Office hours: Tuesdays and Thursdays:

Open office 11-12 am ; 3:30 – 4:30 pm

12:00 – 12:30 pm ; 4:30 – 5:30 pm (**by appointment only**);

Wednesdays: Open office 10-11 am

8:00 – 10:00am **(by appointment only)**

**Intermediate Composition & Grammar**

**ENGL 2113-X24 Spring 2020 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. Apr. 27th – Thursday, Apr. 30th 2020.** 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 Wednesday, April 29th, 2020. Call her for time slots at 8:30 a.m. or 1:30 pm** (contact [Sheila Barrett@940-397-4676)](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, May 1st, 2020 from 8 a.m. until 11 a.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 for the BW 117 facility.

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

**Weekly Assignment Schedule**

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| --- | --- |
| Week One  Monday, January 20th (MLK Day) | 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, January 26th by 11:00pm (Your score will not be included in your final grade, but it helps me see the needs of focus and counts against you if you fail to take it.) |
| Week Two  Monday, January 27th | 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 February 2nd by 11 p.m. * W1 Thesis Statement and 2 Topic Sentences Thur., January 30th by   11 p.m.  **Make sure that you have signed up for finals by January 30th!** |
| Week Three  Monday, February 3rd | Read:   * Ch 23 Phrases and Subordinate Clauses * Ch 35 Sentence Fragments * Ch 11 Academic Writing |
| **Complete:**   * Quiz 2 Phrases/Clauses/Fragments. Due February 9th by 11 p.m. |
| Week Four  Monday, February 10th | 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:**   * W2 Two Body Paragraphs from W1, Thurs., Feb. 13th by 11p.m. * Quiz 3 Comma Splices and Fused Sent. Due February, 16th by 11pm. |
| Week Five  Monday, February 17th | Read:   * Ch 25 Verb Forms * Ch 29 Agreement of Subject and Verb * Ch 7 Paragraphs |
| **Complete:**   * Quiz 4 Subject/Verb Agreement\* Due by Feb. 23rd by 11 p.m. |
| Week Six  Monday, February 24th | 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 March 1st by 11 p.m.** |
| Week Seven  Monday, March 2nd | Review:   * Ch 30 Pronoun Case * Ch 5 Revising * Ch 7 Paragraphs (especially introductions and conclusions) |
| **Complete:**   * Quiz 6 Pronoun Case. Due March 8th by 11 p.m.   **W3** Full Essay (Intro, Body, Conclusion) from W2, Thurs. ,March 5th by 11pm |
| Week Eight  Monday, March 9th | Read:   * Ch 39 The Comma * Ch 56 MLA or Ch 57 APA |
| **Complete:**   * Quiz 7 Commas. Due March 15th by 11 p.m. |
| Week Nine  Monday, March 23  **Spring Break: 16th – 21st, but remember to do Quiz 8!** | 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 March 29th by 11 p.m. * W4 Full Essay (Intro, Body, Conclusion), Thurs., March 26th by 11 p.m |
| Week Ten  Monday, March 30th  \*Last Day to drop with a “W” | Read:   * Part 6 Spelling and Mechanics * Ch 16 Parallelism * Ch 54 Avoiding Plagiarism |
| **Complete**   * Quiz 9 Parallelism. Due April 5th by 11 p.m. |
| Week Eleven  Monday, April 6th  \*Easter Break 9-10  Do Quiz 10! | Read: - Ch 42 The Apostrophe  - Ch 43 Quotation Marks |
| **Complete:** Quiz 10 Apostrophes. Due Apr. 12th by 11 p.m. |
| Week Twelve  Monday, April 13th | Review: Ch 18 Appropriate and Exact Words   * Ch 20 Conciseness - Also Questions Answered and Quizzes will be reposted for study when everyone has completed them all. * W5 Full Essay (Intro, Body, Conclusion), Thurs., April 16th by 11pm |
| Week Thirteen  Monday, April 20th | Review: Ch 5 Revising   * Ch 12 Writing Arguments * Questions Answered: Check Quizzes for study. Writings Discussed.   It is up to you to ask for help in your weak areas – so set time aside to do so if you feel the need for further clarification or tutoring. |
| Week Fourteen  Monday, April 27th | **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. April 27th - Thur. April 30th) – see next page. * ProctorU (Mon. Apr. 27th –Thurs. Apr. 30th) * MSU Testing Center (A few available slots on Wednesday, April 29th 8:30 a.m. or 1:30 pm. Contact Sheila Barrett at 940-397-467. * BW117 Onsite with instructor (Friday, May 1st from 1-4 p.m.) |
| Finals vary: April 27th thru May 1st | **Grades will be posted in D2L via email as soon as possible.** |
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