

COURSE SYLLABUS

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ENG 501 Structure of the English Language, Spring 2018

Please note that this class is run on a flex term beginning on February 1, 2018.

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

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.**

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 501 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 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.

Catalogue Course Description

Hours: Three

A thorough analysis of the grammatical structure of English employing contemporary as well as more traditional methodologies. Emphasis varies among phonology, morphology, syntax, text/discourse analysis and historical developments in the language.

Student Learning Outcomes A student who has completed English 501, Structure of the English Language, 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**
1. Yule, George (1999) Explaining English Grammar. Oxford: Oxford University Press. ISBN 0194371727 REQUIRED
 2. Schuster, Edgar H. (2003) Breaking the Rules: Liberating Writers through Innovative Grammar Instruction. Portsmouth, NH: Heinemann. ISBN 0-325-00478-1 REQUIRED
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Course Outline/Tentative Calendar Below please find each week's work. Each week runs from Monday to the following Sunday. Assignments are due on Sunday at midnight. The calendar is tentative and may change. If this happens you'll be notified.

Week 1 Yule Chapters 1, 2 *Assignment 1*

Week 2 Yule Chapters 3, 4 *Assignment 2*

Week 3 Yule Chapter 5 **Quiz 1**

Week 4 Yule Chapter 6 *Assignment 3*

Week 5 Yule Chapter 7, Review *Assignment 4*

Week 6 Spring Break

Week 7 **Mid-Term Examination**

Week 8 Yule Chapter 8

Week 9 Yule Chapter 9 *Assignment 5*

Week 10 Yule Chapter 10 **Quiz 2**

Week 11 Schuster Introduction, Chapter 1 *Journal 1*

Week 12 Schuster Chapters 2, 3 *Journal 2*

Week 13 Review Discussion **Final Examination**

Communication: You are expected to check your email account connected to eCollege at least once per day.
Virtual Office and Email

Please post questions about the course and materials in the **Virtual Office** so all students can benefit from your question and from answers by me and other students. I check the **Virtual Office** only once a day, so for urgent, as well as private, issues send me an **e-mail**. In case the issue is not private and relevant to all students, I may choose to answer it as if asked anonymously to all of you. While I have access to it, I won't normally check the **Student Lounge**, which is intended for interactions among the students of this course.

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. Therefore, at the beginning of each week, check all materials and assignments for that week, plan ahead, and ask any questions you might have. Don't log in for the first time in a given week on Sunday afternoon!

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 zero points. 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 contact me.

Here is a preliminary breakdown of the components of grades:

100	Mid-Term Examination
100	Final Examination
30	Quizzes
100	Assignments
40	Journals
370	TOTAL
A	333-370
B	294-332
C	257-293
D	220-257
F	219 & below

Submitting Assignments We will have up to 5 assignments during the course. Please place your assignments (in Word document format: .doc or .docx) in the *Dropbox* specified for assignments 1 through 6. Late assignments will not be graded and will receive a grade of zero. Assignments will not be accepted by e-mail.

Remember that your assignments should be submitted using *Microsoft Word* (either PC or Mac). If you are using any other word processor, you must convert your files to MS Word or RTF (rich text format) before submitting them.

You are responsible for submitting a file I can read. If I can't 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 identify the problem.)
9. Your assignment then goes to the **Outbox** of your Dropbox.Once it is graded, it will be back in your **Inbox**.

You are responsible for submitting your work correctly and on time. Please remember to put your name on all work you submit. Papers with no names will have two (2) points subtracted from the final grade.

Quizzes and Exams You will have two quizzes in English 501. The first quiz is during Week 3 and the second during Week 10. Details on quizzes will be given as the quiz approaches.

The Mid-Term Examination is during Week 7 and the Final Examination is during Finals Week.

Failure to take a quiz or an examination during the given time limit (normally three days, two for the Final Examination) will result in zero points on the quiz/examination. Missed examinations and quizzes cannot be made up.

Discussions In most weeks we will have an open discussion, in which you can participate. It will usually be in response to our textbook chapters, but occasionally on other materials as well. You can ask questions, answer the questions of other students, or comment on the readings.

Other weeks have mandatory discussions of the same format. You are required to participate in these

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. Missed quizzes or examinations likewise can't be made up.

If you are having difficulties completing your work, please let me know *before* the work is due.

Access and Pearson LearningStudio (eCollege) Access and Log in Information Navigation

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number.
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket

number.

4. At that time, I will call the helpdesk to confirm your problem and follow up with you.

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

Learner Support

Go to the following link [One Stop Shop](#)- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link [Academic Success Center](#)- focused on providing academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

Learning Studio Notifications Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

Course- and University-Specific Procedures By staying in the class after reading this syllabus, you are obligated contractually to meet class requirements and follow *all* course, department, and university policies.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Academic Dishonesty

The text below is copied from the university procedure: 13.99.99.R0.10

Graduate Academic Dishonesty Definitions

Academic dishonesty includes the commission of any of the following acts.

This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty.

Clarification is provided for each definition by listing some prohibited behaviors

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. [See the Department of Literature and Languages Plagiarism Statement for further details and information on the requirements for MLA attribution which apply in this course and the Course Policy on Plagiarism.]

