Syllabus
ENGL 2012, version 2.0
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ENGL 2012—Practical Grammar and Usage

Course Description: Practical grammar, usage and punctuation; effective word choices and sentences; elimination of common errors; use of dictionaries; current language controversies; regional and social language variation.

Textbooks and Other Materials

ODL is *not responsible* for student purchases that result in *the receipt of the wrong materials. It is the responsibility of the student to* order the correct textbook materials. Courses are written to specific textbook editions; edition substitutions *are not allowed*.

Textbooks

Notice that your instructor is assigning two reference books: a dictionary and a handbook concerning grammar and punctuation. While you will learn much about English by reading parts of these reference books, you will also learn **how** to use them.

By learning how to use *The American Heritage Dictionary*, you will be able to find and understand the accepted pronunciations of a word. And you will be able to choose words that express the meaning you intend, in various situations. By learning how to use *A Writer's Reference*, you will be able to find an answer to a question that occurs when you are writing. For example, if you are not sure if you should choose *who* or *whom* in a particular sentence or if you should use the subjunctive mood or the indicative, your handbook will provide the answer.

Joseph P. Pickett, Ed. *The American Heritage Dictionary of the English Language*. Fifth edition. Boston, MA: Houghton Mifflin Harcourt, 2011.

This dictionary is available, free and online, at ahdictionary.com. If this online version is eventually removed, it will probably be replaced by another edition. If not, what you learn in this course will help you use other dictionaries as well.

Diana Hacker and Nancy Sommers. *A Writer's Reference, with Exercises.* Tenth
  edition. Boston: Bedford/St. Martin's, 2021.
    E-book edition: ISBN: 978-1-319-33300-3
        or
    Comb-bound print edition ISBN: 978-1-319-33290-7

You may choose the e-book edition or the print edition.

If you choose the e-book, you can rent it through the MacMillan Student Store
at https://store.macmillanlearning.com/us/product/A-Writer's Reference-with-
Exercises/p/1319191886 or through Vitalsource at
https://www.vitalsource.com/products. You should know, however, that even if
you "buy" the e-book or you rent it for a "lifetime," you can still lose access to it.

In contrast, if you buy the print edition, you own it, and the publisher cannot cut
off your access. If you choose the print edition, you can purchase it at the
MacMillan Student Store cited above, at a local bookstore, or from an online
retailer such as e-bay or Amazon.

Ordering Information

Please review the following tips for ordering your course materials:
1. Do not purchase your textbooks until your enrollment is approved.
   During the processing period, a new section may be opened that could
   require a different textbook or edition.
2. *Always order by the ISBN*. Publishers and vendors often offer the same
   textbook title under different ISBNs. You must have the correct ISBN to
   access your online website.
3. If you are having problems locating a textbook, contact us at
   Answers@outreach.lsu.edu for assistance.

Other Materials and Resources

Other printed handbooks can help you with grammar and punctuation, by
providing a different explanation of the same rules. Students who struggle with
grammar can obtain a recent edition *Hodges' Harbrace Handbook* from a library
or bookstore.

Software: Web Browser, Adobe Acrobat Reader

It is recommended that you use Mozilla Firefox or Google Chrome as your web
browser. Internet Explorer is not compatible with your Moodle course site.

Adobe Acrobat Reader is required to view PDF document files.

Hardware: *Web cam with a microphone (built-in or external), headphones or working speakers,* and *high speed internet*

Exams are completed online and require the hardware listed above. Students are encouraged to review the technical requirements provided on the ProctorU website and to perform a test on their equipment prior to enrolling in this course to make sure they have the necessary resources available.

Technical Requirements: https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements

Equipment Test: https://go.proctoru.com/testitout/

Nature and Purpose of the Course

Course Outcomes: Upon completion of this course, students are expected to be able to:

1. Have a basic understanding of the history of the Engllish language
2. Use *The American Heritage Dictionary of the English Language* dictionary effectively
3. Identify current American usage and current language controversies
4. Identify regional and social variation in the English language
5. Review and use current English grammar
6. Apply conventions of English punctuation

This course will emphasize comprehension, not memorization. Your instructor will help you to understand various concepts so that you can apply these concepts to problems and issues that will arise throughout your life.

For example, you will learn what is meant by the term *usage*. Thus, you will be able to choose effective vocabulary in your own speech and writing. For example, you will learn that when you hear people say they "could care less," they are actually saying the opposite of what they mean. And you will learn what linguists mean when they speak about "regional and social variation"— that the choices speakers or writers make often depend on their social or regional backgrounds.

You will learn how to recognize a word's part of speech in context and to recognize different types of phrases and clauses. You will learn how to make your subjects and verbs agree and how to punctuate your sentences correctly.

You will leave this course with a deeper understanding of your language and a greater awareness of its richness, complexities, and conventions.

Working with the Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part. *Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.*

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the Module Learning Objectives, the Readings, and the graded Module Assignment. You should work through these parts of the module in the following order:

1. Complete all parts of the *Readings* in the order presented, **including the instructor's comments**.

2. You may also choose to complete the practice exercises if applicable.

3. When you are ready, complete your *Module Assignment*.

Suggested Study Techniques

1. Carefully review the module objectives to help you focus on the information that will be covered on the exams.
2. Concentrate on the reading assignments, the module lecture material, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.
3. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
4. Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.
5. Review your module assignments after they have been graded, paying special attention to any instructor feedback provided. (We suggest that

you wait for assignment feedback before you submit subsequent assignments.)

6. Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

Reading Assignments

For reading assignments, the title of your dictionary—*The American Heritage Dictionary of the English Language* is abbreviated as *AHD*. *A Writer's Reference* is abbreviated as *AWR*.

