



**Division:** LEARNING SKILLS  
**Course name:** LSK 2B - English Fundamentals  
**Section:** 8183/Semester: Fall 2015

**Instructor Name:** Jeanene Ames  
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**Lab Schedule:**

Monday: 2:00 p.m. - 8:00 p.m.  
Tuesday: 10:00 a.m. - 2:15 p.m.  
Wednesday: 7:30 a.m. - 5:00 p.m.  
Thursday: 10:00 a.m. - 7:00 p.m.

**Welcome:**

This semester, you will work to develop your basic grammar skills through writing, reading, vocabulary, and sentence building computer-assisted instructional activities. The skills you learn in this class will help you succeed both in and out of class. Your progress in this class will be charted according to content mastery, not hours spent at the computer. Please ask for assistance with any new concepts or rules, so that you can maximize your time completing your lessons on Plato.

**Course Description:**

An individualized, self-paced learning lab class that focuses on specific areas of sentence parts and patterns, with a particular emphasis on the other parts of speech and punctuation. This is a 1-unit class that helps students to develop basic English and language skills through the use of a computerized learning system. Students complete tutorials, drills, and mastery tests in computerized modules; to receive credit, students must demonstrate completion of 70% mastery of course content measured by the mastery tests within each module.

**Course Requirements:**

- Please be aware the **LSK CLASSES ENDS THE FIRST DAY OF FINAL EXAMS**, so weekly progress is calculated at 5% each week between week 2 and week 15. **PLEASE PUT THE FOLLOWING DATES INTO YOUR CALENDAR SO THAT YOU DO NOT FALL BEHIND IN THE CLASS!**
  - 20 % BY MIDNIGHT ON September 25, 2015
  - 40% BY MIDNIGHT ON October 23, 2015
  - 60% BY MIDNIGHT ON November 20, 2015
  - 70% OR HIGHER BY MIDNIGHT ON December 14, 2015

**COURSE CREDIT IS BASED ON MASTERY, NOT HOURS ON TASK. You must successfully complete 70% of course for credit AND you must make weekly progress in this class. Weekly progress counts as class attendance, so you cannot wait until the end of the semester to complete the work in this class.**

Each of the computer-assisted PLATO courses has complete instructions on the opening screens. Please read these instructions carefully, so that you know what you need to complete in each module. You must complete all lessons within a module before your percentage of mastery will reflect your progress. You may check your progress status at any time while you are logged into Plato by clicking on the “Assignments” tab at the top of the home page in Plato.

### **Important Dates:**

First Official Day of Class - August 31, 2015

- Labor Day - September 7, 2015
- Last Date to Drop without a “W” - September 20, 2015
- Veteran’s Day - November 11, 2015
- Thanksgiving Holiday - November 26 - 29, 2015
- Last day to drop with “W” - November 20, 2015
- Last day to work on course content - Monday, December 14th at midnight

### **Recommended Materials:**

There is no required text for this class, but many students have found helpful to keep on hand: a dictionary, a thesaurus, and a writing handbook (such as *A pocket Style Manual* by Diana Hacker), and a notebook.

### **Course-Level Student Learning Outcome:**

Upon successful completion of this course, students will be able to label other parts of speech and identify them in four basic sentence patterns, choose verbs that agree with subjects in simple and compound sentences; and use correct punctuation.

### **Program-Level Student Learning Outcomes:**

- Communicate in a variety of written forms with purpose, meaning, and grammatical correctness.
- Plan verbal communications that have clear and focused purposes, are well-organized, coherent, and informative.
- Develop thoughtful approaches and solutions to real and hypothetical problems.

### **Institution-Level Student Learning Outcomes:**

- **CRITICAL THINKING:** Analyze problems by differentiating fact from opinions, using evidence and sound reasoning to specify multiple solutions and their consequences.
- **QUANTITATIVE REASONING:** Identify, analyze, and solve problems that are quantitative in nature.
- **TECHNICAL COMPETENCE:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

## Course Content:

In this class, you will complete the following modules, beginning with a Tutorial and ending with a Mastery Test. For each lesson, please complete the assessments, tutorial and mastery test. If you score less than 80 % on the mastery test, you are required to go back to the tutorial before taking the mastery test again. Be sure to complete each assignment in order, following the “You Are Here” marker, which will guide you through the lesson in order. *Don't worry if the login screen looks differently from previous semesters for ple.platoweb, or if the configuration of lessons this semester is slightly different than described here. Plato has merged with another educational software company and is adjusting the presentation of its material. The content you complete will be the same, but things might look a little bit different this semester.*

## Course Outline

For each lesson, please complete the assessment, application and mastery test.

### Unit 3 - Other Parts of Speech

- Emphasis on how subjects, nouns, and pronouns are used; overview of parts of speech and their functions with sentences.

### Unit 4 - Punctuation

- Emphasis on correct use of commas, capitalization, colons, semicolons, and quotations.

