ESL 240 Beginning Grammar  
Fall 2010

**Instructor Information**

Instructor: Gail Jaraki  
Office Location: 146 Walker Hall  
Telephone: Office – 906-487-3275  
E-mail: gkjaraki@mtu.edu  
Office Hours: MWF 2:00 to 3:00 and TR 11:00 to 12:00 or by appointment

**Course Times and Location**

MWF 9:05 – 9:55 in 0215 ChemSci Building

**Course Description/Overview**

COURSE DESCRIPTION: In this course, you will learn English grammar. You will learn about the order of words in English sentences. You will learn the ‘rules’ of how to speak, write and understand English. This course is for credit with a Pass/Fail grade.

METHODOLOGY: You will listen to your teacher explain the grammar. You will read your book and do exercises. You will talk to your classmates and practice the grammar.

**Course Learning Objectives**

COURSE OBJECTIVES: Through instruction, pair and group activities, role-play, games, interviews, and presentations, the student will show through tests and activities:

- that you know the rules of English grammar
- that you can use the rules of English to speak and write

**Course Resources**

Course Website(s)

- Blackboard <http://www.courses.mtu.edu>

No Required Course Texts: Basic English Grammar, 3rd Edition (Betty Azar)

Course Supplies

Bring paper (8.5 x 11 inches, or A4) and a pen/pencil to every class.

**Grading Scheme**

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>96-100%</td>
</tr>
<tr>
<td>AB</td>
<td>91-95</td>
</tr>
<tr>
<td>B</td>
<td>84-90</td>
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<tr>
<td>BC</td>
<td>79-84</td>
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<tr>
<td>C</td>
<td>72-78</td>
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<tr>
<td>CD</td>
<td>66-71</td>
</tr>
<tr>
<td>D</td>
<td>60-65</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Course Grade: 72% or above = Pass  
71% or below = Fail

Grading Policy

Grades will be based on the following:
Homework: 5 points each
Quizzes: 10 -25 points each
Tests: 50 points each
Final Exam: 100 points

You must receive 72% of the total points possible to pass the course. Students who fail the course have to take the course again next term. If you need help, ask me. Do not wait until December. Start studying and learning TODAY.

Late Assignments
Give your teacher your homework on time. Late homework gets a zero 0. If you are sick for a test, you must have a note from your doctor.

Course Policies

➢ In class we all use English. Sometimes you may need to help each other in your language. Ask me before you speak your in language in class.
➢ You must come to class on time. You must come everyday. If you are not in class or you come late more than 2 times, your teacher will tell the Director of ESL, Fran Wiideman. If you are late or you do not come to class 5 times, your teacher will tell IPS.
➢ Do not talk when your classmates or your teacher is talking. Listen to them.
➢ You can drink in class, but put your trash in the trashcan when class is over.
➢ Turn off your cell phone. Turn off other electronic devices, such as MP3 players.

University Policies

{The words below are from the University. They say that students must not cheat. If you cheat, you may fail the assignment or fail the course. Cheating is very serious at an American university. We will talk about the meaning of cheating in class. Also, if you have a problem (a disability) and you need help to attend class or you need help to learn, there is help for you at Michigan Tech. You can ask your teacher or IPS for help. You can go to the web pages below, too.

Everyone at Michigan Tech must be treated fairly. If you think your teacher or other employee at Tech is not fair to you because of your nationality, your religion, your race, etc., you should tell your advisor (Fran Wiideman) or IPS or the Affirmative Action Office, at 487-3310. }

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as
possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

_Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310_

**Academic Integrity:**
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

**Affirmative Action:**
http://www.admin.mtu.edu/aaoo/

**Disability Services:**
http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

**Equal Opportunity Statement:**