

Delta College Fall Semester 2011

Making the Communication Connection Learning Community

English 098-FA653: Preparation for College Writing (3cr. hrs)

Tues/Thurs 11-12:25

&

Communication 114W – FA653: Interpersonal Communication (3cr. hrs)

Tues 1:00-2:25 and Thurs 12:30-1:55 S125

&

SSI 290W – FA 653: Learning Community Seminar (1cr. hr)

Tues 2:30-3:25 S125

Total class time: Tuesday 11-3:25 & Thursday 11 – 1:55

Instructors' Information:

Instructor for ENG 098-FA653 & SSI 290W-FA 653:

Mrs. Janet Alexander

Office: S205

Office Hours: W - 9:30 a.m. - 1:30 p.m.

TH- at planetarium: 9:30 p.m. - 10:30 p.m.

or by appointment

Phone: 989-686-9399

Email: jmalexan@delta.edu

Instructor For COM 114W-FA 653 & SSI 290W-FA 653:

Mrs. Heidi Schuitman

Mailbox: S247

Office Hours: TBA (or by appointment)

Phone: 989-686-9101 (to leave message with Office Professional)

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****Your instructors generally do not check e-mail over the weekend, so please plan on contacting us during the workweek. We will return your message within 48 hours on weekdays, if not sooner.**

****Instructor E-mail at Delta is highly sensitive to "outside" email addresses and most outside e-mails sent to us go directly to the "junk mail" folder which we do not check often. Throughout this semester, you need to use your Delta or Desire2Learn accounts when communicating with us via e-mail. This is the only way you can ensure that communication will be received either by or from your instructor.**

Required Texts and Materials for both Courses

- ❖ *Conquering Writing Anxiety* by Cynthia A. Arem
- ❖ *The Pocket Wadsworth Handbook* 5th Ed. By Kirsznner and Mandell
- ❖ *Interpersonal Communication: Relating to Others* by Beebe, S. A., Beebe, S. J., & Redmond, M.V.
- ❖ Highlighters
- ❖ Thumb/flash/or pen drive
- ❖ 1 or 2 Three-ring Binder(s)
- ❖ A pocket folder for turning in all stages of the written work on the due dates
- ❖ Collegiate quality dictionary
- ❖ Collegiate quality thesaurus

ENG 098 Outcomes and Objectives

According to the standards set by Delta's English Division, a successful student in this class should be able to master the following outcomes and objectives:

Use a writing process for pre-college and college essays at the intermediate level.

Objectives:

- A. Plan and brainstorm ideas for an essay before beginning to write.
- B. Produce drafts of an essay and show an understanding of revision.
- C. Participate effectively in writing groups and conferences.
- D. Demonstrate an ability to work with written comments.
- E. Produce edited, properly formatted essays.

Write intermediate college-level essays.

Objectives:

- A. Use introductions, conclusions, and paragraphs.
- B. Write essays that demonstrate a sense of organization.
- C. Use topic sentences.
- D. Use transitions between sentences and paragraphs.
- E. Write at least two essays with a clear thesis.

Develop abilities with the more complex aspects of an essay.

Objectives:

- A. Demonstrate ability to develop significant ideas and use supportive, specific examples.
- B. Write essays that lack confusion.

- C. Write essays that demonstrate an awareness of audience.
- D. Reduce number of errors in grammar and punctuation.

Produce written responses to and understand texts at the intermediate level.

Objectives:

- A. Demonstrate ability, both orally and in writing, to make personal connections to the ideas in a piece of reading.
- B. Demonstrate an ability to negotiate unfamiliar vocabulary, as well as make new words a part of one's own vocabulary.
- C. Demonstrate intermediate skills for information literacy, including accessing, analyzing, and using resources such as dictionaries, encyclopedias, handbooks, and the Internet.

Course Grade Calculation for ENG 098

350 points 2 Essays (Essay #1 = 100 points; Essay #2 = 250 points): You will have two major writing assignments. You are not just graded on the final product; you are graded on all the steps of the process that are imperative for writing a fine product. To break it down in specifics for you, your pre-writings are worth 5%, your rough drafts(s) are worth 5%, your conferences with me and fellow students are worth 15%, and your final draft is worth 75%.

You will receive specifics on each assignment when we get to that point in the semester. You will also receive a specific sheet that breaks down exactly how the 75% product will be evaluated for each writing assignment.

200 points Homework: This will be collected daily. You will have assignments from your textbooks and from other sources. The requirements for each assignment will be explained thoroughly to you.

