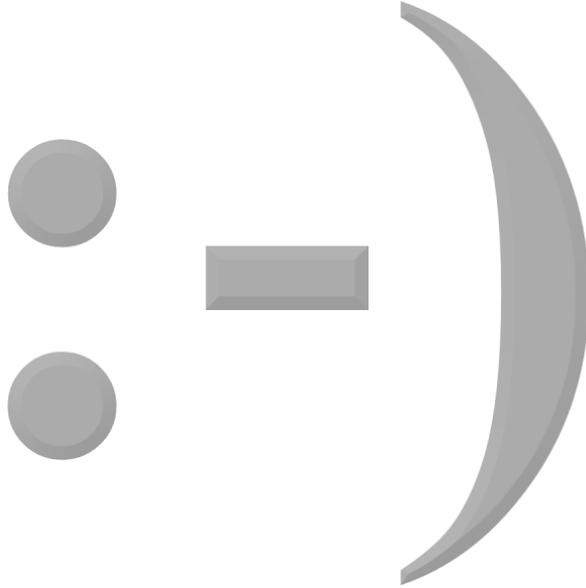


EXPO E-5
FUNDAMENTALS OF GRAMMAR

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COURSE INFORMATION

Instructor: Jeffrey R. Wilson
Email: jeffreywilson@fas.harvard.edu
Office Hours: Thurs, noon – 1 pm ET

Format: Web Conference via Zoom
Class Meeting: Mon. 5:30-7:30 pm ET (8/29 to 12/17)
Course Website: canvas.harvard.edu/courses/111171

COURSE DESCRIPTION

This course is a review of the elements of grammar. We examine sentence structure, correct verb forms, case of pronouns, agreement, punctuation, and restrictive and nonrestrictive (that/which) clauses. Along the way, we learn something of the power and the pleasure of controlling grammar to make our words work for us exactly as we want them to. Short readings illustrate the basic elements—and the beauties—of grammar and style. Short writing assignments offer students opportunities to practice the lessons of the course.

REQUIRED TEXTS

Hacker, Diana, and Nancy Sommers. *Rules for Writers*. Tenth edition. Macmillan, 2022.
Achieve with Rules for Writers (1-Term Access).

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THE THREE LEVELS OF GRAMMAR MASTERY

1. You can write with correct and powerful grammar.
2. You can recognize and correct language errors in other people's writing.
3. You can use the technical terms of grammar to articulate rules for writing.

THE FOUR PILLARS OF OUR COURSE

1. *Reading*: You need to read a lot to see language in action. Your reading should be enjoyable—something that is fun, not work. We'll have *Reading Clubs* where you choose the topic you're reading about—such as sports, food, travel, politics, or entertainment—and get to chat about your reading with others who share your interests.
2. *Writing*: Just as the best way to get better at basketball is to play basketball, the best way to get better at writing is to write—a lot. Our course will have you produce *Writing You Can Use*: common kinds of writing—such as a job application cover letter or a thank you note to someone who has helped you out—that you'll be able to use in your life outside our class.
3. *Reviewing*: You need to be able to recognize language errors, fix them, and understand the grammar rules that apply so that you don't make those mistakes in your future writing. Our course will involve (1) *Exercises* done each session as homework, (2) *Quizzes* done in class, and (3) *Peer Reviews* done with partners that serve as checks to make sure you're mastering the skills assigned for each session.
4. *Revising*: Once your writing has been reviewed—by yourself or another—you need to be able to revise it: to produce a final, polished product free from errors.



HOW THE COURSE WORKS

Our course includes a mixture of homework and in-class activities.

Homework: For most sessions, you'll complete homework in three areas: (1) your Writing You Can Use assignment, (2) some assigned exercises, and (3) a short post about your Reading Club article for that session. Completing this homework will prepare you to participate fully in class. Homework for each session should take you about 3-4 hours.

In-Class Activities: Our class time will usually start with some conversation with our Reading Clubs. Then we'll have a quiz and some time for instruction, discussion, and activities. After a short break, the second half of class will center upon your Writing You Can Use: we'll read each other's writing, peer-review it to correct language errors, and do some revisions based on those conversations. Some weeks will have exams, which will include multiple-choice grammar questions and short essays.



