



SYLLABUS

ENGL 300 Modern English Grammar

202141

ENGL 300 Modern English Grammar

School of Distance Education

Self-Paced Courses

This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

Instructor Contact

Please refer to course in LearningHub for the teacher contact information.

Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within *2 business days* during the week and may not be available to respond on weekends.

Other Assistance

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

Part 1: Course Information

Course Description

This course includes basic English syntax for students and future teachers, grammatical terminology, a brief history of English grammar and grammatical models, and goals and approaches to teaching grammar.

Course Prerequisites

ENGL 115

Required Text/Material

Note: Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

Barry, Anita K. 2013. English Grammar: Language as Human Behavior, third edition. Pearson Education, Inc. Print ISBN 9780205238460. eText ISBN: 9780134102337.

Haussamen, Brock et. al. 2003 Grammar Alive! A Guide for Teachers. National Council of Teachers of English. ISBN 9780814118726.

Credit Hour and Commitment

An undergraduate 3-credit course taken at Andrews University requires a total of 135 hours for course lectures, reading requirements and written assignments. For this course, the instructor estimates that this total of 135 hours will be distributed as follows:

- Viewing Lectures: 35 hours
- Readings: 55 hours
- Assignments: 45 hours

In addition to the assignments above, a student taking the 4-credit course will need an additional 45 hours. The instructor estimates that these additional hours will be distributed as follows:

- Viewing Videos: 20 hours
- Exams: 10 hours
- Response Paper: 15 hours

B.A. English applicable Program Learning Outcomes (PO)

- PO1: Students will demonstrate knowledge in literature, rhetoric, and language using sound academic technique in core English studies curricula.
- PO2: Students will demonstrate competence in their chosen emphasis.

Student Learning Outcomes

After successfully completing the course, students will have acquired:

- SLO1: the jargon – that is, the labels – of English grammar that will allow them to talk professionally and specifically about grammar;
- SLO2: an understanding and a working knowledge of English grammar and how the parts all fit together so that they can better help their students understand it;
- SLO3: some goals and approaches for teaching grammar in the classroom; and an appreciation of the miraculous nature of the brain we have been given that allows us to produce and understand the sentences we (and our students) create with grammar.

Part 2: Course Methods and Delivery

Methods of Instruction

Methods of instruction include assigned readings, video lectures, reflections and notes on the reading & lectures, quizzes, tests and two exams. Regular participation in the course is essential to good performance.

Technical Requirements

- Computer: PC (Win 10 or newer) or MAC (10.14 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox
- Software: Office 2013 or newer ([Office 365 available here](#))

LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>.

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

Part 3: Course Requirements

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Your Schedule

In LearningHub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within LearningHub, AND discipline yourself to make regular progress.

Assessment Descriptions

Lecture Video and Additional Online Resources Notes

You are required to watch and take notes on the video lectures and the additional online resources associated with each Module. Your notes should follow a sequential outline of the information presented in the lecture or website in order to receive full credit. Post your notes to the drop-box on LearningHub. You can expect exam questions to employ information from the video lectures, so your notes should be helpful in your studying.

Notes must include information from the entire video or online resource. In other words, they must show evidence of your having viewed the video lecture or read the online resource from beginning to end. Notes need not be exhaustive, but they should be thorough. Examples to illustrate main points need only be included if they are important to aid your thorough understanding. You should respond to your instructor's comments/questions on your notes.

Video/Film Assignments

There are several video assignments in this course. You are expected to watch the listed videos. After watching the video you will write a one-page reflection paper sharing your thoughts about the video and post it to the drop-box on LearningHub. Use the guideline questions provided in the Module listing the assignment to prepare your paper.

Test/Quizzes

Students are required to complete the practice exercise quizzes and the tests on LearningHub.

Rubrics

Grading scale rubric for video lecture and online extra resource note-taking

- 9-10 points: Notes include main points of the lecture.
- 7-8 points: Notes include most main points of the lecture.
- 5-6 points: Notes are missing some important information.
- 0-4 points: Notes are nearly incomplete or were not taken.

