

LING 210: Traditional Grammar: English (CRN 425)
MWF 8:00-8:50, FITZ 205
Fall 2021

Instructor: Dr. Amie A. Dougherty
Office: 313 Netzer Administration Building
Office Hours: MWF 10-10:45; W 12-1; and by appointment
Phone: 436-2493 or 436-3446 (English Dept. office)
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Web Address: <http://employees.oneonta.edu/doughtaa>

Required Text and Materials:

Packet of materials available at the Campus Shop*

*Please note that the course packet for LING 210 was revised for Fall 2013. If you have a version from previous semesters, it will not match the page numbers (or chapter numbers) of the newer edition. You can also access a PDF version of the course packet on Blackboard. I recommend that you have a hard copy for use in class.

Technology Requirements:

You will need to use Blackboard to watch video lectures that follow the course packet. These videos are embedded on Blackboard via Microsoft Stream, and you must be logged into MS Office to view them. Note that the videos were recorded for Fall 2020, so many will make reference to the pandemic and other specific events of that time frame.

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.

Modality: This class will be meeting in person on campus. All students are required to wear masks during class. Eating and drinking during class are prohibited. (If you need to get a drink, step out of the classroom to do so.)

Course Policies:

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 during the day (usually no later than 5). I am offline on Saturdays and Sundays. You may also contact me via phone or come by my office during office hours. You do not need an appointment to see me in person during office hours, though I recommend making one during busy times of the semester (i.e. pre-enrollment, near finals). If you wish to meet virtually (via Teams), you will need an appointment so that I can send you a link. If you wish to set up an appointment with me, you may ask me in person before or after class, contact me via e-mail, or call me. You may also contact the department secretary, Ruth Carr, who can set up a meeting for you. She may be contacted at Ruth.Carr@oneonta.edu or (607) 436-3446. **If you meet with me in person, you must wear a mask (I will be wearing one as well).**

Attendance: You are expected to attend class and to be prepared to discuss the assigned reading as well as to participate in the review of homework. Because the content of this course is cumulative, chronic absences will be difficult to overcome. If you are unable to come to class, it is your responsibility to make up the work you missed and to get notes, handouts, and announcements from a classmate or from me (during my office hours). See below for the University Policy on WIs due to excessive absences.

Class Discussions: I like to make my courses student-centered, so I try to limit lectures. There will be times that I need to present materials in lecture format, but you are always welcome to ask questions as they occur to you. I will also try to spend a significant amount of time on classroom activities and exercises to help you better understand the grammatical terms and concepts that you are reading about. I expect everyone's full participation in each activity, including board work, though I do not expect perfection in class. Do not be afraid to make mistakes (or to answer if you think you might be wrong) because you cannot learn without making mistakes.

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: Unless otherwise noted, all assignments and exams are due at the start of class on the day they are listed on the syllabus. Materials handed in after I have collected them in class will be counted as late. 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-	

Cell Phones: Cell phones must be turned off (not just put on vibrate or silent) for the duration of the class period. If your phone rings in class, you will be asked to leave. Do not use class time to text message. If I catch you texting in class, you will be asked to leave. If you believe you should be excluded from the cell phone restriction, see me individually.

Classroom Etiquette: You are expected to comport yourself politely in class. I expect you to refrain from talking to your classmates during class lectures and discussions unless you are asked to work in groups. If you have a question about what is being presented, ask me. Students whose behavior disrupts the class will be asked to leave the classroom.

Emergency Evacuation/Shelter-in-Place Procedures: In the event of an emergency evacuation (i.e., fire or other emergency), classes meeting in this building are directed to reassemble in the **IRC Lobby** so that all persons can be accounted for. Complete details of the College’s emergency evacuation, shelter-in-place and other emergency procedures can be found at <<http://www.oneonta.edu/security/>>.

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 Center for Academic Development and Enrichment (CADE) 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 (both available online) and are particularly applicable to this class.

Flagrant Non-Attendance

- Students missing 25% or more of class, any time from the second week of class up until the last day to withdraw from an individual course (see *Keydates and Deadlines* or *Faculty Reference Guide* for specific dates) *may* be removed from the course by the instructor.
- The Registrar will assign a “WI” (Involuntary Withdrawal) grade.
- Students appearing on the final grade sheet will be assigned a final grade (not a “W”, Incomplete or Pending grade), regardless of student’s class attendance.

Final Exams

Instructors must follow the final exam schedule as posted in *Keydates and Deadlines* (www.oneonta.edu/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.

Campus Resources:

English Department: Phone: 607-4363446; E-mail: ruth.carr@oneonta.edu (department secretary) or Suzanne.black@oneonta.edu (department chair)

Other Resources

- [Academic Advisement](#) (607-436-3390)
- [Accessibility Resource Center](#) (607-436-2137)
- [Student Learning Center](#) (607-436-3154)
- [Milne Library](#) (607-436-2730)
- [Counseling Center](#) (607-436-3368)
- [Office of Equity and Inclusion](#) (607-436-2830)

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This syllabus is subject to change, and you are responsible for changes announced in class, on Blackboard, or via e-mail.

23 Aug—Introduction to class	25 Aug—Start watching videos for Chapter 1: Parts of Speech and Verb Tenses	27 Aug—Parts of Speech and Verb Tenses
30 Aug—Finish watching Chapter 1 videos (and reading the chapter); Exercise 1.1 due	1 Sept—Parts of Speech and Verb Tenses	3 Sept—Parts of Speech and Verb Tenses; Exercise 1.2 due
6 Sept—No class	8 Sept—Parts of Speech and Verb Tenses	10 Sept—Exam 1 distributed
13 Sept— Exam 1 due ; Start watching videos for Chapter 2: Basic Sentence Patterns and Diagramming	15 Sept—Basic Sentence Patterns and Diagramming	17 Sept—Finish watching Chapter 2 videos (and reading the chapter); Exercise 2.1 due
20 Sept—Basic Sentence Patterns and Diagramming	22 Sept—Basic Sentence Patterns and Diagramming; Exercise 2.2 due	24 Sept—Basic Sentence Patterns and Diagramming
27 Sept—Basic Sentence Patterns and Diagramming	29 Sept—Basic Sentence Patterns and Diagramming	1 Oct—Exam 2 distributed
4 Oct— Exam 2 due ; Start watching videos for Chapter 3: Transformations	6 Oct—Transformations	8 Oct—Finish watching Chapter 3 videos (and reading the chapter); Exercise 3.1 due
11 Oct—No class	13 Oct—Transformations	15 Oct—Transformations; Exercise 3.2 due
18 Oct—Transformations	20 Oct—Transformations	22 Oct—Exam 3 distributed
25 Oct— Exam 3 due ; Start watching videos for Chapter 4: Dependent Clauses	27 Oct—Dependent Clauses	29 Oct—Finish watching Chapter 4 videos (and reading the chapter); Exercise 4.1 due
1 Nov—Dependent Clauses	3 Nov—Dependent Clauses; Exercise 4.2 due	5 Nov—Dependent Clauses
8 Nov—Dependent Clauses	10 Nov—Dependent Clauses	12 Nov—Start watching videos for Chapter 5: Verbals
15 Nov—Verbals	17 Nov—Finish watching Chapter 5 videos (and reading the chapter); Exercise 5.1 due	19 Nov—Verbals
22 Nov—Verbals; Exercise 5.2	24 Nov—no class	26 Nov—no class
29 Nov—Verbals	1 Dec—Verbals	3 Dec—Final Exam Sentences distributed; review
6 Dec—Review	Study Day Tues, 7 Dec; Final exam: 8am: Wed, 8 Dec, 8-10:30	