *WordPerfect* or *Microsoft Works*), you must convert your files to RTF (rich text format) before sending them to me. If you don't do so, your assignment will not arrive in a readable format.

**Nota Bene:** The word processor in *Microsoft Works* is not compatible with *Microsoft Word*. So if you are using *Microsoft Works*, you need to convert your files to RTF before sending them to me. *Microsoft Word* will not read documents written with *Microsoft Works*.

**You are responsible for sending me a file I can read. If I cannot read your first submission, I will alert you and give you the opportunity to correct the problem. After the first time, if you submit work that I cannot read, you will be given a zero on that**

**assignment if the due date has passed.**

In order to submit an assignment using the dropbox, please follow the following steps:

1. Click **Dropbox** tab
2. Click **Submit an Assignment**
3. Select **Basket** (e.g. Week 1, Assignment 1)
4. Add **Attachments** (3 steps--Select File, Attach File, OK)
5. Add **Comments** (if any)
6. Verify that your Attachment is attached.
7. If all is OK, click **Submit**
8. If your Assignment was successfully submitted, you will see **OK**. (If you don't see OK, you need to locate the problem.)
9. Your assignment then goes to the **Outbox** of your Dropbox. Once it is graded, it will be in your **Inbox**.

**You are responsible for submitting your work correctly and on time.**

**Student  
Technical  
Support Services  
& Library Access**

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**Contacting eCollege for Technical Support:**

The following support options are available 24 hours a day / 7 days a week:

- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)
- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.

**Contacting Your Instructor:**

If you have questions pertaining to the content of this course (e.g., questions about an exam, course due dates, grades, etc.), please contact me through the "Virtual Office." If you have a question about grades or a private matter, please use e-mail.

## **STUDENT SUPPORT SERVICES:**

### **eCollege Technical**

**Concerns:** Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week, by sending an email directly to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org). You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511 or 720-920-6656 (direct), or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

**Course Concerns:** If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

### **Other**

**Questions/Concerns:** Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

**Student Code of Conduct:**  
The A&M-Commerce

Student [Guidebook](#) (page 55) details student rights and explains grievance procedures. The guidebook includes the Student Code of Conduct.

### **eCollege Technical Concerns:**

Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week, by sending an email directly to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org). You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511 OR 720-920-6656. The eCollege Helpdesk may also be reached through Chat by clicking on the 'Help' link at that top of this page, and then clicking on the 'Contact Help Desk' link.

### **Accessing Library Databases & Tutorials::**

To access the Library databases and Library tutorials you must open a separate browser session. Minimize your eCollege session and open another browser window going to the Library's web site directly: <http://www.tamu-commerce.edu/library> not from within eCollege.

Currently enrolled students wanting to access databases from abroad:

1. Install the VPN client software from:

<https://vpn.tamu-commerce.edu>.

2. Open the installed VPN application and enter personal login information as follows:

**Login:** student\your CWID) (Example: student\12345678)

**Password:** (enter your myLeo password)

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**Plagiarism and Academic Dishonesty** 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. (For further information please see the *Academic Honesty* statement of the Department of Literature and Languages below.)

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. <<http://www.ilstu.edu/~ddhesse/wpa/positions/WPAplagiarism.pdf>>):

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.

Gerald Duchovnay, Head, Department of Literature and Languages

April 28, 2003

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**Late Work Policy** No late work will be accepted. No exceptions. Work should be submitted by midnight, Central time, on the due date that is given in the Week's assignment.

Quizzes and Examinations should also be submitted during the time frame specified for each. No exceptions. Failure to submit a quiz or examination on time will result in a zero grade.

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**Drop Course Procedure** **Drop Course Procedure:**

A student may now drop a course by logging into their myLEO account. After logging into the myLEO account click on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page. The student will then select the class they wish to drop along with the reason for dropping the class. Once the drop request is completed by the student it will then be routed to the instructor for approval.

Upon instructor approval the student drop request will be sent to the Office of the Registrar for processing. A student may access myLEO to view their drop and they should also receive an email notification to their myLEO email.

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**Online Courtesy (Netiquette)** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Student's Guidebook*, Policies and Procedures, Code of Student Conduct)

I expect that students will exhibit courtesy toward others and toward me in this online class. Courtesy means not engaging in online rudeness or refusing to focus on group or class discussions. Courtesy means engaging in such behaviors such as paying careful attention to others in discussions, accepting that various points of views can be

valid, and treating others as you wish to be treated.

**Teacher  
Certification**

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***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.texas.com>

Dates for the exam as well as university registration deadlines are available at the A&M-Commerce Educator Certification website:

<http://excet.tamuc.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.tamuc.edu>

or from the following faculty advisors: Ms. Kristina Nichols (undergraduate English Adviser), CHSSA, Young Education North 220, Telephone 903-886-5779, [Kristina.Nichols@tamuc.edu](mailto:Kristina.Nichols@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.tamuc.edu/>

(see also *Major Policies* below).

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***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@tamuc.edu](mailto:Robert.Baumgardner@tamuc.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>

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**Americans with  
Disabilities Act**

**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@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)