



Course Syllabus

COMP 099 Preparation for Composition I

3 Credit hours

I. COURSE DESCRIPTION

This course provides fundamental prescriptive grammar instruction with a communicative approach in a self-directed format. Students sharpen their skills in the following areas: punctuation, mechanics, spelling, sentence formation, and language usage. Students learn from their own mistakes, while improving their writing skills. Through the use of an online program that provides feedback, the student is provided with numerous opportunities to apply newly learned writing skills to various writing activities. The course also provides writing practice, with feedback from the instructor. (This course increases the number of hours in a degree program by three credit hours.)

NOTE: Students must receive a "C" or higher to continue to COMP 101. Students can take COMP 099 up to 3 times if needed. This course is NOT designed to prepare students for the TOEFL exam.

Prerequisites: Read 099 or Minimum TOEFL score of 500

II. ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit.

Student transformation is measured through the evaluation of student expression of University learning outcomes as demonstrated through accompanying proficiencies and capacities.

<i>Spiritually alive</i>	Biblical knowledge; sensitivity to the Holy Spirit; evangelistic capability; ethical behavior
<i>Intellectually alert</i>	Critical thinking; information literacy; global and historical perspectives; aesthetic appreciation; intellectual creativity
<i>Physically disciplined</i>	Healthy lifestyle; physically active lifestyle
<i>Socially adept</i>	Communication skills; interpersonal skills; appreciation of cultural and linguistic differences; responsible citizenship; leadership capacity
<i>Professionally competent</i>	Discipline-specific proficiencies listed under Program Outcomes.

The last page of this syllabus, "COURSE INVENTORY for ORU's Course Objectives," indicates how this course supports ORU's academic mission and ORU's whole-person approach to learning outcomes through its [ePortfolio system](#).

IV. COURSE GOALS

The purpose of this course is to develop grammar and beginning writing skills to strengthen student proficiency in written communication. These basic skills provide a good foundation for the skills needed in other course work and in the professional world. Upon receiving a minimum "C" grade, the student should be prepared for Comp 101.

V. COURSE OBJECTIVES

As a result of successfully completing this course, I should be able to:

1. Demonstrate understanding of English grammar rules
2. Apply basic grammar skills to writing
3. Compose clear and effective sentences
4. Apply punctuation, mechanics, and spelling rules to sentences
5. Write with fluency and with minimal errors
6. Demonstrate an understanding of the writing process
7. Apply writing skills while engaging in meaningful discussions on the Discussion Forum

VI. TEXTBOOK AND OTHER LEARNING RESOURCES

Textbook(s) and materials for the course are listed using standard [citation style](#) (APA, MLA, Chicago, Turabian, etc.). Since other styles may be used in disciplines other than the one used in this course or school, the [ORU Citing and Documenting Sources](#) pages offer a collection of styles students may choose from. This course asks that students be consistent in whatever style they use throughout the course.

The ORU Bookstore carries print as well as eTexts of assigned textbooks.

<http://www.bkstr.com/oralrobertsstore/home>

Required Materials

Textbook:

Azar, Betty S., and Stacy A. Hagen. *Fundamentals of English Grammar*. 4th ed. White Plains: Pearson, 2011. E-text. ISBN: 9780134033570. (ISBN includes access code to My English Lab and e-text)

Other required materials:

- a. None

Optional Materials

Textbooks: None.

Other: None

VII. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Participation:** Participation in each online class through discussion forums, assignments, and all other course activities is mandatory at Oral Roberts University. This counts as your attendance in the course. Excessive absences can reduce a student's grade or deny credit for the course.
2. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
3. **Privacy:** By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU University Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
4. **Whole Person Assessment Requirements:**
 - a. Specify which, if any, Whole Person Assessment requirements there are for this course.
None for this course.
 - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.

B. School and/or Department Policies and Procedures

1. Class Assignments

- a. All assignments are due on the dates established in the course calendar, which is published in the syllabus.
- b. No work is accepted after the final date of regular classes.

2. Late Work

- a. The student is responsible for obtaining class assignments and materials, and all work is expected to be completed as scheduled. Late work may not be accepted by the professor, or it may result in a lower grade. Computer or Internet malfunctions do not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it completed, edited, and proofread prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Generally, assignments missed from a serious sickness or family crises can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy. Instructors use their own judgment in accepting late work.

3. Incompletes

An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). Incompletes are rarely granted. Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.

C. Online Programs Policies and Procedures

1. **Communicating with your Instructor:** All email communication between students and faculty will be through their ORU.edu emails.
2. **Learning Community:** Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.
3. **ADA and Students with Disabilities:**
 - Click here (<http://www.brightspace.com/about/accessibility/>) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."
 - Students requiring Disability Services from ORU, please click here: <https://goo.gl/QGoK4x>

- Desire2Learn (D2L) Accessibility Guidelines and Checklist: <https://goo.gl/Ck4RwY>
- D2L Accessibility Policy: <https://www.d2l.com/accessibility/>

4. Useful Links for Online Students:

- [Student Learning Glossary](#)
- Library: <http://library.oru.edu>.
- D2L Helpdesk: d2lhelp@oru.edu
- I.T. Student Helpdesk: studenthelpdesk@oru.edu
- [Netiquette and Online Discussions](https://goo.gl/f744AY): <https://goo.gl/f744AY>
- Contact the University: please [fill out this online form](#). Please first contact your instructor for assistance with any matter specific to the course.

