

## COMP 099

### Preparation for Composition I

3 Credit Hours

## Course Overview

This course provides fundamental prescriptive grammar instruction with a communicative approach in a self-directed format. Students sharpen their skills in the following areas: punctuation, mechanics, spelling, sentence formation, and language usage. Students learn from their own mistakes, while improving their writing skills. Through the use of an online program that provides feedback, the student is provided with numerous opportunities to apply newly learned writing skills to various writing activities. The course also provides writing practice, with feedback from the instructor. (This course increases the number of hours in a degree program by three credit hours.)

\*Students must receive a "C" or higher to continue to COMP 101.

\*Students can take COMP 099 up to 3 times if needed.

\*This course is NOT designed to prepare students for the TOEFL exam.

## Required Reading

Azar, Betty S., and Stacy A. Hagen. *Fundamentals of English Grammar*. 4<sup>th</sup> ed. White Plains: Pearson, 2011. E-text. ISBN:9780134033570.

(ISBN includes access code to My English Lab and e-text)

## Course Prerequisites or Co-requisites

Read 099 or Minimum TOEFL score of 500

## Learning Community Overview

Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.

## Netiquette & Discussion Expectations

Online etiquette (netiquette) requires all students to meet the following expectations: (1) Be polite when answering. Always address each other by name and identify oneself by name. Always be kind, even when disagree. Do NOT type in all caps or use exclamation points!!!! (2) Do not use one-word answers or say "I agree" when responding. Always give meaningful responses. (3) Be

professional. Proofread for correct spelling and grammar when posting answers. Write in full sentences. (4) Answer questions and complete assignments on-time. Remember that classmates are dependent on timely response(s).

## Course Goals

The purpose of this course is to develop grammar and beginning writing skills to strengthen student proficiency in written communication. These basic skills provide a good foundation for the skills needed in other course work and in the professional world. Upon receiving a minimum "C" grade, the student should be prepared for Comp 101.

## Student Learning Outcomes

Upon successful completion of this course, the student should be able to do the following:

1. Demonstrate understanding of English grammar rules
2. Apply basic grammar skills to writing
3. Compose clear and effective sentences
4. Apply punctuation, mechanics, and spelling rules to sentences
5. Write with fluency and with minimal errors
6. Demonstrate an understanding of the writing process
7. Apply writing skills while engaging in meaningful discussions on the Discussion Forum

## Course Calendar

Week	Topic
1-4	Verb Tenses
5	Asking Questions
6	Nouns, Pronouns & Adjectives
7	Modal Verbs

8	Conjunctions
9	Comparisons
10	Passive Voice
11	Count & Non-Count Nouns
12	Adjective Clauses
13	Gerunds & Infinitives
14	Noun Clauses
15	Writing Culmination

\* For more details, refer to the course calendar on D2L

## Assessment

The final grade is based on the following elements:

- Skill building assignments
- Writing assignments
- Discussions

- A. A grade is given on the basis of the accuracy and quality of each assignment. The following scale is used for the course grade:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

Below 60% = F

- B. Whole Person Assessment Requirements/Eportfolio Requirements

- There is no WPA requirement for this class.

## University Policies and Procedures

1. By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from

those records.

2. Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

## Department Policies and Procedures

1. Completion of a Course
  - a. All assignments are due on the dates established in the course calendar, which is published in the syllabus.
  - b. No work is accepted after the final date of regular classes.
2. Incompletes
  - a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). Incompletes are rarely granted. Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.

## Plagiarism

### *What is Plagiarism?*

There are two types of plagiarism. "Unintentional" plagiarism occurs when a student is not trying to cheat or plagiarize but fails to properly cite summarized, quoted, or paraphrased sources. "Intentional" plagiarism is the act of purposefully misrepresenting someone else's work or ideas and using it as one's own, and according to the Purdue Online Writing Lab, "intentional" plagiarism includes "buying, stealing, or borrowing a paper; hiring someone to write your paper for you; and copying large sections of text from a source without quotation or proper citation."

### *What is ORU's Policy?*

*The ORU catalog explicitly addresses the issue of plagiarism.*

"ORU students are committed to developing their minds by doing their own academic work. They do not engage in plagiarism, whether accidental or intentional. Plagiarism is the inappropriate use of others' ideas or information, such as using sources without citations or direct quotes without quotation marks. Even paraphrasing or summarizing without giving credit to the original author is considered plagiarism" (page 14, 2011-2012 [University Catalog](#)).

"Written assignments using sources must demonstrate ethical and accurate use of source material. Plagiarism and any unethical or inappropriate use of sources are not tolerated" (page 34, 2010-2011 University Catalog).

### *University Syllabi Plagiarism Statement*

"Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: 'I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.' Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

1. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
2. Failing to meet group assignment or project requirements while claiming to have done so;
3. Failing to cite sources used in a paper;
4. Creating results for experiments, observations, interviews, or projects that were not done;
5. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

## ADA and Students with Disabilities

[Click here \(http://www.brightspace.com/about/accessibility/\)](http://www.brightspace.com/about/accessibility/) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."

Students requiring Disability Services from ORU, should [click here \(http://www.oru.edu/current\\_students/my\\_services/student\\_resources/disability.php\)](http://www.oru.edu/current_students/my_services/student_resources/disability.php).

## Useful Links

- [Student Learning Glossary](#)
- [ORU Policies](#)
- Library: <http://library.oru.edu>.
- D2L Helpdesk: [d2lhelp@oru.edu](mailto:d2lhelp@oru.edu)
- I.T. Student Helpdesk: [studenthelpdesk@oru.edu](mailto:studenthelpdesk@oru.edu)
- Contact the University: please fill out [this online form](#).

# Course Inventory

This course contributes to the ORU student learning outcomes as indicated below:

- **Significant Contribution** - Addresses the outcome directly and includes targeted assessment.
- **Moderate Contribution** - Addresses the outcome directly or indirectly and includes some assessment.
- **Minimal Contribution** - Addresses the outcome indirectly and includes little or no assessment.
- **No Contribution** - Does not address the outcome.

## Course Inventory for ORU's Student Learning Outcomes COMP 099

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

Outcomes & Proficiencies	Significant contribution	Moderate contribution	Minimal contribution	No contribution
<b>Outcome#1 - Spiritually Alive</b>				
1A Biblical knowledge			X	
1B Sensitivity to the Holy Spirit				X
1C Evangelistic capability			X	
1D Ethical behavior			X	
<b>Outcome#2 - Intellectually alert</b>				
2A Critical thinking		X		
2B Information literacy			X	
2C Global & historical perspectives			X	
2D Aesthetic appreciation				X
2E Intellectual creativity		X		
<b>Outcome#3 - Physically disciplined</b>				
3A Healthy lifestyle				X
3B Physically disciplines lifestyle				X

Outcome#4 - Socially adept				
4A Communication skills		X		
4B Interpersonal skills		X		
4C Appreciation of cultural & linguistic differences		X		
4D Responsible citizenship				X
4E Leadership capacity				X