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COURSE SCHEDULE

Session 1 (Aug 29)	Overview; Baseline Assessment
No Class Sept 5	Labor Day
<u>Unit 1: Writing in Your Life</u>	
Session 2 (Sept 12)	<i>Rules for Writers</i> : Appropriate Language (Ch. 17); Multilingual Writers and ESL Topics (Ch. 28-31); <i>Writing You Can Use—Your Life</i>
Session 3 (Sept 19)	<i>Rules for Writers</i> : Verb Forms, Tenses, and Moods (Ch. 27), Grammar Basics (Ch. 47-50); <i>Writing You Can Use—Your Life</i>
Session 4 (Sept 26)	<i>Rules for Writers</i> : Active Verbs (Ch. 8), Sentence Fragments (Ch. 19), The Comma (Ch. 33), and Unnecessary Commas (Ch. 34); <i>Writing You Can Use—Your Life</i>
Session 5 (Oct 3)	Exam 1
No Class Oct 10	Indigenous Peoples' Day
<u>Unit 2: Writing for Your Career</u>	
Session 6 (Oct 17)	<i>Rules for Writers</i> : Parallel Ideas (Ch. 9), Run-On Sentences (Ch. 20), The Semicolon (Ch. 35), and The Colon (Ch. 36); <i>Writing You Can Use—Your Career</i>
Session 7 (Oct 24)	<i>Rules for Writers</i> : Needed Words (Ch. 10), Mixed Constructions (Ch. 11), Subject-Verb Agreement (Ch. 21), Pronoun-Antecedent Agreement (Ch. 22), and The Apostrophe (Ch. 37); <i>Writing You Can Use—Your Career</i>
Session 8 (Oct 31)	<i>Rules for Writers</i> : Misplaced and Dangling Modifiers (Ch. 12), Shifts (Ch. 13), End Punctuation (Ch. 39), and Other Punctuation (Ch. 40); <i>Writing You Can Use—Your Career</i>
Session 9 (Nov 7)	Exam 2
<u>Unit 3: Writing to Your Society</u>	
Session 10 (Nov 14)	<i>Rules for Writers</i> : Reading and Writing Critically (Ch. 4); Writing Papers in MLA Style (Ch. 55-58); <i>Writing You Can Use—Your Society</i>
Session 11 (Nov 21)	<i>Rules for Writers</i> : Building Effective Paragraphs (Ch. 2), Emphasis (Ch. 14), Pronoun Reference (Ch. 23), Pronoun Case (Ch. 24), <i>Who</i> and <i>Whom</i> (Ch. 25), Abbreviations (Ch. 41), and Numbers (Ch. 42); <i>Writing You Can Use—Your Society</i>
Session 12 (Nov 28)	<i>Rules for Writers</i> : Reading Arguments (Ch. 6), Variety (Ch. 15), Wordy Sentences (Ch. 16), Exact Words (Ch. 18), Adjectives and Adverbs (Ch. 26), Quotation Marks (Ch. 38), Italics (Ch. 43), Spelling (Ch. 44), The Hyphen (Ch. 45), and Capitalization (Ch. 46); <i>Writing You Can Use—Your Society</i>
Session 13 (Nov 5)	Exam 3; Final Paper Due

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GRADING

Writing You Can Use: 30%
Exams: 25%
Exercises: 20%
Quizzes: 20%
Reading Club Posts: 5%



POLICIES

Online Class: As an online course, we'll use three main platforms: Canvas, Zoom, and Achieve.

- Canvas is the hub that connects you to Zoom and Achieve.
- Zoom is for our web conference meetings.
- Achieve is for submitting assignments.

Zoom: For our class sessions, we'll be gathering from all around the world through the web conferencing platform Zoom. Don't worry, this isn't complicated and is easy to set up. You will need to download Zoom software in advance of the first class session. Go to the Zoom link in our course menu, and you will be prompted to download software. This only takes a minute or two. For tech support, send an email to academictchnology@dce.harvard.edu or call (617) 998-8571. Academic Technology's hours are Mon-Thurs, 7:45am -10:00pm and Fri, Sat, & Sun, 10:00am - 8:00pm.

Achieve: For writing assignments, peer review, quizzes, and exams, we'll use a platform called Achieve, which is connected to our textbook, *Rules for Writers*. To set up access to Achieve, go to our Canvas site, then in the menu click the Macmillan Learning tab. Click the Achieve logo, and you will be prompted to enter/purchase access. (You may need to disable pop-up blockers.)



English Proficiency: English is the language of instruction at Harvard Summer School, and all courses require proficiency in the English language. Students who lack the proficiency required for our course will be referred to the Registrar's Office so they can be dropped for a full tuition refund. After late registration, proficiency problems must be handled as performance issues. If a student's lack of English proficiency becomes disruptive to the progress of instruction for other students and the course overall, exclusion from the course may occur.

Equipment: You will need both audio and video on your computer, including a microphone and a camera—TEST IN ADVANCE!

Professionalism: The online class might sound like a very relaxed format, but remember to conduct yourself in class as you do in a professional meeting: dress appropriately, set up your computer in a setting that allows you to participate (not a noisy coffee shop), don't eat during

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class, don't come in and out of class, try to avoid children hollering in the background, etc. You may not join or participate in a class while driving a car.

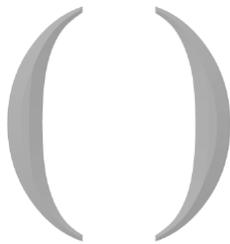
Textbook: Everything in our class—assignments, quizzes, exams—is always “open book.” The goal is to give you experience using the guidance in our text, *Rules for Writers*, when its needed. You must have a print edition of our text. Have this text available for every class, including the first day.

