

**LING 210: Traditional Grammar: English (CRN 182)**  
**Fully Online, Asynchronous**  
**Fall 2020**

**Instructor:** Dr. Amie A. Dougherty

**Office:** 313 Netzer Administration Building

**Office Hours:** W 8:00-11:00, and by appointment (see further information under Course Policies)

**Phone:** 436-2493

**E-mail:** Amie.Dougherty@oneonta.edu

**Web Address:** <http://employees.oneonta.edu/doughtaa>

**Required Text and Materials:**

Packet of materials available at the Campus Shop\*

\*If you want a printed copy of the course packet, please use the Campus Shop. I will also be placing a PDF of the packet on Blackboard.

**Technology Requirements:**

- Internet Access: You will need to be able to access a lot of web-based materials as this course is online. If you have connectivity issues, you need to let me know.
- Blackboard: The majority of the work for this class will be done using Blackboard. You will submit all of your work via Blackboard, in drop boxes.
- Word Processing Program: You will need to use Microsoft Word or another word processing program to access the assignments and to write some of them. If you use a program besides Word, you will need to save your files as Word (.doc or .docx) or PDF documents. Please note that as a student at SUNY Oneonta, you can download a copy of Microsoft Office to your device through Office365. You can also use the web-based version of Word and other Office programs through Office 365.
- Slide Show Program: For the diagramming, you may wish to use PowerPoint or another slideshow creation program to create the diagrams if you do not wish to do them by hand (see next bullet). I will create a video instructing how to use PowerPoint to do diagramming.
- Camera and PDF Conversion Program or Scanner: For some of the exercises, and exams, it may be easier for you to write the answers by hand (the diagrams). If you prefer to write them by hand, then you will need to take a picture of the diagrams and convert the images to PDF or you will need to scan them in as a PDF before you submit them.
- Video Recording Program (optional): Ideally you will record 1 thing for this class: an introductory video. If you have a smart phone, you can use it for the introductory video. If you do not have this capability, do not worry. I will give alternative means of fulfilling the assignment.
- Microsoft Stream, YouTube, or another location to save your videos (optional): Because I want you to link the video you make to Blackboard, you will need to have a location on the web to upload it. You have access to Stream through Office 365, but you can also use YouTube if you prefer or a different service. I will give instructions for uploading to Stream and for embedding videos to Blackboard.

**Course Description:**

Catalog Description: Covers traditional English grammar, including preferred usage.

**Translation:** We're going to examine the grammar of English from a sentence structure perspective. Beginning with parts of speech and sentence patterns, we will progress to parts of sentences and how the sentences are constructed to make meaning. You will demonstrate your understanding of these concepts through diagramming sentences using the Reed-Kellogg system. We will also discuss the relationship of grammar to mechanics in writing.

**General Education Attributes:** LA and CPA

**Course Goals:**

- To learn the basic parts of speech and verb tenses of English.
- To learn the basic structure of English clauses and the patterns the clauses follow.
- To learn how English sentences transform for various purposes.
- To learn how clauses combine to form different types of sentences.
- To learn how verbal phrases work in sentences.
- To learn basics of mechanics and proofreading.

**Method of Instruction:**

Because this class is an asynchronous online course, instruction will occur through the videos and other materials I post to Blackboard and through feedback I give to your work. See the calendar for due dates for the assigned readings and assignments.

**Course Policies:**

**Office Hours:** As long as it is feasible, I will hold my office hours in my physical campus office, Netzer 313, and I will have in-person and virtual office hours during that time. However, you must make an appointment if you plan to attend those office hours so that I can ensure social distancing. You must also wear a mask if you come to speak with me in my office. (I will also wear one.) If you prefer to speak with me in another manner, we can speak by phone or using Teams or Collaborate. You will also need to set up a time for those meetings. To set up a meeting with me, go to my Calendly calendar (<https://calendly.com/doughtaa>) and sign up for a 15-minute meeting (if you think you'll need longer, you can sign up for a longer meeting). When you're setting up the meeting, make note of whether you want to meet in person or via Teams or Collaborate. If you want to meet at a time besides my office hours, e-mail me with possible days and times, and I'll get back to you as soon as I can to set it up.

