

Mrs. Steimer
Plano High School
2009-2010

Email: rasteimer@plano88.org (Don't forget the "a"!)
College Grammar and Composition
2008-2009

Course Description:

This weighted semester course strengthens college-bound students' communication abilities with emphasis on grammar and writing.

Course Objectives:

- To review and master elements of proper usage and sentence structure such as parallel construction, consistent use of active and passive voice, appropriate coordination and subordination, elimination of dangling and misplaced modifiers, and economy of language.
 - To analyze conceptual relationships and use inductive and deductive thinking
 - To apply different types of thinking to various methods of composition development
 - To use advanced methods of composition development: definition, comparison and contrast, cause and effect, analogy, and analysis
 - To expand paragraphs into well-constructed multi-paragraph compositions
 - To use techniques for effective revision of multi-paragraph compositions
- Objectives from: Connell, James. Advanced Literature and Composition. The Center for Learning. USA. 2002.

Class Expectations:

You are expected to treat me and others with respect. Disrespect to me or others will not be tolerated and will result in disciplinary action.

You are expected to come to class prepared everyday. That means you should bring your

- Agenda (It's your hall pass.)
- Textbook (Most of the assignments are in there.)
- Writing utensil (Use pen or pencil for daily work, but I prefer to read pen.)
- Notebook (You will need it to take copious notes.)
- Folder of returned papers (Use these for study or as a "receipt" of work done. SAVE ALL PAPERS)
- Homework assignment (See the late policy.)
- Loose leaf paper (Complete homework assignments on loose leaf paper. I subtract one point from your grade if you hand in work with "fringies".)
- Glasses (if you wear them)

Other Items:

- **Food:** Being "prepared" also means you should not sleep or eat in class. You may chew gum, as long as it stays in your mouth, and drink water.
- **Bathroom passes:** Please do not use a hall pass every class period. I do not want to insult your intelligence by keeping track of your bathroom passes, but I will if people use the bathroom every day. Try to limit your pass use to once or twice per quarter.

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- **Cell phones** should be off and out of sight. On the first offense, I take the phone away and keep it overnight. On the second and any repeated offenses, I give the phone to Mr. Lucas. This policy follows the handbook rules of PHS.
- **Copying/Plagiarism** of any kind will not be tolerated. On the first and all subsequent offenses, I will give you, and any classmate who may have helped you, a zero on the assignment. In some cases, I may lower your grade according to PHS handbook policy.

Late Policy:

I expect you to turn in your work on time. It is due when I collect it, usually at the beginning of the class period. If you do not hand in your work when I ask for it you will only receive half credit (50%). This policy includes assignments that are completed during class *after* I have collected them because I don't want you to work so hard on late work that you miss what is being covered during class.

Extra Credit Policy:

Students may not earn extra credit unless all of their assignments are handed in. Extra credit will not be offered on an individual basis. Occasionally throughout the year I will offer extra credit to the entire class, but only students who have no missing work may complete the extra credit.

Paper Formatting:

Typing: Essays should be typed unless you talk to me in advance (within 24 hours). I do not expect you to have a computer and printer at home. The PHS library is available before and after school, and you can also utilize the Plano Public Library.

Printing: If you cannot print your paper, email it to a friend and have him or her print it. As a last resort, you may also email it to me, and I will be glad to print it for you. You must send the paper as an attachment. Don't copy and paste it into your email, or you will lose all of the formatting. If you don't know how to send an attachment, ask me. My email address is at the top of the syllabus. Of course, it is easiest for you and me if you find a way to type and print your essay yourself.

The formatting of your paper says a lot about the respect for the assignment and the effort you put into it. Following MLA guidelines gives your paper a professional look, and makes the reader focus on the substance and *content* of the paper instead of on material items such as your margins, font choices, and other distractions. Therefore, use MLA (Modern Language Association) formatting to hand in your papers. Below is an example of MLA format:

Last Name 1
Your Name
My Name
Class
Date

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Title

Indent the first paragraph. You also need a header in the upper right corner with your last name and the page number. Do not forget to double space. Use Times New Roman, Arial, or a similar font, size 12. Notice that the title of your paper is in plain text—not italics or quotations. You should have 1” (one inch) margins on all sides.

Course Content:

Portfolio/Final Exam: You will organize your work into a portfolio in which you will write reflections and present to the class on the day of the final. All students, regardless of exemptions, will complete a portfolio. However, those who are exempt may present their portfolios on the last day before the final exam.

Tentative Course Outline:

Major essays and projects include:

- Cause and Effect – 2 weeks
- College Scholarship Essays- 2 weeks
- Comparison/Contrast- 2 weeks
- Argumentation/Persuasion – 2 weeks
- Mini-Research Essay (MLA)- 2 weeks
- Mini-Research Essay (APA)- 2 weeks
- Research Essay – 4 weeks
- Film Analysis/Portfolio Work- 2 weeks

Weekly Grammar Study

Weekly Vocabulary Study

Please read the syllabus, sign below, and return it to Mrs. Steimer by week two of classes. (10 pts).

I have read and understand the syllabus for College Grammar and Composition.

student signature

date

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parent/legal guardian signature

date

Printed Name _____

Phone: Home: ()

Email address (optional):

Work: ()