Instructor: Kate MacMillin, Clinical Associate Professor

Email: Kmacmill@fiu.edu

Office: 311a

Phone: Use email – I will respond very quickly

Office Hours: Mon. 3-4 and Tuesday 1-2

Course Description

Are your grammar and language skills what they should be for the 21st century workplace? Students in various disciplines need to be able to express themselves clearly and precisely in today’s global marketplace. Excellent grammar and language skills facilitate greater understanding and expand opportunities, while students who lack such skills often find themselves at a competitive disadvantage.

Learn to express yourself better in this innovative language skills workshop from the School of Journalism and Mass Communication. This course provides a much-needed pre-writing workshop for those who need a stronger introduction to language skills, or for who simply want to perfect their English grammar.
Learning Outcomes

- Students will increase their understanding of components of grammar, including agreement, case, phrases and clauses, parts of speech, spelling, punctuation and word choice.
- Students will recognize the importance of strong language skills in today’s marketplace.

Major Topics

**Introduction to Grammar and Language Skills:**
Finding Subjects and their Verbs

**All About Parts of Speech:**
Understanding verbs, verbals, nouns, pronouns, adjectives, adverbs, conjunctions, prepositions, and interjections

**Phrases and Clauses & Word Choice:**
The building blocks of writing, being concise and clear

**Agreement:**
How subjects and their verbs, and pronouns and their antecedents, live in harmony

**Case:**
Functioning parts: Subjects, objects and possessives

**Punctuation:**
Bringing the rhythm to your sentences

Suggested Dictionary

The following dictionary will be used throughout the journalism and mass communication programs. It is available at the North Campus bookstore.


In addition to the text, students should familiarize themselves with the grammar web sites on the SCJ website, located in the link “Grammar Exam Support.” I will be using several of these sites in class and I highly recommend [www.grammaruntied.com](http://www.grammaruntied.com)

No book required:

However, many students like to use: “The Only Grammar Book You’ll Ever Need”

Policies and Procedures

**Assignments**
You will be given 7 quizzes, a midterm and a final. I will announce a week in advance the topic of the quiz that will be given.
There are NO make-ups, unless the absence is excused (i.e. illness or family emergency). In order to receive an excused absence, you must provide appropriate documentation. It is your responsibility to contact the instructor within one business day of an absence in order to discuss it and receive consideration for a makeup. If you do not arrive on time to take the exam, you may not make it up later.

Attendance
In order for this class to be useful to you, you need to be present and participating positively in the learning environment. It is your responsibility to get the course notes, handouts or assignments from another student, should you miss class or you are late.

Classroom
We must work together to make the learning environment a positive one for all students. That means we need to be able to focus on the material, with no disruptions. You must turn off your cell phones at the beginning of class. Any laptop use must be restricted to note-taking. The instructor has the right to remove any student from the class who is disrupting the learning environment by talking, use of cell phones, Web surfing, etc.

Students with Disabilities
If you have any special circumstances, please make me aware of them so that you may be better accommodated. For questions and information about support services, please call the FIU Office of Disability Services at 305-348-3532 (University Park Campus: GC 190) or 305-919-5345 (Biscayne Bay Campus: WUC 139).

Grading
The final grade will be computed as follows:
Quizzes – 50 percent
Midterm – 20 percent
Final - 30 percent

NOTE: IN ORDER TO BE ABLE TO SIGN UP FOR MMC 3104, WRITING STRATEGIES YOU MUST GET A 70 ON THE FINAL WHICH WILL BE GIVEN ON COMPUTERS IN ACII ROOM 301. (Sign-up dates will be provided.)

Grade Scale SCJ – As of Fall 2016

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**Academic Honesty**

Florida International University outlines academic misconduct as follows:

*Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.*

**Misconduct includes:**

- **Cheating** – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not.

- **Plagiarism** – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

**Week Beginning** | **Class Topics (subject to change)**
---|---
Jan. 9 | Introduction to course/Verbs & Verbals WORD CHOICE/Spelling (where to study)
Jan. 16 | **MLK HOLIDAY- NO CLASSES**
Jan. 23 | Verbs/Verbals- FRIST Quiz
Jan. 30 | Pronouns/Prepositions and Conjunctions Adjectives, Adverbs, etc.
Feb. 6 | Phrases and Clauses
Feb. 13 | Sentence Types/Subject- Verb Agreement
Feb. 20 | Case
Feb. 27

March 6

MARCH 13-16

March 20

March 27

April 3

April 10

April 17

Punctuation

MIDTERM

SPRING BREAK

Review/ Verbs/Verbals

Prepositions /Conjunctions

Punctuation/Case/Agreement

REVIEW FOR FINAL

REVIEW FOR FINAL

FINAL EXAM IN ROOM 301 – Dates and Times will be provided BY THE THIRD WEEK OF CLASS…YOU WILL SIGN UP FOR THE TIME AND DAY THAT WORKS FOR YOU.

You must sign up for a time and day for the FINAL EXAM which will be in ACII 301. This will be the Language Skills Entrance Exam. Once you sign up, you must go on that time and day unless you have proof of a medical emergency.