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in 15.99.03.R1 Ethics in Research and Scholarship.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Academic Dishonesty Procedure

The faculty member will submit a copy of the Graduate Student Academic Dishonesty Form to the Office of Graduate Studies with copies sent to the student, student's major Department Head/Director, the Academic Dean/Director of School, and the Provost's office as soon as is practicable, preferably within ten (10) university business days of discovery of the alleged incident.

If the Office of Graduate Studies determines this alleged incident is a first offense, the faculty member will be notified. If student accepts responsibility for charge, and accepts/agrees with penalty (as determined by faculty member which may be a grade reduction for course, a zero for the assignment, requirement for extra requirements or training, or a combination of the above), then that concludes the disciplinary action.

The faculty member must send the records of the penalty by submitting the Faculty/Staff Adjudication of First Offense of Graduate Student Academic Dishonesty Form to the Provost Office, Academic Dean/Director of School, and Department Head/Director as soon as practicable, preferably within five (5 days) of the agreement.

A student may appeal the charge or the penalty by writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final. The Academic Dean/Director of School must include the decision on the Student's Appeal of First Offense of Graduate Academic Dishonesty Form, submit the form and a copy of the records of the appeal for the first offense to the Provost Office as soon as practicable, preferably within five (5) university business days of the appeal decision. If the Office of Graduate Studies determines that the student has a previous finding of academic dishonesty on file, the disciplinary process will immediately be transferred to the jurisdiction of the Academic Dean/Director of School. (See section 2.8). A second offense may result in separation (suspension or expulsion) from the University. The Academic Dean/Director of School adjudicates all such cases via the hearing process in section 3 and may impose less severe sanctions if the circumstances warrant.

Drop Policy: The university drop procedure allows for an online process.

Students who are eligible may drop their classes through their myLeo with a "Q" drop grade without Instructor approval.

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, University College students etc.). If you have an advising hold, you will have to complete a Drop/Add form and get approvals manually and turn the form in to the Registrar's Office for processing.

NOTE: The process of dropping is manually done at the Registrar's office and is not automatically posted when you submit the form through myLeo.

The Drop/Add form is located online at: [TAMUC Drop Form](#)

The deadline to drop with a "Q" drop grade can be found on the Academic Calendar at: [TAMUC Academic Calendar](#)

The drop process steps are:

- Go to myLeo
- Go to Registration, Records & Grades
- Registration
- Register/Add or Drop Classes
- Select a Term
- Under "Action", click on Course Drop
- Click on "Submit Changes" at bottom form
- These forms must be turned in to the Registrar's Office for processing.

If you only are enrolled in one class or need to drop all your classes, you will not be able to drop through the online procedure. The Withdrawal Form is available at: [TAMUC Withdrawal Form](#)

These forms must be turned in to the Registrar's Office for processing.

Incomplete Grades: The Incomplete grade is reserved for those students who have been active in class and have maintained a passing grade until nearly the end of the course. If circumstances in the last two weeks of the semester (following the final course drop deadline) make it impossible for a student to hand in the last assignment(s), then the Incomplete can be granted. The student must request the incomplete grade and supply documentation concerning the circumstances that have made it impossible for course work to be completed.

Students who have failed to turn in assignments in earlier weeks are *not* eligible for an Incomplete and will not be granted one. Anyone who is unable to complete the work in the semester they are enrolled will not be able to do it alone in the following term.

If the missing work is not handed in by the end of the following year, the grade automatically goes to an F in accordance with university policy. There is no appeal for that grade change.

Plagiarism

Department of Literature and Languages Policy: Instructors in the Department of Literature and Languages do not tolerate plagiarism. Instructors uphold and support the highest academic standards, and learners are expected to do likewise. Penalties for learners guilty of plagiarism can include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1, 2, 3])

The Department of Literature and Languages defines plagiarism as occurring when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source both in the text of the essay or paper and in a Works Cited page.

Course Policy: Students must acknowledge and document all sources (summarized, paraphrased, or quoted) using the MLA Handbook (7th edition) rules. Students do not have to buy the MLA Handbook: there are copies in the library and in the Hall of Languages Writing Center as well as multiple online sites that give information on MLA guidelines.

Purdue OWL MLA resource: <https://owl.english.purdue.edu/owl/resource/747/01/>

This acknowledgement must be in textual attribution, that is, in the text of the sentences and not just in parentheses at the end of paragraphs and in Works Cited pages. Textual documentation requires clear identification of the source (including author's name and title) within your text, as part of the beginning sentences for summaries and paraphrases. In addition, page or paragraph numbers (for online

sources) must be given for direct quotes.

Plagiarism is not excused by saying "I did not mean to do it!" Unintentional plagiarism is still plagiarism. If you are summarizing/paraphrasing information from the source and fail to incorporate textual attribution, it still can be a case of plagiarism.

Using quoted material without parenthetical attribution and correct Works Cited entries is academic dishonesty verging on plagiarism.

The first instance of plagiarism on a draft will result in a 0 for that assignment. The second instance of intentional or unintentional plagiarism will result in the faculty member filing the form required by the Academic Dishonesty Reporting Procedure which is described above.

Online resources on plagiarism:

[Plagiarism: What it is and How to Recognize and Avoid it](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

Student Grievances [Department of Literature and Languages]

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution.

Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141).

In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

ADA Statement

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

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