Grading scale rubric for video/film viewing reflection papers

- 10 points Paper is well organized, includes most of the information from the study questions, and shows thoughtful engagement with the topic of the video.
- 8-9 points Paper may lack organization, may include only some information from the study questions, or may only partially engage with the topic of the video.
- 6-7 points Paper lacks organization, doesn't include much information from the study questions, and fails to engage thoughtfully with the topic of the video.
- 0-5 points Paper doesn't show that the student has watched the entire film, thought about the study questions, or engaged with the topic of the video.

Requirements for 4 Credits

If you are enrolled in this course for 4 credits, there are some extra assignments you must complete. This small unit on the history of English is necessary if you are seeking education certification. It is recommended that you view at least 1 video per week in order to finish the assignments in time. Here is what you must complete by the end of the course:

- Watch "The Story of English. Films for the Humanities & Sciences." (9 episodes)
- Watch "Do You Speak American? Films for the Humanities & Sciences." (3 episodes)
- Two tests over "The Story of English" videos. You can use your provided viewing notes during these tests. Test 1 is over episodes 1-4. Test 2 is over episodes 5-9.
- A paper over the "Do You Speak American?" videos.

Exams

There are 2 exams in this course. The midterm exam covers material from modules 1-6 and is worth 90 points. You will be allowed 120 minutes to take this exam. The final exam covers material from the entire course, is made up of multiple choice, matching, T/F, short answers and essays and worth 104 points. You will be allowed 120 minutes to take this exam. The midterm and final exam together are worth 25% of your grade. Both exams require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at www.andrews.edu/distance/students/exams.html. The follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

Suggested schedule for completion in 8 weeks:

Modules	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Where does Grammar fit into the fields of Linguistics? Why study English Grammar? Prescriptive vs. Descriptive Grammar Brief history of English Grammar	Read EG Chapter 1 pp. 1-9 (Why Study English Grammar?) Read GA pp. ix – xvi (Introduction) and Chapter 6 pp. 71-74 (Grammar Superstitions) Watch Intro Lecture Watch the film “American Tongues” Watch these videos on YouTube at http://www.youtube.com/watch?v=o3jxC3zqkEE http://www.youtube.com/watch?v=BbqkjchOww8	Lecture Notes – Intro American Tongues Reflection YouTube Videos Notes Extra Resources Notes – Module 1	PO 1, 2 SLO 3, 4
	How do we study English Grammar? What are the NCTE goals for teaching grammar? How can you help your students discover grammar inductively?	Read EG Chapter 2 pp. 10-20 (How Do We Study English Grammar?) Read GA Chapter 1 pp. 3-9 (Three Goals for Teaching Grammar) Chapter 2 pp. 10-22 (Discovering Grammar) Watch Lecture 1 & 2	Lecture 1 & 2 Notes Extra Resources Notes – Module 2 Test #1 (over material covered in Modules 1 and 2)	PO 1, 2 SLO 2, 3, 4
2	The language of grammar and parts of speech definitions using form, frame, and function as well as meaning Phrase Structure Rules Sentence Diagramming	Read GA Chapter 3 pp. 23-36 (Teaching the Language of Grammar) Read GA Chapter 7 pp. 75-79 (Diagramming Sentences) Watch Lectures 3a, 3b, and 4	Lecture 3 & 4 Notes Extra Resources Notes – Module 3	PO 1, 2 SLO 1, 2
	Nouns and Noun Phrases	Read EG Chapter 3 pp. 21- 45 (Nouns and Noun Phrases) Watch Lecture 5	Lecture 5 Notes Extra Resources Notes – Module 4 Do odd-numbered practice exercises for Chapter 3 (EG pp. 42-45) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 3 Practice Exercise Quiz Test #2 (over material covered in Modules 3 and 4)	PO 1, 2 SLO 1, 2, 3

