



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)517-1945, Fax: (714)683-1440

GL 133: Focus on Grammar

Fall 2015

Professor	
Class Hour: 8:00-9:30	Class Room: TBA
Office: 306	Phone: 760-315-7706
Office Hours/ Consultation: none	E-mail: helenannavila@gmail.com
TA: none	Credit Unit: 3

A. Bethesda University Mission Statement

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

B. Relationship of Course to Bethesda University's Mission

Students will increase their grammatical competence in English, thus improving their ability to excel professionally and academically, as well as equipping them to serve other English speakers spiritually.

C. Course Description

This high intermediate grammar course will help to bridge the gap between intermediate and advanced levels of English proficiency.

D. Course Objectives&Student Outcomes

The goal of this course is for students to be able to better recognize, understand, and correctly use a series of English language forms (for example, the passive, the future perfect progressive, etc.).

	Expected Student Outcomes	Assessment Used to Measure Outcomes
Spiritually	Students will show consistency and perseverance in their studies.	Class attendance and finished homework
Intellectually	Students will be able to better grasp aspects of English grammar	Students' test scores and performance on assignments
Socio-Emotively	Students will develop more confidence in using English	As evidenced by class participation



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Vocationally	Students will grow in their ability to use English for the workplace	Performance in this course, specifically, in the areas of speaking and writing
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E. Teaching/Learning Methods

Class presentations, readings, in-class speaking and writing exercises, and homework.

F. Required Textbook(s)

No.	Title	Author	Publisher	Library code	Year
1	Focus on Grammar 4: An integrated skills approach, third edition	Marjorie Fuchs and Margaret Bonner	Pearson Longman	ISBN 0-13-190009-9	2006

G. Recommended Reading and Other Course Resources (All reserved for reading)

Please, provide at least 5-10 recommended books on the subject and prioritize by importance and popularity. The library will try to buy those books if not already there.

No.	Title	Author	Publisher	Library code	Year
1	Intermediate Grammar in Use	Raymond Murphy with William R. Smalzer	Cambridge	ISBN-13:978-0521734769	
2	Intermediate Grammar in Use Workbook	William R. Smalzer with Raymond Murphy	Cambridge	ISBN-13: 978-052174783	
3	Understanding and Using English Grammar Chart Book	Betty Schampfer Azar, Stacy A. Hagen	Pearson Longman	ISBN-13:978-0132052108	
4	Focus on Grammar 4 Workbook	Marjorie Fuchs and Margaret Bonner	Pearson Longman	ISBN-13:978-0132169417	
5	Understanding and Using English Grammar Workbook	Betty Schampfer Azar, Stacy A. Hagen	Pearson Longman	ISBN-13:978-0132415439	



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H. Course Calendar/Schedule, include the following

N	Date	Theme	Reading	Assignments
1	8/25-8/27	Units 1-4	2-43	TBA
Last Day to Request Add/Drop is Friday of First Week				
2	9/1-9/3	Units 5, 6	52-79	
3	9/8-9/10	Units 7, 8	88-116	
4	9/15-9/17	Units 9, 10	124-149	
5	9/22-9/24	Units 11,12	158-181	
6	9/29-10/1	Units 13, 14	190-219	
7	10/6-10/8	Units 15, 16, 17	226-249	
8	10/13-10/15	Units 18,19,20	270-296	
Last Day to Request Grade Withdrawal "W" is Friday of 8 th Week				
9	10/20-10/22	Unit 21, 22	314-336	
10	10/27-10/29	Units 23, 24	336-359	
11	11/3-11/5	Units 25, 26	368-391	
12	11/10-11/12	Unit 27, 28	391-413	
13	11/17-11/19	Unit 29, Review	413-430	
14		Thanks Giving Break		
15	12/1-12/3	Review and Final	As-neededk	
Last Day to Request Grade Incomplete "I" is Friday of 15 th Week				
16		Final		

I. Assignments

To be announced in class.



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J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment

Grades will be determined based on a combination of attendance and participation, completed homework, and tests

2. Grade definition

- A Excellent
- B Good
- C Satisfactory
- D Poor
- F Failure

3. Grade scale

Letter Grade	Numeric Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	59 or below	0

K. Course Policies

1. Attendance, Preparation, and Participation:

Attendance & Participation Policy:

You must be on time and participate in class. You must inform the instructor in advance if you will be absent from class. Only severe illness that requires a doctor's visit will be excused. Unexcused absences will result in a zero participation grade for the week.

2. Deadlines:

Generally, assignments are due at the beginning of class on the date assigned, and no late work is accepted. However, after turning a paper in you can rewrite a paper up to three times after



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receiving feedback in order to improve your score. The rewritten paper's new score will be averaged with the old score. Rewritten papers will only be accepted up to one week after you receive it back.

3. **Advance Assistance:**

Feel free to email me if you have a question about a paper you are writing.

4. **Assignment Options:**

You can either email me assignments before the class time that they are due or turn them in typed.

5. **Make up work:**

Make-up work is not available; however, you can rewrite your work for a better grade up to three times. These rewrites must be turned in within a week of when you receive the original assignment back.

6. **Extra-credit work:**

none

7. **Emergency procedures:**

Please see student handbook.

8. **Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.**

Test policy: Tests must be taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

Incomplete Policy:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be



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issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office before the end of the semester. After receiving approval from the office, the student must then obtain approval from his or her instructor.

Academic Integrity: Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source.

L. Support Services

none

M. Bibliography

See books listed above.