Policy Statement
UNIV 1105 (3 hours)
Improving Grammar, Usage, and Style
Bickerstaff
Fall 2015 (UGA)
Office: 207 Milledge Hall
Office hours: Mondays and Wednesdays 10-11 a.m. and others by appointment.
e-mail: gbick@uga.edu

Required Text

General Information

Course Description
Reviews conventions of grammar, usage, punctuation, and sentence structure in order to help students edit their papers more effectively and to write in a clearer style.

Attendance
Class attendance, punctuality, and participation are important elements in improving your skills in grammar and writing. Class attendance is mandatory. If you miss more than three class meetings before the semester’s midpoint or more than two class meetings after the semester’s midpoint, your standing in this class will be jeopardized.

Daily Grades
Daily assignments will count toward your final grade. These assignments include quizzes and other in and out-of-class activities.

Online Interface
Some of our class activities (such as submission of essays) will occur via UGA’s ELC at https://uga.view.usg.edu/

Course Grading
Short writing activities (SWA): 10% (100 points)
Quizzes: 10% (100 points)
Homework (HW): 20% (200 points)
Tests: 40% (400 points)
Final Examination: 20% (200 points)
Grade Scale: A = 920 to 1000 points; A- = 890 to 919 points; B+ = 870 to 889 points; B = 820 to 869 points; B- = 790 to 819 points; C+ = 770 to 789 points; C = 720 to 769 points; C- = 690 to 719 points; D = 600 to 689 points; F = fewer than 600 points.
No late work, quizzes, or exams will be accepted. No electronic submissions for projects required on paper will be accepted.

Academic Honesty
As a University of Georgia student, you have agreed to abide by the University’s academic honesty policy, “A Culture of Honesty,” and the Student Honor Code. All academic work must meet the standards described in “A Culture of Honesty” found at: https://ovpi.uga.edu/academic-honesty/academic-honesty-policy. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

Electronic Devices
Turn of all electronic devices, such as cellular telephones, laptop computers, tablets, and personal stereos before you enter the classroom.

Special Needs
Students with special needs are invited and encouraged to discuss them with the instructor.
The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
Be mindful of in-class housekeeping matters, so you can stay up-to-date.

Course Syllabus
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HW instructions are on ELC under **Syllabus and Handouts**

17 Aug M: Overview of class. Receive top seven handout and see our ELC page. Receive HW 1 instructions. Overview of the Collins family of free online dictionaries.
   For next time: purchase book and read 252-263.
19 Aug W: Discussion of 252-263.
   For next time: Read 264-277.
   For next time: Read 278-286.

   For next time: Complete HW 1.
26 Aug W: Homework check and review for Test 1.
28 Aug F: ***Test 1*** (Chapter 12 and Top 7 handout). HW 1 is due to ELC.
   For next time: Review Chapter 12 and bring any questions to class. Receive SWA 1 instructions.

31 Aug M: Review scored Test 1.
   For next time: Read 286-294.
2 Sep W: Discussion of 286-294.
   For next time: Read 294-317.
4 Sep F: Discussion of 294-317.
   For next time: Read 318-322.

7 Sep M: UGA Holiday-- No class meeting.
9 Sep W: Discussion of 318-322.
   For next time: Read 323-336.
11 Sep F: Discussion of 323-336. SWA 1 is due.
   For next time: Read 337-348.

14 Sep M: Discussion of 337-348.
   For next time: Complete HW 2.
16 Sep W: Homework check and review for Test 2.
18 Sep F: ***Test 2***. HW 2 is due to ELC.
   For next time: Review coverage of Test 2 and bring any questions to class. Receive SWA 2 instructions.

21 Sep M: Review scored Test 2.
   For next time: Read 352-359.
23 Sep W: Discussion of 352-359.
   For next time: Read 360-367.
25 Sep F: Discussion of 360-367.
   For next time: Read 367-374.

28 Sep M: Discussion of 367-374.
   For next time: Read 374-380.
30 Sep W: Discussion of 374-380.
   For next time: Read 381-390.
2 Oct F: Discussion of 381-390. SWA 2 is due.
   For next time: Read 391-397.
5 Oct M: Discussion of 391-397.
   For next time: Complete HW 3.
7 Oct W: Homework check and review for Test 3.
9 Oct F: ***Test 3***. HW 3 is due to ELC.
   For next time: Review coverage of Test 3 and bring any questions to class.

16 Oct F: Film viewing.

   For next time: Read 400-420.
21 Oct W: Discussion of 400-420.
   For next time: Read 420-435.
   For next time: Read 438-465.

   For next time: Improve SWA 3 and bring your work on SWA 3 to class next time.
28 Oct W: In-class writing workshop. SWA 3 is due.
   For next time: Read 465-500.
30 Oct F: UGA Holiday--no class meeting.

   For next time: Read 524-545.
   online dictionaries.
   For next time: Read 545-552.
6 Nov F: Discussion of 545-552. Receive Terrible Words handout.
   For next time: Review Terrible Words handout.

9 Nov M: Discussion of Terrible Words handout.
   For next time: Review Terrible Words handout.
11 Nov W: Discussion of some new problem sentences.
   For next time: Review new problem sentences.
13 Nov F: Discussion of more new problem sentences.
   For next time: Review new problem sentences and pages 438-439.

16 Nov M: Discussion of 438-439; discussion of RefWorks; some discussion of GALILEO database use.
   For next time: Complete HW 4.
18 Nov W: Homework check and review for Test 4.
20 Nov F: ***Test 4*** (Chapter). HW 4 is due to ELC.

23 Nov M: UGA Holiday--no class meeting.
25 Nov W: UGA Holiday--no class meeting.
27 Nov F: UGA Holiday--no class meeting.

2 Dec W: Review for Final Examination.
4 Dec F: Review for Final Examination.

8 Dec T: This class meets; last day of this class.
9 Dec W: Reading Day
Final Examination: day, time, and location TBA