**Course Questions:** I have created a Course Questions discussion board for the class. If you have any general questions about the materials, assignments, or any other aspect of the class, post them on this discussion board, and I will answer them as soon as I can. This discussion board will act as a resource for the class. If you have questions specific to your work, you can e-mail me, and I will answer them as soon as I can. An example of a general question is "Can you give more examples of other pattern VI sentences?" An example of a specific question is "What did you mean when you wrote 'you're having difficulty identifying prepositional phrases' on my post?" If you e-mail me a general question, I will tell you to post it and only answer it once it is posted.

**Contacting Me:** My preferred method of communication outside of class is e-mail, and I am usually quick to respond to e-mail. If you send me an e-mail message, you should hear back from me within 24 hours during weekdays. If you do not receive a response within 24 hours, try again because it means that I have not received your message. I check my e-mail periodically Monday through Friday (usually between 8 and 5). I am offline on Saturdays and Sundays.

**Assignments:** Your final grade will be calculated based on the following assignments. Dates for the exams are on the syllabus.

- ✱ **Homework and Miscellany (15%):** For each chapter, you will be assigned at least 2 pieces of homework to complete and submit via a Blackboard dropbox. When possible, I will post a copy of the answer key to Blackboard in addition to offering feedback on the homework.
- ✱ **Exam 1 (10%)**
- ✱ **Exams 2 and 3, and Final Exam (25% each)**

**Late Work:** I will accept work no more than one week late. All late work will lose 10%. If you know that you won't be able to get work in on time, see me before the due date, and we may be able to make arrangements for an extension.

**Plagiarism:** Plagiarism is the passing off of another's work (whether quoted, paraphrased or summarized) as your own without proper documentation, including on exams. If you are caught plagiarizing, you are subject to a variety of punishments, including expulsion from the university. Do your own work. See the University's policy below for details on the Academic Dishonesty policy.

**Blackboard's Gradebook:** I will be creating a gradebook on Blackboard and updating it periodically for your information. Please note that this gradebook is a guide only; however, if you do see what appears to be an error on it, please contact me. Final grades are calculated by me on my Excel gradebook, so if there is a discrepancy between Blackboard's book and mine, I will use my gradebook as the correct one. Also note that the grade marked "Total" is not a weighted total, so it should not be used to estimate your course average. Instead, the "Weighted Total" grade is the one that will indicate best how you are doing in the class.

**Grading Scale:** The number percentages will be calculated as follows for letter grades:

94-100 A	87-89 B+	77-79 C+	67-69 D+	0-59 E
90-93 A-	84-86 B	74-76 C	64-66 D	
	80-83 B-	70-73 C-	60-63 D-	

**Student Learning Center Statement:** Your professor is an excellent resource for assistance in this course. Please visit office hours to seek clarification of concepts and processes that you are required to master for this course. For additional support, the Student Learning Center provides a variety of tutoring services. Students can receive professional tutoring for writing, reading, study skills, and basic math. Students can also receive peer tutoring in course content for most 100-level and some 200-level courses. For several courses, drop-in tutoring is offered.

**University Policies:** The following policies can be found in your Student Handbook or the Code of Student Conduct and are particularly applicable to this class. You can find a copy of all policies here: <https://suny.oneonta.edu/office-provost/course-policies-and-procedures>

### Final Exams

Instructors must follow the final exam schedule as posted in *Keydates and Deadlines* (<https://suny.oneonta.edu/office-registrar>). The final exam week is part of the 15 class weeks required by the State Education Department. *If an instructor does not hold a final examination, the final examination period must be used as the final class day.* Exceptions to this may be made only in an emergency and only with prior approval of the department chair and the division dean. Under no condition shall a study day be used to administer a final exam. Students are held responsible for selecting a course schedule with the final exam schedule in mind. There is no policy preventing a student from having exams in one day.

### **Accessibility Resources**

Students Diagnosed with a Disability—All individuals who are diagnosed with a disability are protected under the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. As such, you may be entitled to certain accommodations within this class. If you are diagnosed with a disability, please make an appointment to meet with Accessibility Resources, 133 Milne Library, ext. 2137. All students with the necessary supporting documentation will be provided appropriate accommodations as determined by the Accessibility Resources Office. It is entirely your responsibility to contact Accessibility Resources and concurrently supply me with your accommodation plan, which will inform me exactly what accommodations you are entitled to. You will only receive accommodations once you provide me with an Accessibility Resources accommodation plan. Any previously recorded grades will not be changed.

### **Academic Dishonesty**

Academic dishonesty is defined as any act by a student that misrepresents or attempts to misrepresent to an instructor or any College official, the proficiency or achievement of that student or another student in any academic exercise for the purpose of influencing a grade on a piece of assigned work, on an examination or quiz or in a Course as a whole, or that is intended to alter any record of a student's academic performance by unauthorized means.

