Instructor: Cynthia Ostrom

My Availability:

Please do email me if you have any questions or concerns about the course or materials. During the semester, I try to reply to emails within 24 hours during the week and 48 hours on weekends and holidays. Be sure to use my direct USD email: Cynthia.Ostrom@usd.edu, not the Desire to Learn (D2L) system. I cannot reply directly to D2L emails on my phone and am not always in my office. Waiting to reply through D2L from my office really slows down my response time.

Course Description:

This course involves intensive practice with the basics of grammar and usage, punctuation, and paragraph development. It does not count toward graduation but will help you develop skills that can be applied to any writing you do in the future.

Important Dates:
The last day to add this class or drop it with 100% refund is Jan 7.
The last day to withdraw from this class with a WD as a grade is Apr 2.

Course Prerequisites:
None

Course Overview and Instructional Methods

ENGL 033 is designed to help you focus on the building blocks of college-level composition. We will begin with parts of speech and basic grammar and then continue on to sentence structure, paragraphing, and eventually the essay. This course will prepare you for success in your future college courses.

I teach the course using learning paths and assignments based on the required textbook. Completing regular writing exercises and assessments (exams and essays) will help you build on what you have previously learned. These assessments allow me to identify your individual needs and give you more useful feedback. For information about getting started and participating in an online course, please see the Online Orientation available at: http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx.
**Required Text:**
E-text access with My Writing Lab Access - ISBN-13: 9780134122906
*This is a new edition of the class book that comes with several different purchase options. You may buy the paper book or a subscription to access the ebook. Just be sure to include access to My Writing Lab as part of your purchase.

**Required Materials:**
1. Access to a computer with a reliable internet connection and an up-to-date web browser.
2. A USD internet account to log into our class space in Desire2Learn. If you don’t already have a USD account, contact the online course coordinator immediately at 1-800-233-7937. The on-line Student Handbook is also available at: [http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx](http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx).
3. Microsoft Office (includes Microsoft Word) is STRONGLY recommended. For those of you who don’t have access either at home or school to Microsoft Office, you can download this software: OpenOffice.org at [http://www.openoffice.org/](http://www.openoffice.org/). It's free, and it's multi-platform (PC, Macintosh, etc.). It works like Microsoft Office and includes a word processor (like Word). Be sure to change files to .doc or .docx format when downloading to D2L or my email.

**Assignments:**
- 11 assignments - Due weekly
- Three exams and three paragraphs – Due at the end of each unit
- Full Essay – Due the last day of finals week

There will be weekly reading assignments. A complete weekly schedule will be posted on D2L with links to your *My Writing Lab* (MWL). Full credit will be earned for quizzes, exams, and writing assignments only if they are turned in to MWL and satisfy all requirements. As is true for the class itself, assignments must receive at least a 70% to be “passing.” You will be allowed to take quizzes multiple times to help you learn the materials and improve scores, if needed. Quizzes and exams are graded immediately through MWL. I am always glad to look at paragraphs and essays before they are submitted. They can be
emailed to me at cynthia.ostrom@usd.edu. Feedback on written work will be posted within one week.

**My Writing Lab:**

After you purchase your access code for MWL, you will need to register for our class on the MWL site. The instruction sheet is posted under content in D2L. It will give you our class code which must be entered as part of your registration. After you access the class site, your homepage will include links to the e-text and other support resources and a calendar of assignment due dates with links to those assignments. Feedback for all assignments will be given electronically in the on-line writing lab. Grades for individual quizzes, exams, and writing assignments will be posted in My Writing Lab as you complete activities. At the end of the semester, your overall grade will also be posted in the “grades” tab in D2L.

If you are having problems registering for MWL, please email me. I can address simple issues or access MWL help to help you register. If you have other technical problems with MWL, there is an easy to use student help tab and information to help you contact MWL technical support.

**Problems with Desire2Learn:**

To avoid or solve problems with D2L, make sure that you have dealt with any firewalls or other computer security measures appropriately. For additional assistance with D2L, first consult the Online Orientation Packet on the Continuing Education webpage. You may also email the USD Help Desk at helpdesk@usd.edu or call (605) 677-5028.

**Late Registration:**

If you join the class late, you will need to complete any assignments you may have missed up to this point. Your first tasks should be ordering your text and logging into our course so that you can get familiar with the format and begin doing assignments. If you have questions, contact me by e-mail at Cynthia.Ostrom@usd.edu.

**General Education Objectives:**

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<th>LEARNING OUTCOMES:</th>
<th>ASSESSMENT:</th>
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<td>(1) Write using standard American English, including correct punctuation, grammar, and sentence structure.</td>
<td>Weekly assignments, exams, paragraphs, and Final Essay.</td>
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<tr>
<td>(2) Write logically.</td>
<td>Paragraphs and Final Essay.</td>
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**Academic Integrity:**

The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the
imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33
No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

Freedom in Learning:
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

Disability Accommodation:
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.
Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605) 677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu

**Diversity and Inclusive Excellence:**
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the [Office of Diversity](#).