150 points Quizzes over Homework Material: These quizzes will be over the material that you were responsible for in homework form, the session beforehand. If you read the material took notes, did the homework, were present for the class session discussing it, you should be successful on these.

100 points In-Class Writing: Writing is like any skill, you have to practice to be good. Therefore, we are going to practice everyday in class. We will do journal writing and many other writing activities to account for this portion of your grade. Therefore, you must be in-class and take part in these activities in order to get credit. These cannot be made up.

100 points Vocabulary and Spelling Journal: This will be your designated area to expand your vocabulary and spelling skills. Every week in October and November you will be responsible for finding five words from your communication textbook that you do not already know the meaning to. You will determine their meaning by using context clues or the dictionary; both of these will be used at least twice every week. Also, you will explain *how* you arrived at that definition. In your journal, you will spell the word correctly, give the definition, and use the word correctly, at least twice, in a paragraph. Twice a month you will be required to read one of your paragraphs to the class so that we can all benefit from this expanded vocabulary. The journal will be checked for credit weekly and graded at the end of the two months.

100 pts. Participation: Together we will be becoming a community of readers, writers, speakers and listeners. Therefore, we believe that not only do you learn from us as instructors, but you also learn (probably more so) from each other. In order for that to be true, we will all need to participate. Therefore, everyday, we need you to be present for the entire class. We also need to hear from you at least once. This can be in the form of asking a thoughtful question, answering a question, or making an insightful comment during our discussions. We reserve the right to mark you as absent if you do not have the needed materials, are not actively participating, or are being disruptive in class. You are allowed two absences without penalty. Beyond this, there are “no excused” absences. For each additional absence or lack of participation you will lose 10 points from your participation grade. If you are late to class or if you leave early, you may lose 5 points.

COM 114

Course Objectives:

The purpose of this course is to introduce students to theory and research in the area of interpersonal communication. This course is to heighten awareness of the role of diversity in communication and make students aware of their communication strengths and weaknesses in interpersonal relationships. Issues of concern related to interpersonal communication will include, but are not limited to self-esteem and disclosure, perception, communication effectiveness, intercultural competence, listening, relationships, conflict, and deception.

Outcomes and Objectives

According to the standards set by Delta's Communication Division, a successful student in this class should be able to master the following outcomes and objectives:

Outcomes and Objectives for: COM 114 - Interpersonal Communications

Outcome 1: Apply basic principles of communication to life experience.

Objectives:

- A. Identify his/her basic needs in communication.
- B. Distinguish between positive and negative communication behaviors.
- C. Demonstrate an understanding of diversity and its impact on communication.
- D. Understand and practice the values and skills to interact productively with others.

Outcome 2: Discover the role that self-concept plays in communication.

Objectives:

- A. Identify the important forces that have shaped his/her self-concept.
- B. Determine those elements in self-concept which may not be objective.
- C. Recognize the ways in which she/he shaped the self-concept of others.

Outcome 3: Discover the role that perception plays in communication.

Objectives:

- A. Describe factors that shape his/her perceptions.
- B. Discover ways in which gender, culture, age, health, etc., have direct impact on his/her perceptions.

Outcome 4: Analyze ways in which emotion affects communication.

Objectives:

- A. Recognize the difference between facilitative and debilitating emotion.
- B. Identify false emotional beliefs that may have hindered his/her effective communication.

Outcome 5: Discover ways in which our communication is shaped by our language.

Objectives:

- A. Recognize the symbolic nature of language.

Outcome 6: Determine the role that nonverbal communication plays as part of his/her overall communication.

Objectives:

- A. Identify basic characteristics of nonverbal communication.
- B. Categorize types of nonverbal communication.
- C. Assess the importance of nonverbal communication.

Outcome 7: Examine relationships and ways in which they are affected by communication

Objectives:

- A. Identify the stages of relationships.
- B. Consider strategies to manage loss of relationship.
- C. Develop strategies to improve relationship with intimate partner, family, friends and colleagues.

Outcome 8: Evaluate the importance of listening and its impact on communication.

Objectives:

- A. Identify basic aspects of the listening process.
- B. Appraise his/her listening for strengths and weaknesses.
- C. Classify listening responses that are positive in contrast to those that are negative in listening to another person.

Outcome 9: Determine ways in which conflict can be effectively managed.

Objectives:

- A. Identify his/her own needs as well as those of the other party in a conflict situation.
- B. Develop effective strategies in managing conflict.