Writing Center: At any stage of the writing process—brainstorming ideas, reviewing drafts, approaching revisions—you may want some extra attention on your essays. The Writing Center offers appointments with trained tutors. I can't stress strongly enough the benefit of the service they provide; regardless of the “strength” or “weakness” of the essay, any piece of writing benefits from further review and a fresh perspective. Visit the Writing Center's Web site at <https://writingcenter.fas.harvard.edu> to make an appointment.



Attendance: Because Writing Program workshops are collaborative and discussion based, your presence and active participation are essential to their success and to your growth as a writer. While I urge you to attend all class meetings this summer, I can excuse one absence. If you miss a class, I will be obliged to document the absence and tell you that a second absence may result in exclusion by the Dean of Students or a final grade of E. The attendance rule applies even if you miss the first class meeting because you are changing courses during the first week of the summer term in accordance with Harvard Summer School rules.

First-Day Writing Sample: During the first meeting, students must complete a writing assignment that demonstrates their reading comprehension. If you do not attend, you will automatically be dropped from the course. All students are expected to attend the first class meeting and participate fully, as stated on the Extension School website for courses with limited enrollment. Students who do not attend the first class meeting and try to add the course afterwards will not be admitted.



Academic Integrity: You are responsible for understanding Harvard Extension School policies on academic integrity (www.extension.harvard.edu/resources-policies/student-conduct/academic-integrity) and how to use sources responsibly. Not knowing the rules, misunderstanding the rules, running out of time, submitting the wrong draft, or being overwhelmed with multiple demands are not acceptable excuses. There are no excuses for failure to uphold academic integrity. To support your learning about academic citation rules, please visit the Harvard Extension School Tips to Avoid Plagiarism (www.extension.harvard.edu/resources-policies/resources/tips-avoid-plagiarism), where you'll find links to

the Harvard Guide to Using Sources and two free online 15-minute tutorials to test your knowledge of academic citation policy. The tutorials are anonymous open-learning tools. If you have questions about what constitutes plagiarism, speak with me.

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Dual Submission: Harvard requires that all work submitted for a course be original and produced solely for that course. A writing course is an opportunity to develop your skills; submitting the same writing assignment twice for credit undermines that opportunity and may result in disciplinary action. If you wish to continue to develop an essay or story that you began in another course, you must receive written permission for your plan from your instructors.

E-mail: Rather than take up our class time with announcements and administrative arrangements, I will use e-mail and Canvas to communicate much of that information. As part of your participation in the course, I ask that you check your e-mail daily. You are responsible for the information I send you. Likewise, I make sure to check my email once every weekday for questions from you. Please note, however, that unless prior arrangements have been made, you should not assume that I will check e-mail later than 5:00 pm ET. I can answer most questions within 24 hours, except over the weekend.



Course Materials: Students may not post, publish, sell, or otherwise publicly distribute course materials. Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, assignments, problem sets, examinations, other students' work, and answer keys. Students who sell, post, publish, or distribute course materials without written permission, whether for the purposes of soliciting answers or otherwise, may be subject to disciplinary action, up to and including requirement to withdraw from the Summer School.

Submission of Work: It is your responsibility to: (1) complete assignments and submit them on time; and (2) ensure that the file you send is able to be opened, and is not corrupted or damaged. Following the policies of Harvard, if I cannot open or read a file you've uploaded for submission, it is not considered to be submitted.

Deadlines: This course is a planned sequence of writing; meeting assignment deadlines is crucial. Failing to meet deadlines may disrupt the workshop schedule and impede the course's progress. It may also result in exclusion by the Dean of Students or a final grade of E.



Sexual & Gender-Based Harassment Policy/Resources: Harvard Summer School is committed to maintaining a safe and healthy educational and work environment in which no member of the community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from University programs or activities.

In order to protect the access of all members of our community to the full range of opportunities and resources provided at Harvard, the FAS has developed the following resources:

<http://www.fas.harvard.edu/sexual-gender-based-harassment-policyresources>.

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Accessibility: The Extension School is committed to providing an accessible academic community. The Disability Services Office offers a variety of accommodations and services to students with documented disabilities, permanent and temporary injuries, and chronic conditions. If you are a student with a disability, we engage you in an interactive process to provide you an equal opportunity to participate in, contribute to, and benefit from our academic and residential programs. Disability Services Coordinator, 51 Brattle Street, Cambridge, MA 02138. voice: (617) 495-0977 fax: (617) 495-3662 e-mail: accessibility@extension.harvard.edu.

A FINAL NOTE



Please send me an email when you have finished reading the syllabus. If you have any questions or concerns about the course, please let me know, and I'll either address them in an email response or in class at the beginning of our next session. Even if you don't have any questions or concerns, please send along an email—just so I know we're on the same page about the upcoming semester.