Office hours: Tuesdays and Thursdays:

Open office 8-9:30;

12:30 – 2 pm & 3:30 – 4 pm (**by appointment only**);

Wednesdays: Open office 8-10 am

10:00 – 11:00 **(by appointment only)**

**Intermediate Composition & Grammar**

**ENGL 2113-X10 Fall 2019 Assignment Schedule**

**Final Exam:** There is a mandatory proctored two-part final at the semester's end (a grammar exam and an essay exam which you will take at the same time). You have three hours to complete the exam and a few choices for where to take the exam, listed below:

* **Schedule a proctored exam at a testing center in your area or with** [ProctorU](http://www.proctoru.com/) **between** **Mon. Nov. 25th – Thursday, Dec. 5th 2019.** Find a testing site in your area or contact [ProctorU](http://www.proctoru.com/) and schedule to take your final exam. (To find a testing site, search online for college testing centers in your area.) On this Discussion Board Final Exam forum, post the name and email address for your testing site. Information that your testing center will need is posted below. I will contact the testing center with exam materials the week prior to your exam. Testing centers and ProctorU will charge you a fee.
* **Schedule to take the exam at the MSU Testing Center on Tuesday, Dec. 3rd 2019. Call her for time slots at 8:30 a.m. or 1:30 pm** (contact [sheila.barrett@mwsu.edu or ext. 4676)](mailto:sheila.barrett@mwsu.edu%20or%20ext.%204676)).   MSU testing spaces are very limited. On the D2L Discussion Board Final Exam forum, post if you have made a reservation at the MSU Testing Center. I will send Ms. Barrett your exam materials the week prior to your exam. The testing center will charge you a fee.
* **Schedule to take the exam with me at MSU in BW 117 computer lab on  Friday, Dec. 6thth, 2019 from 1-4 p.m.**  It takes three hours. On the D2L Discussion Board Final Exam forum, request to take the exam with your instructor. (Seats are limited: post your request to the Discussion Board early.) Note: If you have another exam scheduled on campus on Friday morning, you will not be able to take the exam with the instructor and must make other arrangements. There is no fee.

NOTE: Do not schedule to take the final exam at a time that will conflict with any other course you are taking onsite at MSU.