Outcome 10: Utilize writing to promote learning of the above Outcomes and Objectives.

Course Breakdown for COM 114W...

Exams:

There will be three non-cumulative exams throughout the semester. Exams will be multiple choice with extra credit essay.

Assignments:

1) *Cultural Paper*: You are to research a culture then interact with an individual or group from that cultural. This should be a culture that you have little to no experience with. You will then analyze this cultural experience.

2) *Film Reflection*: A film will be viewed as a supplement to class content. A paper analyzing content will reflect your ability to apply concepts to film.

3) *Reading Log*: This is an on-going assignment throughout the semester. You will type the chapter objective questions and answer them for each chapter. (*Note exceptions on assignment sheet)

4) *In-Class Writes*: During class I will have students write about communication concepts. This will be a credit/no credit opportunity. Following the directions 100% will earn credit. There will be no partial credit grades. You must be in class in order to participate in the *In-class writes*, they can not be made up or completed early.

Quizzes:

There will be 6 on-line quizzes throughout the semester. You will be able to drop the lowest score, thus five quiz grades will be recorded at 20pt per quiz (100 points total). Quizzes cannot be made-up or taken early, you must complete the quiz during posted times in order receive credit for the quiz.

Quiz #1: Chapters - 1 & 2

Quiz #2: Chapters - 3 & 4

Quiz #3: Chapters - 5 & 7

Quiz #4: Chapters - 6 & 8

Quiz #5: Chapters - 9 & 10

Quiz #6: Chapters - 11 & 12

Exam 1 : Chapters 1-4

Exam 2: Chapters 5-8

Exam 3: Chapters 9-12

Grade Calculation

	<u>Total Points (T)</u>	<u>Points Earned (E)</u>
<u>Exam 1</u>	168	
<u>Exam 2</u>	168	
<u>Exam 3</u>	168	
<u>Cultural Paper</u>	100	
<u>Film Reflection Paper</u>	40	
<u>Reading Log (10pts each)</u>	120	
<u>1) 2) 3) 4) 5) 6) 7) 8) 9) 10) 11) 12)</u>		
<u>In-Class Writes (5pts each)</u>	40	
<u>1) 2) 3) 4) 5) 6) 7) 8)</u>		
<u>6 Quizzes (lowest score will be dropped, 20 pts each)</u>	100	
<u>1) 2) 3) 4) 5) 6)</u>		
<u>Participation & Attendance</u>	96	
<u>Total Points Possible</u>	1000	

How to Calculate Grade: Add up the points you earned (E), then divide by total possible points (T). Example: you earned 150pts on exam 1, 20 & 15pts on first and second quiz, and 9/10pts for first four reading logs you would calculate $221/248 = .89$ which would be 89%

**Please Note - I do not hand-out mid-semester grades. It is the students' responsibility to keep track of grades. Use your grade calculation sheet to track your grade so that you will know what you are earning at all times. If at any time during the semester you would like me to double check your grade for you, please do not hesitate to ask.

COM 114 Checklist

Rather than have students purchase a coursepack, your “coursepack” is available to you on the D2L E-Learning site. The following materials can be found in Content in D2L. You will need to select the appropriate module for each. You MUST print off the following assignments/activities and bring them with you to class. I recommend a 3-ring binder to keep your course materials organized.

Assignments:

____ **Cultural Paper Assignment-** Cultural Analysis

____ **Film Reflection Assignment-** Paper analyzing concepts from text through film.

____ **Reading Log Assignment-** Write chapter objective questions and answer them for each chapter.

Class Activities:

____ **Chapter 3 What is your Perception Activity**

____ **Chapter 8 Conflict Style Assessment**

____ **Chapter 11 Love Type Scale**

SSI 290W – FA 653: Learning Community Seminar

According to the standards set by Delta College, a successful student in this class should be able to master the following outcomes and objectives:

Outcomes and Objectives for: SSI 290 Learning Community Seminar (1cr.)

Outcome 1: Examine relationships among course skills in order to demonstrate integrated learning.

Objectives:

A: Practice skills in integrated writing assignments.

B: Participate in face-to-face and/or online integrated discussions.

C: Read materials from content area.

Outcome 2: Explore critical thinking through coordinated content activities.

Objectives:

A: Participate in face-to-face and/or online individual, small group, and large group exercises designed to show how each individual can utilize the critical thinking process for problem solving.

Outcome 3: Demonstrate how internalized learning applies outside of the learning community courses.