Modules	Lessons	Readings	Assignments	Outcomes Met
3	Verbs and Verb Phrases	Read EG Chapter 4 pp. 46 – 57 (Verbs and Verb Phrases) Watch Lecture 6	Lecture 6 Notes Extra Resources Notes – Module 5 Do odd-numbered practice exercises 1-4 for Chapter 4 (EG pp. 76-77) with answers in the back of the book for practice and learning. Confer with instructor about any questions.	PO 1, 2 SLO 1, 2
	Verbs and Verb Phrases (continued)	Read EG Chapter 4 pp. 57-79 Watch Lecture 7	Lecture 7 Notes Extra Resources Notes – Module 6 Do odd-numbered practice exercises 5-11 for Chapter 4 (EG pp. 77-79) with answers in the back of the book for practice and learning. Confer with instructor about any questions. Chapter 4 practice exercise quiz	PO 1, 2 SLO 1, 2
4	Pronouns	Read EG Chapter 5 pp. 80-102 (Pronouns) Watch Lecture 8	PROCTORED Midterm Exam (over material covered in Modules 1-6) Lecture 8 Notes Extra Resources Notes – Module 7 Do odd-numbered practice exercises for Chapter 5 (EG pp. 99-102) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 5 Practice Exercise Quiz	PO 1, 2 SLO 1, 2
	Adjectives and Adverbs	Read EG Chapter 6 pp. 103-119 (Adjectives and Adverbs) Watch Lecture 9	Lecture 9 Notes Extra Resources Notes – Module 8 Do odd-numbered practice exercises for Chapter 6 (EG pp. 117-119) with answers in the back of the book for practice and learning. Confer with instructor about any questions. Chapter 6 Practice Exercise Quiz Test #3 (over material covered in Modules 7 and 8.)	PO 1, 2 SLO 1, 2

Modules	Lessons	Readings	Assignments	Outcomes Met
5	Prepositions and Participles	Read EG Chapter 7 pp. 120-130 (Prepositions and Particles) Watch Lecture 10	Lecture 10 Notes Extra Resources Notes – Module 9 Do odd-numbered practice exercises for Chapter 7 (EG pp. 128-130) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 7 Practice Exercise Quiz	PO 1, 2 SLO 1, 2
	Types of Negation	Read EG Chapter 8 pp. 131-143 (Negation) Watch Lecture 11a	Lecture 11 Notes Extra Resources Notes – Module 10 Do odd-numbered practice exercises for Chapter 8 (EG pp. 140-143) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 8 Practice Exercise Quiz Test #4 (over material covered in Modules 9 and 10).	PO 1, 2 SLO 1, 2, 4
6	Grammatical Voice	Read EG Chapter 9 pp. 144-155 (Voice) Watch Lecture 12	Lecture 12 Notes Extra Resources Notes – Module 11 Do odd-numbered practice exercises for Chapter 9 (EG pp. 153-155) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 9 Practice Exercise Quiz	PO 1, 2 SLO 1, 2, 4
	Discourse Function	Read EG Chapter 10 pp. 156-178 (Discourse Function) Watch Lecture 13 Watch the film from the Human Language Series #2.	Lecture 13 Notes Extra Resources Notes – Module 12 Acquiring the Human Language Response Sheet Do odd-numbered practice exercises for Chapter 10 (EG pp. 175-178) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 10 Practice Exercise Quiz	PO 1, 2 SLO 2, 3, 4

Modules	Lessons	Readings	Assignments	Outcomes Met
7	Sentence-level Grammar – Combining clauses with coordination and subordination Flexing the students’ sentence sense	Read GA Chapter 4 pp. 37-49 (Flexing the Students’ Sentence Sense) Read EG Chapters 11 and 12 pp. 179-214 (Combining clauses into sentences: Coordination; Combining clauses into sentences: Subordination) Watch Lecture 14	Lecture 14 Notes Extra Resources Notes – Module 13 Do odd-numbered practice exercises for Chapters 11 and 12 (EG pp. 186-188, 210-214) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapters 11 & 12 Practice Exercise Quizzes	PO 1, 2 SLO 2, 3, 4
	Special considerations with non-native speakers in the English classroom	Read GA Chapter 5 pp. 50-67 (Non-native speakers in the English classroom) Watch Lecture #15	Lecture 15 Notes Extra Resources Notes – Module 14	PO 1, 2l SLO 3, 4
8	An overview of linguistic grammar Practical applications of studying English grammar	Read GA Chapter 8 pp. 80-96 (An Overview of Linguistic Grammar) Read EG Chapter 13 pp. 125-128 (Why Study English Grammar? (Once More!)) Watch Lecture #16	Lecture 16 Notes	PO 1, 2 SLO 1, 2, 3, 4
	PROCTORED FINAL EXAM			