FYI: See example essays in D2L under **Writing Assignment Descriptions.**

**Weekly Assignment Schedule**

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| --- | --- |
| Week One  Monday, Aug. 26th | Read in D2L > Content > Introduction to the course:   * Syllabus * Assignment schedule (this document) * Grade worksheet. Open, review, and save to your computer. You can update this grade sheet after receiving each graded assignment. This process allows you to “know your highest possible grade” throughout the semester. I do not use grade book in D2L. See next page.   **Review in D2L/Brightspace > Content – the criteria guidance is there. If you cannot find it, ask me. Many students do not read the format and requirements for their assignments. They often type an assignment “their way” and it does not meet requirements. If you fail to meet said requirements, your paper will not be graded.**   * Quiz reviews and practice resources |
| **Complete: see below**   * Introduce yourself on the discussion board; send me an email with your address, phone number, and final date request. * Grammar Pre-test by Sunday, September 1st by 11:00pm (Your score will not be included in your final grade, but it helps me see the needs of focus.) |
| Week Two  Monday, September 2nd | Read in D2L > Content > Writing assignments:   * W1, W2, W3 assignment descriptions * Look over the W1 template (either the Word or PDF file). The W1 assignment is due next week. Ask if you have questions. Do not procrastinate.   Read in LBH   * Ch 21 Parts of Speech * Ch 22 The Sentence * Part 1 Ch 1-6 The Writing Process |
| **Complete:**   * Quiz 1 Subject/Verb Identification\* Due September 8th by 11 p.m. |
| Week Three  Monday, September 9th | Read:   * Ch 23 Phrases and Subordinate Clauses * Ch 35 Sentence Fragments * Ch 11 Academic Writing |
| **Complete:**   * Quiz 2 Phrases/Clauses/Fragments. Due Sept. 15th by 11 p.m. * W1 Thesis Statement and 2 Topic Sentences Thurs, Sept. 12th by 11pm. |
| Week Four  Monday, September 16th | Read:   * Ch 36 Comma Splices and Fused Sentences * Ch 24 Sentence Types * Ch 12 Writing Arguments   Review:   * Ch 56 MLA Documentation and Format * Ch 57 APA Documentation and Format |
| **Complete:**   * Quiz 3 Comma Splices and Fused Sentences. Due Sept. 22 by 11 p.m. |
| Week Five  Monday, September 23rd | Read:   * Ch 25 Verb Forms * Ch 29 Agreement of Subject and Verb * Ch 7 Paragraphs |
| **Complete:**   * Quiz 4 Subject/Verb Agreement\* Due by Sept. 29th by 11 p.m. * W2 Two Body Paragraphs from W1, Thurs, Sept. 26th by 11p.m. |
| Week Six  Monday, September 30th | Read in D2L > Content > Writing assignments:   * Writing and formatting your essay * Essay grading guidelines (see next page)   Read in LBH:   * Ch 30 Pronoun Case * Ch 31 Agreement of Pronoun and Antecedent (continued next page) * Ch 32 Reference of Pronoun and Antecedent |
| **Complete: Quiz 5 Pronoun Agreement Due October 6th by 11 p.m.** |
| Week Seven  Monday, Oct. 7th | Review:   * Ch 30 Pronoun Case * Ch 5 Revising * Ch 7 Paragraphs (especially introductions and conclusions) |
| **Complete:**   * Quiz 6 Pronoun Case. Due October 13th by 11 p.m. * W3 Full Essay (Intro, Body, Conclusion) from W2, Thurs, Oct. 10th by 11pm |
| Week Eight  Monday, October 14th | Read:   * Ch 39 The Comma * Ch 56 MLA or Ch 57 APA |
| **Complete:**   * Quiz 7 Commas. Due October 20th by 11 p.m. |
| Week Nine  Monday, October 21st | Read:   * Ch 40 The Semicolon * Ch 41 The Colon * Ch 52 Finding Sources * Ch 53 Working with Sources |
| **Complete:**   * Quiz 8 Colons and Semicolons. Due by October 27th by 11 p.m. * W4 Full Essay (Intro, Body, Conclusion), Thurs, October 24th by 11 p.m. |
| Week Ten  Monday, October 28th Last Day for “W” by 4 pm.! | Read:   * Part 6 Spelling and Mechanics * Ch 16 Parallelism * Ch 54 Avoiding Plagiarism |
| **Complete**   * Quiz 9 Parallelism. Due November 3rd by 11 p.m. |
| Week Eleven  Monday, Nov. 4th | Read: Ch 42 The Apostrophe   * Ch 43 Quotation Marks |
| **Complete:** Quiz 10 Apostrophes. Due Nov. 10th by 11 p.m.   * W5 Full Essay (Intro, Body, Conclusion), Thurs, Nov. 7th by 11pm |
| Week Twelve  Monday, Nov. 11th | Review: Ch 18 Appropriate and Exact Words   * Ch 20 Conciseness - Also Questions Answered and Quizzes will be reposted for study. |
| Week Thirteen  Monday, Nov. 18th | Review: Ch 5 Revising   * Ch 12 Writing Arguments * Questions Answered: Check Quizzes for study. |
| Week Fourteen  Monday, Nov. 25th  Thanksgiving BUT ALSO starts FINALS! | **Take Final Exams (Grammar and Writing)**  **Do not schedule an onsite exam during a time that will conflict with any course you are taking at MSU.**   * Proctored exam at a testing center in your area (Mon. Nov/25th - Thur. Dec. 5th) – see next page. * ProctorU (Mon. Apr. 22nd –Thurs. Apr. 25th) * MSU Testing Center (A few available slots on Wednesday, Dec. 3rd 8:30 a.m. or 1:30 pm. Contact Sheila Barrett @ext. 4676 . * BW117 Onsite with instructor (Friday, Dec. 6th from 1-4 p.m. |
| Finals vary: Nov.-25th thru Dec. 6th | **Grades will be posted in D2L via email as soon as possible.** |
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