Objectives:

A: Participate in structures face-to-face and/or online activities developed by the instructor to provide opportunities for concepts learned in class to be applied outside of the course content context.

B: Participate in self-reflection and/or self-assessment activities.

Course Breakdown for SSI 290W...

30 points – Vocab Journal This will be the Vocab Journal that you submit for ENG pertaining to the Communication terminology. The day you turn in your final copy for English, you will also submit a second copy for your SSI Folder.

30 points – 2 Free Writes Towards the end of the semester, you will be able to select 2 of the 8 In-Class Writes that you completed in your COM course. You are to select what you perceive as the best examples of your work and turn them in using your SSI Folder.

30 points – Essay #2 This will be the second Essay that you submit for ENG. The day you turn in your final copy for English, you will also submit a second copy for your SSI Folder.

10 points – Self-Reflection Near the end of the semester we will pose a question(s) asking you to reflect on the semester connections between courses. This will be turned in using your SSI Folder.

Total Points Possible for SSI: 100

Course Expectations for both ENG 098 and COM 114

Check the Computer: It is necessary that you check your delta e-mail & D2L E-Learning site. There will be materials that are required for class on D2L such as the syllabus, exam reviews, assignments, activities, and quizzes.

Late Work: If you **must** miss a class in which an assignment is due, then turn it in advance, send it to your instructor via a word email attachment, or have a roommate, spouse, parent, etc. get it to Mrs. Alexander's office (S205) before the work is due! Late assignments will be deducted 10% for each class period they are late. Please note that extreme exceptions may apply, but that exceptions are very rare.

Attendance: will be taken in the beginning of class by a form of role call. If you are late to class you may be marked as Tardy; three tardies may equate to one absence. If you have come into class after attendance has been taken, it is **YOUR** responsibility to come to the instructor after class to make sure you have been marked present for that class period. It is **YOUR** responsibility to contact us via phone or e-mail if for some reason you are unable to attend class. Since the quizzes, in-class writing, much of the process of writing, sharing of vocabulary paragraphs and all of our group discussions will take place in class and cannot be made up, you must attend class regularly. However, more than **four** absences at mid-term will result in a withdrawal.

Quality of Work: All assignments must be stapled if more than one page, **typed**, double-spaced, Times New Roman 12 font, and one inch margins. (Unless instructed otherwise). Your work is a reflection of you, so we expect you to follow the proper guidelines for writing including proof-reading (this does not just mean spell check), grammar, MLA, etc...

E-mail Etiquette: Student emails should be appropriate and professional. Before you begin your e-mail you are expected to address instructors (ex: Mrs. Alexander or Mrs. Schuitman) and after you are finished you should include your name (first and last) the class you are in (Learning Community). This not only demonstrates proper e-mail etiquette, but also helps us locate your class and information quicker.

Code of Conduct: In this class we expect all students, teachers, and staff to be treated with dignity and respect. Harassment, bullying, and discrimination will not be tolerated.

Student Conduct: It is expected that each student acts in a professional manner. Once lecture begins, you are expected to stop reading material, talking, etc. It is also expected that students show courtesy, by actively listening, etc., to others who are talking whether it be instructor or classmates. Cell phones should be turned off so not to interrupt class. If a cell phone does ring, the student will be responsible for _____.

Academic Dishonesty: Plagiarism (misrepresenting the work of others as your own) is a serious offense and will result in an F for the project and possibly for the course. For more information about Delta’s policies, refer to the “Integrity of Academic Work” section in the “[Students’ Rights, Responsibilities, and Conduct](#)” section of the [Delta College Catalog](#) or the English Division home page (<http://www.delta.edu/english/plagiarism.html>). If in doubt about plagiarism, please ask us for clarification. Note that we consider the submission of papers that you have previously written for another course to be plagiarism. Also note that taking any ideas or words from any source (including Internet sources) without proper citation is also plagiarism; to check for this, I use various Internet-based tools, including [Turnitin.com](#). In this class, we will use MLA citation methods.

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.

Early Alert: In an effort to ensure you have the supports necessary to be successful, Delta College has an Early Alert Referral Program. If we feel you could benefit from additional support outside of the classroom, we may make a referral.