Suggested schedule for completion in 16 weeks:

Modules	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Where does Grammar fit into the fields of Linguistics? Why study English Grammar? Prescriptive vs. Descriptive Grammar Brief history of English Grammar	Read EG Chapter 1 pp. 1-9 (Why Study English Grammar?) Read GA pp. ix – xvi (Introduction) and Chapter 6 pp. 71-74 (Grammar Superstitions) Watch Intro Lecture Watch the film “American Tongues” Watch these videos on YouTube at http://www.youtube.com/watch?v=o3jxC3zqkEE http://www.youtube.com/watch?v=BbqkjchOww8	Lecture Notes – Intro American Tongues Reflection YouTube Videos Notes Extra Resources Notes – Module 1	PO 1, 2 SLO 3, 4
2	How do we study English Grammar? What are the NCTE goals for teaching grammar? How can you help your students discover grammar inductively?	Read EG Chapter 2 pp. 10-20 (How Do We Study English Grammar?) Read GA Chapter 1 pp. 3-9 (Three Goals for Teaching Grammar) Chapter 2 pp. 10-22 (Discovering Grammar) Watch Lecture 1 & 2	Lecture 1 & 2 Notes Extra Resources Notes – Module 2 Test #1 (over material covered in Modules 1 and 2)	PO 1, 2 SLO 2, 3, 4

Modules	Lessons	Readings	Assignments	Outcomes Met
3	The language of grammar and parts of speech definitions using form, frame, and function as well as meaning Phrase Structure Rules Sentence Diagramming	Read GA Chapter 3 pp. 23-36 (Teaching the Language of Grammar) Read GA Chapter 7 pp. 75-79 (Diagramming Sentences) Watch Lectures 3a, 3b, and 4	Lecture 3 & 4 Notes Extra Resources Notes – Module 3	PO 1, 2 SLO 1, 2
4	Nouns and Noun Phrases	Read EG Chapter 3 pp. 21- 45 (Nouns and Noun Phrases) Watch Lecture 5	Lecture 5 Notes Extra Resources Notes – Module 4 Do odd-numbered practice exercises for Chapter 3 (EG pp. 42-45) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 3 Practice Exercise Quiz Test #2 (over material covered in Modules 3 and 4)	PO 1, 2 SLO 1, 2, 3
5	Verbs and Verb Phrases	Read EG Chapter 4 pp. 46 – 57 (Verbs and Verb Phrases) Watch Lecture 6	Lecture 6 Notes Extra Resources Notes – Module 5 Do odd-numbered practice exercises 1-4 for Chapter 4 (EG pp. 76-77) with answers in the back of the book for practice and learning. Confer with instructor about any questions.	PO 1, 2 SLO 1, 2
6	Verbs and Verb Phrases (continued)	Read EG Chapter 4 pp. 57-79 Watch Lecture 7	Lecture 7 Notes Extra Resources Notes – Module 6 Do odd-numbered practice exercises 5-11 for Chapter 4 (EG pp. 77-79) with answers in the back of the book for practice and learning. Confer with instructor about any questions. Chapter 4 practice exercise quiz	PO 1, 2 SLO 1, 2
7	Pronouns	Read EG Chapter 5 pp. 80-102 (Pronouns) Watch Lecture 8	PROCTORED Midterm Exam (over material covered in Modules 1-6) Lecture 8 Notes Extra Resources Notes – Module 7 Do odd-numbered practice exercises for Chapter 5 (EG pp. 99-102) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 5 Practice Exercise Quiz	PO 1, 2 SLO 1, 2