A Student deemed guilty of an act of academic dishonesty may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, or dismissal from the College. Furthermore, for a second offense, referral of the case to the Standing Disciplinary Board is mandatory. The penalties that may be assessed by the Board are listed under the Procedures of the Standing Disciplinary Board as published in this publication; however, the normal penalty is suspension or dismissal.

It is the Student's responsibility to read and understand the policy on all aspects of academic dishonesty as published in this publication and the Undergraduate Catalog. However, individual faculty members may wish to explain the policy as it relates to their courses. It is emphasized that a student who has any questions about what constitutes academic dishonesty has the responsibility of clarifying them by conferring with his/her instructors.

### **Examples of Academic Dishonesty:**

The following examples, although not all-inclusive, are intended to help students understand what constitutes academic dishonesty. Other acts should not necessarily, be considered as falling outside the scope of this policy because of their absence from this list.

- Plagiarism that is, using materials from another's work without acknowledgment, using quotations without identification as such or paraphrasing without specific identification of the source.
- Copying and/or modifying another person's computer file, program, printout, or portion thereof for use in an assignment without permission of the instructor.
- Knowingly permitting one's computer file, program, printout, or portion thereof to be copied or modified by another student for use in an assignment without permission of the instructor.
- Unauthorized giving or receiving of information on an examination, laboratory procedure, or other exercise.
- Taking an examination for another student or allowing another student to take an examination for you.
- Altering or attempting to alter a grade on any piece of graded work, a grade written in an instructor's personal records, or a grade written on any College form or transcribed in any official College record.
- Submitting a College form with a forged signature.

### **Actions for Safety**

Please see the College's page for ways of protecting yourself and others during the pandemic:

<https://suny.oneonta.edu/fall-2020-re-start-plan/actions-safety>

Campus Resources:

- [Academic Advisement](#)
- [Accessibility Resource Center](#)
- [Student Learning Center](#)
- [Milne Library](#)
- [Counseling Center](#)
- English Department:
  - Secretary Ruth Carr: 436-3446 or [Ruth.Carr@oneonta.edu](mailto:Ruth.Carr@oneonta.edu)
  - Chair Dr. Suzanne Black: 436-3446 or [Suzanne.Black@oneonta.edu](mailto:Suzanne.Black@oneonta.edu)

Course Calendar: This calendar is tentative and is subject to change. I will notify you if I need to make any changes.

24 Aug-11 Sept: Chapter 1: Watch the videos about chapter 1 and read the chapter; Exercise 1 due by 11:59 pm, Wednesday, 2 Sept; Exercise 2 due by 11:59 pm, Tuesday, 8 Sept; Exam 1 due by 11:59 pm, Friday, 11 Sept (available on Blackboard Thursday, 10 Sept)
14 Sept-2 Oct: Chapter 2: Watch the videos about chapter 2 and read the chapter; Exercise 1 due by 11:59 pm, Friday, 25 Sept; Exercise 2 due by 11:59 pm, Monday 28 Sept; Exam 2 due by 11:59 pm, Friday 2 Oct (available on Blackboard Thursday, 1 Oct)
5-23 Oct: Chapter 3: Watch the videos about chapter 3 and read the chapter; Exercise 1 due by 11:59 pm, Friday, 16 Oct; Exercise 2 due by 11:59 pm, Monday, 19 Oct; Exam 3 due by 11:59 pm, Friday, 23 Oct (available on Blackboard Thursday, 22 Oct)
26 Oct-9 Nov: Chapter 4: Watch the videos about chapter 4 and read the chapter; Exercise 1 due by 11:59 pm, Friday, 6 Nov; Exercise 2 due by 11:59 pm, Monday, 9 Nov
11 Nov-7 Dec: Chapter 5: Watch the videos about chapter 5 and read the chapter; Exercise 1 due by 11:59 pm, Monday, 30 Nov; Exercise 2 due by 11:59 pm, Wednesday 2 Dec; Final exam sentences distributed Friday, 4 Dec
Final Exam due by 11:59 pm, Monday, 14 Dec. (available on Blackboard Friday, 11 Dec)
Note: While I am only collecting 2 pieces of homework per chapter, I will have other exercises available if you would like additional practice, and I will give you the answer key for each. In addition, your course packet has exercises with the answer key that I recommend you do. If you have questions about any of these exercises, please let me know.