

CLBR-080-01

Winter 2014

Academic Vocabulary and Grammar

Instructor: Ken Benoit	Classroom: ADMIN 308
Office: Lynn 101A	Days: Monday, Wednesday & Friday
Office Hours: 11:00 a.m. – 12:00 p.m. on M, W & F and 12:00 – 1:00 p.m. on T & TH	Time: 2:05 – 3:30 p.m.
Office Phone: (206) 296-6064	E-mail: kbenoit@seattleu.edu

Texts

Communicate What You Mean: A Concise Advanced Grammar (Second Edition) by Carroll Washington Pollock and Samuela Eckstut

Essential Academic Vocabulary: Mastering the Complete Academic Word List by Helen Huntley

Course Goals

- To attain a significant academic vocabulary base
- To acquire advanced grammar construction skills with respect to tense usage/implications, sentence structure, indirect speech, subordinate clauses (noun and adjective), and conditional statements.
- To apply the vocabulary and grammar constructions learned in class to academic writing

Course Work & Participation

Coursework consists of reading and writing assignments, textbook assignments, weekly quizzes in vocabulary, regular grammar tests, and one comprehensive grammar test at the end of the quarter.

All written assignments must adhere to university format; namely, **typed and double-spaced using Times 12-point font. Upper, lower, and left-hand margins should be 1 inch. The right-hand margin should not be justified.**

Class participation is essential and defined as coming to class prepared to actively engage in classroom discourse (listening, discussing, asking and answering questions), and as completing homework and other assignments on time.

PLEASE NOTE - NO MAKE-UP QUIZZES OR TESTS WILL BE GIVEN.

Grading

Percentage breakdown of grades

Grammar Tests	40%
Vocabulary Quizzes	30%
Writing Assignments	25%
Participation	5%

In order to pass this class, students must earn C or above. **If your grade falls below C, you will be required to repeat this course the following quarter.** In this instance, the letter grade F will appear on your student transcript (however, it does not affect your GPA).

Attendance Policy

Regular class attendance during the quarter is mandatory. Students who miss more than two classes during the quarter may have their grade lowered as much as one letter grade. **Punctuality is also mandatory.** Arriving late to class on three occasions is equivalent to one day's absence.

Plagiarism

Plagiarism is defined as using the ideas and/or words of other individuals without giving credit or acknowledging their work. It is an **extremely** serious academic offense if students plagiarize - in part or in whole - the work of other individuals. In the event of this occurring, penalties will be applied in accordance with the Policies and Procedures for violations of the Academic Honesty Policy.

There will be no class on the following days:

Monday, January 20 (Martin Luther King, Jr. Day)

Monday, February 17 (Presidents' Day)

Last day of class: Monday, March 17

This syllabus is a general guideline and subject to modification by the instructor at any time. If changes are implemented, students will receive updated information and syllabus revisions.