



# ENGLISH 101

## ENG101 — English 101, 3.0 hours

### PROFESSOR

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Crista Everett

Crista Everett is an educator with over 25 years of experience teaching at almost every level from kindergartener to adult. She is also a counseling professional who is active in her community as an advocate for mental health and social justice. Crista currently resides in Gainesville, Florida with her 3 children and a myriad of furry family members.

Crista enjoys nature, travel and spending time with her loved ones.

### CONTACT INFORMATION

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E-mail: [ceverett@lakewood.edu](mailto:ceverett@lakewood.edu)

Phone: 1-800-517-0857 x 767

### ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

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All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewood.edu](mailto:info@lakewood.edu)

### BOOKS AND RESOURCES

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Guffey, Mary Ellen., and Carolyn M. Seefer. Business English. 12th ed. Mason, OH: South Western Cengage Learning, 2017. Print

### EVALUATION METHOD

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Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 40 Points
- Weekly discussion forums-Total of 80 Points
- Midterm Essay - 20 points
- Final Exam - 50 Points

# GRADING SCALE

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Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 190. To determine the final grade, the student's earned points are divided by 190.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)  
B = (80% - 89%)  
C = (70% - 79%)  
D = (60% - 69%)  
F < (Below 60%)

# ACADEMIC INTEGRITY/ PLAGIARISM:

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Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

# DISABILITY ACCOMMODATIONS

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Students who may have a disability meriting an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. For accommodations to be awarded, a student must complete a form and provide documentation of the disability to the Disability Services Coordinator. Any accommodations for disabilities must be re-certified each year by the Disability Services Coordinator before course adjustments are made by individual instructors. Additional information on disability accommodations may be found in the Lakewood University Catalog.

# SUPPLEMENTAL TEXTS

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You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

# LIBRARY

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Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

## SUPPORT

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Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

## CAREER SERVICES

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Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

## LESSONS

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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #1	<ul style="list-style-type: none"><li>Parts of Speech</li><li>Sentences</li></ul>	Study Course Syllabus Read Chapters 1, 2, 3 Review PowerPoints Participate in the Discussion Forum Complete Assignment 1	Assignment 1 upon completion of the lesson
Lesson #2	<ul style="list-style-type: none"><li>Nouns</li><li>Pronouns</li></ul>	Read Chapters 4 & 5 Review PowerPoints Participate in 2 Discussion Forum	
Lesson #3	<ul style="list-style-type: none"><li>Verbs</li><li>Subject -Verb Agreement</li></ul>	Read Chapters 6 & 7 Review PowerPoints Participate in the Discussion Forum Complete Assignment 2	Assignment 2 upon completion of the lesson
Lesson #4			Midterm Writing Assignment upon completion of the lesson

- Modifiers – Adjectives and Adverbs
  - Prepositions
- Read Chapters 8, 9, 10  
Review PowerPoints  
Complete Midterm Writing Assignment

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #5	<ul style="list-style-type: none"> <li>• Conjunctions</li> <li>• Commas</li> </ul>	Read Chapters 11, 12, 13 Review PowerPoints Participate in 2 Discussion Forum	
Lesson #6	<ul style="list-style-type: none"> <li>• Semicolons and Colons</li> <li>• Other Punctuations</li> </ul>	Read Chapters 14, 15, 16 Review PowerPoints Participate in the Discussion Forum Complete Assignment 3	Assignment 3 upon completion of the lesson
Lesson #7	<ul style="list-style-type: none"> <li>• Capitalization</li> <li>• Numbers</li> </ul>	Read Chapters 17 & 18 Review PowerPoints Participate in the Discussion Forum Complete Assignment 4	Assignment 4 upon completion of the lesson
Lesson #8		Review the PowerPoint Complete the Final Exam Request the Next Course Course Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson

## DESCRIPTION

This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.

### Program Objectives

1. Identify parts of speech and understand how they function in sentences.
2. Write complete sentences avoiding fragments, comma splices, and run-ons.
3. Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections.
4. Demonstrate proficiency in punctuation, capitalization, and number style skills.
5. Demonstrate realistic applications of current usage and style in today's workplace.
6. Demonstrate improved vocabulary, spelling, and editing skills.
7. Create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.
8. Develop confidence and skill in using the Web for research and for other professional applications.

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