Grading Scale

Grades will be based on the following scale:

A	93% & above	925-1000 pts	C	73-76%	725-764 pts
A-	90-92%	895-924 pts	C-	70-72%	695-724 pts
B+	87-89%	865-894 pts	D+	67-69%	665-694 pts
B	83-86%	825-864 pts	D	60-66%	595-664 pts
B-	80-82%	795-824 pts	F	Below 60	0-594 pts
C+	77-79%	765-794 pts			

Tentative Class Schedule (Fall 2011)
ENG 098-FA653, COM 114W-FA653 and SSI 290-FA653
Note: This schedule may change due to teacher or student needs

Week

1

Tuesday 8/30

Class Begins; Introductions; Discuss Syllabus

Thursday 9/1

ENG: Writing and You

COM: Chapter 1

Week

2

Tuesday 9/6

No Class - Labor Day Break

Thursday 9/8

ENG: *Conquering* Chapter One; *Wadsworth* Chapter 38

COM: Chapter 1 (**Chapter 1 Reading Log Due**)

Week

3

Tuesday 9/13

ENG: **Quiz #1**

COM: Chapter 2

Thursday 9/15

ENG: *Conquering* Chapter Two; *Wadsworth* Chapter 5

COM: Chapter 2; **Quiz 1 open after class (due by 9/19 11:59pm)**

Week

4

Tuesday 9/20

ENG: **Quiz #2**; Prewriting Essay #1; Discuss Vocab/Spelling Journal

COM: Chapter 3

Thursday 9/22

ENG: *Conquering* Chapter Seven; *Wadsworth* Chapter 6

COM: Chapter 3

Week

5

Tuesday 9/27

ENG: **Quiz #3**; Essay #1 Workshop 1-3:30

COM: Chapter 4

Thursday 9/29

ENG: Revising Essay #1

COM: Chapter 4; **Quiz 2 open after class (due by 10/3 11:59pm)**

Week

6

Tuesday 10/4

ENG: Conferencing Essay #1

COM: Cultural Paper Overview; Exam 1 Review

Thursday 10/6

ENG: Conferencing Essay #1

COM: Cultural Paper Overview; Exam 1 Review

Week

7

Tuesday 10/11

COM: **Exam 1**

Thursday 10/13

ENG: **Essay #1 Due**

ENG: *Conquering* Chapter 8; *Wadsworth* Chapter 11

Week

8

Tuesday 10/18

ENG: **Quiz #4; Mid-term Conferences**

COM: Go Over Exam 1; Prep for Chapter 5 when not in Conference with ENG

Thursday 10/20

COM: Chapter 5

Week

9

Tuesday 10/25

ENG: **Essay #1 Reflections**

COM: Chapter 7

Thursday 10/27

ENG: *Conquering* Chapter Nine; *Wadsworth* Chapter 12

COM: Chapter 7; work w paper; **Quiz 3 open after class (due by 10/31 11:59pm)**

Week

10

Tuesday 11/1

ENG: **Quiz #5**; Prewriting Essay #2

COM: Chapter 6; **Film Reflection Paper Due**

Thursday 11/3

ENG: *Conquering* Chapter Nine; *Wadsworth* Chapter 12

COM: Chapter 6

Week

11

Tuesday 11/8

ENG: **Quiz #6**

COM: Chapter 8

Thursday 11/10

ENG: *Conquering* Chapter Ten; *Wadsworth* Chapter 13

COM: Chapter 8; Exam 2 Review; **Quiz 4 open after class (due by 11/14 11:59pm)**

Week

12

Tuesday 11/15

ENG: **Quiz #7**; Essay #2 Workshop 1-3:30

COM: **Exam 2**

Thursday 11/17

ENG: *Conquering* Chapter Fourteen; *Wadsworth* Chapter 16

COM: Chapter 9

Week

13

Tuesday 11/22

ENG: **Quiz #8**; Essay #2 Workshop

COM: Chapter 9

Thursday 11/24

No Class - Thanksgiving Break

Week

14

Tuesday 11/29

ENG: Revising Essay #2; Vocabulary/Spelling Journal Due

COM: Chapter 10

Thursday 12/1

ENG: Conferencing Essay #2

COM: Chapter 10; **Cultural Paper Due**

Week

15

Tuesday 12/6

ENG: Conferencing Essay #2

COM: Chapter 10; **Quiz 5 open after class (due by 12/7 11:59pm)**

Thursday 12/8

ENG: Essay #2 Due

COM: Chapter 11

Week

16

Tuesday 12/13

ENG: Exit Conferences

COM: Chapter 12; Quiz 6 open after class (due by 12/14 11:59pm)

Thursday 12/15

ENG/COM: Final SSI Write-up; Exam 3; Wrap-up