## Class Policies:

### Attendance

It is up to you to budget time for your computer-assisted coursework through Plato. All of our classes are now offered only in internet-accessible format, so it is up to you to budget your time and make these online classes work with your schedule and your ability level. Most importantly, remember that credit for this class is determined by content mastery, not by hours. If you find yourself unable to do the work in a class you enrolled in, please consult with a faculty member in Learning Skills as soon as possible to discuss other options.

## College Policies:

### Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, **working together on an assignment**, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or **allowing another individual to assume one's identity** for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation. **AN ACT OF ACADEMIC DISHONESTY WILL RESULT**

## IN ADMINISTRATIVE EXCLUSION FROM LEARNING SKILLS CLASSES AND SUSPENSION OF LEARNING CENTER PRIVILEGES

### Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

**For more information:** [http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

## **PLATO INSTRUCTIONS:**

- BE SURE TO READ THE INSTRUCTIONS ON THE HOME PAGE OF YOUR PLATO CLASSES. IN PARTICULAR, BE SURE TO COMPLETE ANY PRE-TESTS WITHIN LESSONS.
- THE PLATO SOFTWARE IS ADAPTIVE, SO THE PRE-TESTS ARE NECESSARY TO DETERMINE THE INDIVIDUAL LESSONS YOU NEED TO COMPLETE.
- AS YOU ANSWER QUESTIONS CORRECTLY, YOU WILL BE “EXEMPTED” FROM WORKING ON THOSE SKILL SETS AGAIN; AS YOU MISS QUESTIONS, THE SOFTWARE TRACKS YOU INTO LESSONS TO BETTER EXPLAIN THE CONCEPTS SO YOU CAN MASTER THEM.
- MANY STUDENTS WANT TO SKIP THE PRE-TESTS BECAUSE OF THEIR LENGTH, BUT COMPLETING THEM CAN EXEMPT YOU FROM MANY, MANY HOURS OF WORK BY GIVING YOU CREDIT FOR EVERYTHING YOU ALREADY KNOW!
- AFTER COMPLETING THE PRE-TESTS, BE SURE TO CHECK THE “EXEMPTIONS” COLUMN IN EACH MODULE - THIS IDENTIFIES THE LESSONS YOU DO NOT NEED TO COMPLETE, BASED ON THE RESULTS OF YOUR COMPLETED PRE-TEST! IF YOU DON’T PAY ATTENTION TO THIS FEATURE IN PLATO, YOU MAY DO MORE WORK THAN YOU NEED TO DO.
- YOU CAN CHECK YOUR PROGRESS BY CLICKING ON THE “ASSIGNMENTS” TAB AT THE TOP OF THE PLATO HOME PAGE - THE NEXT SCREEN SHOWS BOTH GREEN AND RED ICONS IN A COLUMN LABELED “REPORTS” → ONE TAB SHOWS YOU DETAILED INFORMATION, WHILE THE OTHER SHOWS YOU A SIMPLE GRAPH OF YOUR PERCENTAGE OF COURSE MASTERY. THIS IS THE SAME REPORT FUNCTION WE USE TO CHECK YOUR PROGRESS EVERY WEEK, SO YOU CAN MONITOR YOUR PROGRESS THE SAME WAY.
- STEADY, CONSISTENT PROGRESS IS THE KEY TO SUCCESSFUL COURSE COMPLETION - AIM FOR 5% PROGRESS PER WEEK, AND YOU WILL NEVER FALL BEHIND OR FAIL THE COURSE.
- IF AT ANY TIME YOU EXPERIENCE DIFFICULTIES LOGGING INTO PLATO OR COMPLETING LESSONS, CONTACT US AT THE CENTER IMMEDIATELY! AS WITH ANY ACADEMIC COURSE THAT YOU ADD LATE, YOU ARE EXPECTED TO CATCH UP AND STAY CAUGHT UP.
- BE SURE TO CHECK YOUR STUDENT EMAIL REGULARLY - OR SET IT UP TO FORWARD TO YOUR PERSONAL EMAIL ACCOUNT - BECAUSE WE WILL CONTACT YOU THROUGHOUT THE SEMESTER. CHECKING YOUR CAMPUS EMAIL IS LIKE HOMEWORK - FACULTY IN ALL OF YOUR CLASSES COUNT ON YOU TO DO IT REGULARLY - SEE INFO ON BACK SIDE OF THIS PAGE!
- THE LEARNING RESOURCE CENTER OFFERS MANY RESOURCES TO ASSIST YOU IN SUCCESSFULLY COMPLETING YOUR COURSES, AND WE INVITE YOU TO CONTACT US PERSONALLY FOR GUIDANCE AND SUPPORT. MY EMAIL ADDRESS AND PHONE EXTENSIONS ARE PROVIDED AT THE FRONT OF THIS SYLLABUS TO ASSIST YOU IN CONTACTING ME. PLEASE CONTACT ME PERSONALLY IF YOU NEED ASSISTANCE OR ACADEMIC SUPPORT.