D. Course Policies and Procedures

- 1. Evaluation Procedures:** The final grade will be based on forum discussions, quizzes, and projects. The weight of each item is included in the Course Calendar. Extra credit items are not offered in this course.

Grade Weight	Category
17.5%	Forum Discussions
17.5%	Projects
15%	Quizzes
50%	MyEnglishLab Exercises

- 2. Grading Scale:** A=90-100% B=80-89% C=70-79% D=60-69% F=59% and below.
- 3. Other Policies and/or Procedures:** None

VIII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course, along with their respective grade weights. The far right column lists the Course Objectives (CO) that are tied to the corresponding Assessment in column 2. All activities and assessments are fully described online in D2L under their respective Week. When applicable, ¥ Indicates this is a Whole Person Assessment item that is also submitted to the E-Portfolio system. † indicates this is a faith integration item tracked by the program.

Week 1	Guidelines, Principles, and Theories	Weight
	Read/View/Listen	--
	Forum 1: Introductions	1.59%
	Quiz: Chapter 1 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
	Project 1: Writing Assignment	1.94%
Week 2	Past Tense	Weight
	Read/View/Listen	--
	Forum 2: Live Discussion	1.59%
	Quiz: Chapter 2 Test	1.07%
	MyEnglishLab Exercises	3.57%
	Project: Brainstorming	1.94%
Week 3	Future Tense	Weight
	Read/View/Listen	--
	Forum 3: Collaborative Interfaces	1.59%
	Quiz: Chapter 3 Test	1.07%
	MyEnglishLab Exercises	3.57%
	Project 3: My Son's Future	1.94%
Week 4	Perfect Tense	Weight
	Read/View/Listen	--
	Forum 4: Brainstorm	1.59%
	Quiz: Chapter 4 Test	1.07%
	MyEnglishLab Exercises	3.57%
	Project 4: Writing Paragraphs	1.94%
Week 5	Parts of a Story	Weight
	Read/View/Listen	--
	Forum 5: Live Discussion	1.59%
	Quiz Chapter 5 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
Week 6	Nouns & Pronouns	Weight
	Read/View/Listen	--
	Quiz: Chapter 6 Test	1.07%
	MyEnglishLab Exercises	3.57%
	Project 6: Calming yourself	1.94%
Week 7	Modal Auxiliaries	Weight
	Read/View/Listen	--
	Forum 7: Job Interview	1.59%
	Quiz: Chapter 7 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
Week 8	Connecting Ideas	Weight

	Read/View/Listen	--
	Quiz: Chapter 8 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
	Project 8: Writing a Paragraph	1.94%
Week 9	Comparatives and Superlatives	Weight
	Read/View/Listen	--
	Forum 9: Live Discussion	1.59%
	Quiz: Chapter 9 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
	Project 9: Writing a Paragraph	1.94%
Week 10	Passive Voice	Weight
	Read/View/Listen	--
	Forum 10: Writing Paragraphs	1.59%
	Quiz: Chapter 10 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
Week 11	Count & Non-Count Nouns	Weight
	Read/View/Listen	--
	Forum 11: Writing Paragraphs	1.59%
	Quiz: Chapter 11 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
Week 12	Adjective Clauses	Weight
	Read/View/Listen	--
	Quiz: Chapter 12 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57
	Project 12: Writing sentences	1.94%
Week 13	Gerunds & Infinitives	Weight
	Read/View/Listen	--
	Forum 13: Body Language	1.59%
	Quiz: Chapter 13 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
Week 14	Noun Clauses & Quoted Speech	Weight
	Read/View/Listen	--
	Forum 14: Writing a Fable	1.59%
	Quiz: Chapter 14 Test in MyEnglishLab	1.07%
	MyEnglishLab Exercises	3.57%
	Project 14: Final Exam	1.94%
Course Total		100%

IX. COURSE INVENTORY

For ORU's Student Learning Outcomes

COMP 099 Preparation for Composition I

This course contributes to the ORU course objectives as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical literacy			X	
1B	Spiritual Formation				X
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking, creativity, and aesthetics		X		
2B	Global & historical perspectives			X	
2C	Information literacy			X	
2D	Knowledge of the physical and natural world				X
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Ethical reasoning and behavior			X	
4B	Intercultural knowledge and engagement		X		
4C	Written and Oral Communication		X		
4D	Leadership capacity				X

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This syllabus is subject to change without notice up until the first day of the semester.

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