Modules	Lessons	Readings	Assignments	Outcomes Met
8	Adjectives and Adverbs	Read EG Chapter 6 pp. 103-119 (Adjectives and Adverbs) Watch Lecture 9	Lecture 9 Notes Extra Resources Notes – Module 8 Do odd-numbered practice exercises for Chapter 6 (EG pp. 117-119) with answers in the back of the book for practice and learning. Confer with instructor about any questions. Chapter 6 Practice Exercise Quiz Test #3 (over material covered in Modules 7 and 8.)	PO 1, 2 SLO 1, 2
9	Prepositions and Participles	Read EG Chapter 7 pp. 120-130 (Prepositions and Particles) Watch Lecture 10	Lecture 10 Notes Extra Resources Notes – Module 9 Do odd-numbered practice exercises for Chapter 7 (EG pp. 128-130) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 7 Practice Exercise Quiz	PO 1, 2 SLO 1, 2
10	Types of Negation	Read EG Chapter 8 pp. 131-143 (Negation) Watch Lecture 11a	Lecture 11 Notes Extra Resources Notes – Module 10 Do odd-numbered practice exercises for Chapter 8 (EG pp. 140-143) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 8 Practice Exercise Quiz Test #4 (over material covered in Modules 9 and 10).	PO 1, 2 SLO 1, 2, 4
11	Grammatical Voice	Read EG Chapter 9 pp. 144-155 (Voice) Watch Lecture 12	Lecture 12 Notes Extra Resources Notes – Module 11 Do odd-numbered practice exercises for Chapter 9 (EG pp. 153-155) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapter 9 Practice Exercise Quiz	PO 1, 2 SLO 1, 2, 4
12	Discourse Function	Read EG Chapter 10 pp. 156-178 (Discourse Function) Watch Lecture 13 Watch the film from the Human Language Series #2.	Lecture 13 Notes Extra Resources Notes – Module 12 Do odd-numbered practice exercises for Chapter 10 (EG pp. 175-178) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Acquiring the Human Language Response Sheet Chapter 10 Practice Exercise Quiz	PO 1, 2 SLO 2, 3, 4

Modules	Lessons	Readings	Assignments	Outcomes Met
13	Sentence-level Grammar – Combining clauses with coordination and subordination Flexing the students' sentence sense	Read GA Chapter 4 pp. 37-49 (Flexing the Students' Sentence Sense) Read EG Chapters 11 and 12 pp. 179-214 (Combining clauses into sentences: Coordination; Combining clauses into sentences: Subordination) Watch Lecture 14	Lecture 14 Notes Extra Resources Notes – Module 13 Do odd-numbered practice exercises for Chapters 11 and 12 (EG pp. 186-188, 210-214) with answers in the back of the book for learning and practice. Confer with instructor about any questions. Chapters 11 & 12 Practice Exercise Quizzes	PO 1, 2 SLO 2, 3, 4
14	Special considerations with non-native speakers in the English classroom	Read GA Chapter 5 pp. 50-67 (Non-native speakers in the English classroom) Watch Lecture #15	Lecture 15 Notes Extra Resources Notes – Module 14	PO 1, 2 SLO 3, 4
15	An overview of linguistic grammar Practical applications of studying English grammar	Read GA Chapter 8 pp. 80-96 (An Overview of Linguistic Grammar) Read EG Chapter 13 pp. 125-128 (Why Study English Grammar? (Once More!)) Watch Lecture #16	Lecture 16 Notes	PO 1, 2 SLO 1, 2, 3, 4
16	PROCTORED FINAL EXAM			

Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

Part 4: Grading Policy

Graded Course Activities

Description	Percent %
Lecture and Extra Resource Notes & Video Reflections	25%
Practice exercise quizzes	25%
Tests	25%
Midterm and Final Exams	25%
Total Percent Possible	100%

Viewing Grades in Learning Hub

- Click into the course.
- Click on the **Grades** link in the Settings Box to the left of the main course page.

Letter Grade Assignment

Letter Grade	Percentage
A	94-100%
A-	90-93%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Part 5: Course Policies

Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf>. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and integrity in your behavior in and out of the classroom.

Commit to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.

Part 6: Bibliography

The plan for this course and the video lectures were prepared and presented by Asta Sakala LaBianca, M.A., Assistant Professor of English in the Department of English and the Center for Intensive English at Andrews University.

Casagrande, June. 2006. *Grammar Snobs are Great Big Meanies*. Penguin Books.

Lester, Mark. 1990. *Grammar in the Classroom*. McMillan Publishing.

Morenberg, Max. 2010. *Doing Grammar*. Oxford University Press.

Schuster, Edgar H. 2003. *Breaking the Rules*. Heinemann.

Vaida, Clifford J. 1996. *Liberating Grammar*. Prentice Hall