

**Delta College ENG 090 SYLLABUS**  
**C Starkey**

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**Office Hours: BY APPOINTMENT and online**

**Texts:**

- Interactive Vocabulary
- English Brushup
- Webster's Dictionary
- Planner
- Epictetus' "The Art of Living"
- Grealy's "Autobiography of a Face"

**Course Activities:**

To enable students to meet the course outcomes, the course is designed around a variety of reading and writing activities:

- You will receive class reading **assignments** in all texts; these are tentatively listed on the agenda, but are subject to change. Readings may be discussed on our D2L discussion board, be incorporated into your writing assignments, and/or the matter for your reading quizzes, journals, etc.
- We will complete three **formal writing assignments** this semester (listed below), as well as informal and assessment mid-term and final exam writing.
- For most, if not all, the papers you write, we will hold peer-response workshops. If you are absent on workshop days, you lose these points and cannot make them up. The purpose of this response is three fold:
  - 1) To obtain reactions to your writing from other readers (besides a teacher), including identification of strengths and suggestions for improvements

2) To practice reading the writing of others so as to develop a more critical eye for revising your own writing

3) To develop a stronger awareness of audience as you write

Professional writers regularly solicit feedback from others on their drafts. You are an experienced reader with opinions, ideas and a sense of what works and what doesn't work in a piece of writing. Thus our thoughtful feedback to each other is one of the most valuable activities of the course.

**Formal Assignments & Grade Calculation:**

- 1) Essay 1: 100pts
  - 2) Essay 2: 100pts
  - 3) Essay 3:100pts
  - 4) Vocab: 50pts
  - 5) Brushup: 50 pts
  - 6) Journals: 50 pts
  - 7) Annotations: 50 pts
  - 8) Reading Quizzes: 50 pts.
  - 9) Planner: 25 pts
- POINT TOTAL = 575 POINTS

**Course Policies:**

- 1) Course Grade Percentages:
  - i. 93 -100% = A
  - 90 - 92% = A-
  - 87 - 89% = B+
  - 83 - 86% = B
  - 80 - 82% = B-
  - 77 - 79% = C+
  - 73 - 76% = C
  - 72 - 70% = C-
  - 67 - 69 %= D+
  - 63 - 66%= D
  - 60 - 62% = D-
  - Below 60% = F
- 2) Paper Requirements: All papers submitted must be word processed, double spaced, and in MLA format. Please observe the following guidelines for all formal writing assignments:

- a. All papers should follow MLA manuscripts format and documentation

**b. No late work accepted**

**Writing Center Café**

You can earn one point of extra credit for each visit to the Writing Center Café outside of class time (please note: limit 6 points/visits). You can earn this extra credit either from visiting the face to face Writing Center or by submitting your essay to the online Writing Center at [www.delta.edu/writingcenter](http://www.delta.edu/writingcenter).

**Instructor Initiated Drop for Lack of Attendance**

Your English Division instructor will drop you from this course if you miss, for any reason, in excess of 2/15 of your classes for this course. For this particular course this semester (or term) that means in excess of \_\_\_\_\_ class periods. This is an English Division policy.

**Disabilities**

If you have a documented disability which affects your academic performance, and need an academic accommodation, please contact the Office of Disability Services in D102. The telephone number is 686-9330. Mike Cooper, Disability Services Director, D-WING, D102, 989-686-9322.

**Integrity of Academic Work** (From the Delta College Catalog)

**I. Statement of Values**

The principles of truth and honesty are fundamental to a community of learners. All members of the Delta College Community are expected to honor these principles and are responsible for maintaining the integrity of academic work at the College.

Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violation of this policy.

Violations of this policy will result in the actions and consequences specified within this policy.

**II. Faculty determine standards of integrity for academic coursework.**

Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:

- A. Plagiarism\*
- B. Cheating on tests, quizzes, or any assignments
- C. Fabrication
- D. Aiding and abetting dishonesty
- E. Falsification of records and official documents

\*Plagiarism is defined as, "the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own." As developed by Alexander Lindey in "Plagiarism and Originality" (N.Y.: Harper,1952)

### **III. Faculty and Staff Responsibilities.**

Faculty should do the following, where applicable and when appropriate:

- A. Provide clarification about the nature of academic dishonesty.
- B. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
- C. Identify any specific style/format requirements for assignments.
- D. Communicate ethical and professional standards associated with courses and programs.
- E. Honor principles of truth and honesty and in so doing protect the validity of college grades.

### **IV. Student Responsibilities and Rights**

Delta College Students are responsible for understanding/following

- A. All provisions of this policy including, but not limited to, examples under I and II above.

- B. Specific course policies for academic work.
- C. Other College policies as specified in the current Delta College Catalog.
- D. Commonly understood principles of personal honesty and integrity.

The student may appeal, through the Disputed Final Grades policy, any grade affected by a charge of academic dishonesty.

#### **V. Process for Policy Violations by Students**

- A. Faculty may use their discretion and judgment in any suspected violation of this policy, including limiting action to a warning. If the faculty member determines that this policy has been violated, then the process outlined below will be followed.
  1. If the faculty member decides that a violation of this policy will not affect the student's assignment or course grade, the faculty member will explain the violation to the student and warn the student of future consequences for similar behavior.
  2. If a faculty member decides that a violation of this policy will affect the student's grade in the course, then the faculty member will explain the decision in writing to the student within a reasonable time frame. The faculty member will then send copies of the written explanation to the appropriate Division Chair, Academic Dean, and the Chief Academic Officer of the College.

Both the Division Office and Academic Office will maintain permanent records of these violations.

- B. When a violation is reported to the Academic Office, the Chief Academic Officer of the College will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.

**Disruptive Students** (From the Delta College Catalog)

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

This policy and accompanying procedures assumes that the faculty/staff has made every attempt to resolve this issue with the student through such informal methods as individual conferences and/or written messages. If these informal methods have not met with success, the following formal procedures will be implemented.

1. The student will be verbally warned by the faculty or staff member the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency who will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the

policy was followed. Please note that the written report is only necessary when considering expulsion. Temporary suspension is handled informally by the faculty/staff member.

5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class\* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.
7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

\*For the purpose of this policy, class days include only Monday-Friday when Delta College classes are in session.