You will read an average of 12 pages per module. Specific reading assignments will be given in each module.

Topic Outline

This course covers the following specific topics:

Module	Topic
01	The History of Our Language
02	The Guide to the Dictionary—Part I
03	The Guide to the Dictionary—Part II
04	Stylistic Varieties of English; Language Variation & Change
05	Usage—Part I
06	Usage—Part II
07	Parts of Speech
	Mid-Course Examination
08	Parts of Sentences
09	Verb Forms, Tenses, and Moods
10	Subordinate Word Groups—Phrases
11	Subordinate Word Groups—Subordinate Clauses; Sentence Types
12	Active and Passive Voice; Parallel Structure
13	Subject-Verb Agreement; Pronouns
14	The Comma
15	Other Punctuation Marks; Run-on Sentences
	Final Examination

Module Assignments

Module assignments are in quiz format and are submitted online. Your assignment may contain the following question types: true/false, multiple-choice; matching; short answer; or essay. If the assignment requires that you respond to a prompt, for example, short-answer or essay questions, please submit your answer in the text area provided. Module assignments are worth 100 points each; however, the number of items and their values are not the same for each module assignment. (*Ex. Module 01 Assignment may have 6 questions for a total of 100 points, and Module 02 Assignment may have 15 questions, for a total of 100 points*). You are allowed *One (1)* attempt to complete each module assignment. Detailed instructions for each assignment are provided in the *Module Assignment* area of each module.

You may refer to your textbooks and to the Instructor Comments during the assignment. The assessment is <u>not</u> timed, to allow for careful review in answering each question.

Important Note: If a module assignment asks you to discuss something you have read in one or both of the two reference books, you should follow MLA conventions. You will not have to provide a Works Cited entry, since you and your instructor will be using the same sources. But when working with these sources, you have three choices: you can paraphrase, summarize, or quote the passage—or you can combine these methods. If you are unfamiliar with these conventions, please study sections 2 and 3 of the MLA chapter in *A Writer's Reference*.

Some courses have restrictions that require that a grade be received before you can submit additional assignments. Specific information on assignment submission is included in the Module Instructions. Please be sure to follow these instructions.

You must have a *grade posted in the Moodle grade book for the Module 15 Assignment in order to unlock access to the Final Exam.* Please allow at least *seven* days for the final assignment grade to be posted in the gradebook.

Once you *submit* an assignment, you cannot revise it, so be sure to check your work. Your instructor will normally post a grade for your assignment within *seven calendar days.* Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week.

Do not rely too heavily on your textbook or other resource material when preparing your assignments. If you do, you may not realize until exam time that

the perfect response you prepared for an assignment was only possible because you referred to resource material without really learning or understanding the material and concepts. Therefore, *you should attempt each assignment without referring to the resource material,* and if you find it necessary to look up an answer, be sure you have actually learned the concept and material rather than merely reflecting it in the answer.

Academic Integrity

Students in Online Distance Learning (ODL) courses must comply with the *LSU Code of Student Conduct.* Suspected violations of the academic integrity policy may be referred to LSU Student Advocacy & Accountability (SAA), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees.

Plagiarism

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

Collaboration

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

For more information and links to the *LSU Code of Student Conduct* and the SAA website, go to the ODL Academic Integrity policy on our website.

Examinations and Grading Policy

There will be two examinations. The Mid-Course Exam follows Module 07, and the Final Exam follows Module 15. The Final Exam will cover only the material presented in Module 08 through Module 15. *It is not cumulative.* You are *not allowed* to refer to your textbooks, Instructor Comments, dictionaries, or aids during the exam.

You will have a maximum of *three* hours to complete the exam.

YOU MUST EARN A PASSING AVERAGE ON THE EXAMINATIONS IN ORDER TO PASS THE COURSE.

If you earn a passing average on the examinations, your course grade will be calculated as follows.

- Module assignments count 100 points each.
- The Mid-Course and Final Exam count for 100 points each.
- Course grade = average of module assignments + average of quizzes + exam scores. Each component is weighted by the predetermined percentages listed below.

Course grade =

Component	Weight (%)
Average of Module Assignments	30%
Mid-Course Exam	30%
Final Exam	40%

Grading Scale:

97%–100% = A+
93%–96% = A
90%–92% = A-
87%–89% = B+
83%–86% = B
80%–82% = B-
77%–79% = C+
73%–76% = C
70%–72% = C-
67%–69% = D+
63%–66% = D
60%–62% = D-
0%–59% = F

IMPORTANT: The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.

2. You must have a *grade posted in the Moodle grade book for the Module 15 Assignment in order to unlock access to the Final Exam*. Please allow at least 7 days for the final assignment grade to be posted in the gradebook.

To read the full exam policy and other policy statements, visit https://ce.lsu.edu/online-distance-learning/policies/.

Taking Your Examinations

You are *required* to create a Louisiana State University at Baton Rouge ProctorU account and to take your examinations through ProctorU, a remote proctoring service that allows you to take exams anywhere with internet access. Information on creating your ProctorU account can be found in the *Getting Started* module. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL).

The ProctorU website provides links you can use to find out how ProctorU works and to check your computer to see that it meets the technical requirements. In addition, to test using ProctorU, you need *access to a web cam with a microphone (built-in or external), headphones or working speakers*, and *high speed internet* to use this service. A complete list of technical requirements is available from the ProctorU website.

You should schedule your exams about a week before you are ready to take them in order to avoid any additional charges.

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the Office

of the University Registrar Transcript Requests page to view your options
(https://www.lsu.edu/registrar/student-services/transcript.php).

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BATON ROUGE, LOUISIANA

Joseph Abraham, PhD
Instructor
Distance Learning Programs
Louisiana State University

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