English 304

"Students with disabilities who require accommodation (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is 270-745-5004. Per University policy, please do not request accommodations directly from the professor or instructor without a letter of accommodation from the Office."

Our Objectives
We will cover traditional grammatical analysis and a linguistic approach to syntax. Emphasis will be placed on the structure of language and the changing nature of all languages. We also will discuss Standard Edited English—punctuation, usage, mechanics and style. Other topics covered may include MLA style, phonetics, the history of language and literature. Understanding of material will be assessed by tests primarily.

Class Materials
Exercises, old tests, detailed descriptions of projects and other information will be available online at <http://ecourses.wku.edu>.

In the past, I have made a workbook available at Copy Trolley. It contained many of the same types of things as those on the website. It served as another source of practice work for those who want it or need it. If you wish I can put that together for you this semester. It usually costs less than $20.00. We will decide during the first days of class if you wish to have that available.

The textbook isn’t ordered yet. We will not use anything but handouts and internet postings for about a month. (In the past that is all I have used. I will give you the information about the text in the next few days so that those of you who wish may look online for a cheap source of the book. I’ll also tell you where in town you can buy the book when it arrives.

Attendance and Meeting Classes
If you are sick, you belong elsewhere. But only you know if that is the case. I don’t need doctor’s notes or other excuses unless you are going to be absent in association with a university trip. If you miss class and class notes and discussions, you should get notes from a classmate. I generally won’t “catch you up” or give make-up work if you should miss. That includes making up tests.

If the weather gets bad, students should check the website for an alternate venue for class or alternative test dates. Class cancellations and other information will be posted online in the Announcements sections. Keeping up with assignments or notices posted online is the responsibility of the student. I will also e-mail students at their WKU e-mail address should the need arise, such as if I am sick and class will not meet. Check your e-mails periodically.

So, if Warren County schools are dismissed for snow, hail, tornado or deadly grasshoppers, go to
the website for the day’s work. We won’t meet class; however, I may post an assignment to be 
turned in the next class meeting.

Grading
90-100 A; 80-89 B; 70-79 C; 60-69D, below 60 F
Grades will be determined by equally averaging at least five test grades. That will allow a low 
test grade to be dropped. At least one test may be take-home on MLA style or usage.
No tests will be given to students other than at the scheduled times except in the case of 
university-related events, illness or death of immediate family member. Any missed tests are 
recorded (and averaged) as a zero.

EXTRA WORK:
There are two ways to earn extra points in the class.
One way, anyone can take advantage of. On in-class tests, I sometimes leave typos on the 
exam. Usually, they consist of periods where there should be question marks or misaligned 
numbered items. Sometimes there are misspellings or other grammatical mistakes. They are 
usually very subtle. For each typo that you find, circle or highlight AND correct you, you receive 
one point extra. If you mark something as wrong and it’s okay, you will lose one point of extra 
credit. I won’t subtract from your earned points on the test unless you start marking everything 
wrong in the hope of finding a wrong thing. ????
The other way requires more effort and can only be done if you make below 65 on a test grade. 
(Remember you have one dropped low test grade.) And you can only complete two of these 
assignments. So you will have to decide after the test just taken is returned to you (and not at the 
end of the semester). The project must be completed within one week. It requires a lot of work, 
but is worth it if you want to improve a test grade which is about 20 percent of your class grade. 
You will be awarded from 10 to 40 points extra depending upon how well the work is done and 
how sophisticated it is. You may do one of the following: a website, a Powerpoint presentation, 
a web quest. If you end up doing two projects, you may not repeat the type. Each must have ten 
pages worth of work—with a lot of words. On the class meeting after I return the tests to the 
class, you should inform me you wish to do the extra work by turning in a 3 x 5 card with your 
name and e-mail address on it. I will either e-mail you directions and a topic or I will hand you 
both the next class meeting. From the point I give you the topic, you have one week to finish the 
work and give it to me on a disk. By doing the assignment, you agree to let me post the work or 
part of it if I think it will be helpful to others. (Remember you can plagiarize on assignments of 
this type. The penalty for cheating on these assignments is the same as it is for cheating in other 
ways. That is failure of the entire class and my documenting your actions. So be careful.) This 
second extra credit project is required to help a student who struggles with a topic. All tests are 
comprehensive in the class, so you will still have to learn the material you had problems with that 
caused you to fail the test. The extra work is not meant to allow you to ignore material you find 
difficult, so you will still have to learn material you struggled with.
Please see me if you are struggling with class, but realize I can’t do anything if you aren’t putting 
in time on the class. You should spend between 30 minutes and an hour reviewing material after 
each class. This reviewing includes actually analyzing sentences and practicing what we have 
gone over,