

**DELTA COLLEGE**  
**PREPARATION FOR COLLEGE READING AND WRITING**  
**ENG-098 FALL 2008**

Meeting Times: T/R 8-10 AM

Instructor: Bethen Gladly-Teschendorf  
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Office: S-023

Office Hours: M 12-1 PM; W 12-2 PM; T/R 10-11AM

**COURSE OBJECTIVES AND OUTCOMES:**

**Outcome 1: Use processes that are necessary for active, purposeful reading of a variety of pre-college texts.**

Objectives:

- a) Use specific strategies before, during, and after reading, including previewing, predicting, accessing prior knowledge, questioning, and summarizing.
- b) Retain general information from a piece of reading and apply this information on an objective quiz/test.
- c) Make personal connections to the ideas in a piece of reading, both orally and in writing.
- d) Check comprehension by identifying topic, thesis/focus, and supporting details and locating explicit information in a passage that answers "who, what, when, where, why, and how."
- e) Draw inferences from both fiction/creative and non-fictional reading.
- f) Practice study strategies, including basic annotation of text and sequential summarizing.

**Outcome 2: Access, analyze, and use information in a researched-based assignment.**

Objective:

- a) Use reference sources such as dictionary, encyclopedia, specialized reference books, or on-line reference source to gain background knowledge and clarification of readings.

**REQUIRED TEXTS:**

- *Exploring Writing: Paragraphs and Essays*. Langan, John.
- *The Pocket Wadsworth Handbook*, 4<sup>th</sup> ed. Kirsznner and Mandell.
- *Tuesdays with Morrie*. Albom, Mitch.
- *The American Heritage Dictionary*, 4<sup>th</sup> ed. (A dictionary is required.)

## STUDENT RESPONSIBILITIES:

You are expected to come to class regularly and keep up with your reading from the textbooks and *Tuesdays with Morrie*. All students will be expected to bring all assigned readings to class (this includes handouts). We will sometimes cover material in class that is not found in your assigned readings and this material will be tested. Therefore, it is your responsibility to attend class or to obtain good notes from fellow students when you are absent.

It is important to have read and thought about the assigned portions of the text *prior to* the class period. Otherwise you risk being lost or confused by what is said in class and being unable to participate in discussions.

All weekly written assignments are to be typed—**no handwritten papers will be accepted**. If you are going to be absent when an assignment is due, you must turn the assignment in before the due date for full credit. Your work will be penalized one letter grade for each day it is late (this includes Saturday and Sunday).

## COURSE REQUIREMENTS:

**Reading:** For most class days, readings will be assigned from any of the course texts. Completing these reading assignments and be careful to understand them is key to success in the course. In addition to reading assignments, we will discuss ways to improve your college reading skills.

**Writing:** This class focuses on **writing to learn**, so there are many written assignments. The writing assignments are as follows:

- **8 Paragraphs:** Each week beginning in Week 2 and ending in Week 9, we will discuss different kinds of paragraphs, which you will then be assigned to write. You will draft these paragraphs at home, submit them in class, and receive written feedback from the instructor as well as a grade. Paragraphs will be graded as follows: 1) is written in the appropriate mode 2) covers the assigned subject matter 3) quality of thought 4) organization 5) unity, 6) spelling, punctuation, grammar, usage
- **1 Essay:** Weeks 12-15 will be spent working on a formal essay. The essay will be formatted according to guidelines distributed by your instructor. You will be required to meet with a consultant at the Delta College Writing Center Café at least one time as you work on this essay; a percentage of your grade will be dependant upon this. The topic of the essay will be given in class and will relate to readings in the course. The essay will be graded as follows: 1) meets assignment guidelines 2) covers the assigned subject matter 3) quality of thought 4) organization 5) unity, 6) spelling, punctuation, grammar, usage

**Quizzes:** There will be quizzes proctored at the beginning of every class period. Quizzes will cover readings and lecture. Quizzes are closed-book and closed-notes. If you are absent during "quiz time", you will receive a zero for that day's quiz.

Students do, however, have one opportunity to improve their previous quiz scores. Each time a new quiz is given, the previous class session's quiz will be attached. Students may choose to retake the old quiz at that time; if the grade improves, that higher score will be recorded instead of the lower. This is the *only* opportunity for quiz make-up/improvement.

**Final Exam:** The exam covers material from all class readings, lectures, handouts, etc. The exam may include multiple choice and true/false, but the bulk of the quiz will be short answer and essay questions.

**Participation:** Your participation in class is an important part of the entire class's learning experience; therefore, it is included as a portion of your overall grade. It is assigned by the instructor based on overall attendance, promptness, politeness, preparedness, and participation in class discussions and group work. Attendance will be taken every class period. Students who do any of the following periodically throughout the semester will be penalized and **may even receive a zero** for their participation grade: (1) fail to attend class, (2) are late to class, (3) leave before the class period is over, (4) are disruptive or rude in class, and/or (5) consistently demonstrate a lack of preparation for class sessions.

#### **GRADES ARE CALCULATED AS FOLLOWS:**

Paragraphs=	30%
Essay=	35%
Quizzes=	15%
Final Exam=	10%
Participation=	10%

#### **GRADING SCALE:**

94-100= A	87-89= B+	77-79= C+	60-69= D
90-93= A-	84-86= B	74-76= C	59-0= E
	80-83= B-	70-73= C-	

#### **CLASS POLICIES:**

**\*\* Civility:** All students are expected to show respect for the views of others—fellow students and instructors—and follow norms of civility. When attending class, **actions that disturb either fellow students or the instructor are inappropriate and not tolerated.** These include using electronic devices, reading the newspaper,

talking to other students, etc. I am not shy about pointing out your inappropriate behavior during class and asking you to leave if you continue.

**\*\* Missed Tests:** The final exam is the only exam in this course. It will be given during regular our class session. If you cannot attend class on exam day, you must tell me BEFORE the deadline, and I will arrange a time for you to take the test early. A missed exam may not be made up.

**\*\* Attendance:** Success in any college class requires consistent attendance at class sessions. Attendance will be taken daily. If you miss class on any day in the first week of the semester, you will be automatically dropped from the course.

My expectation is that you will be present at every class session. If you must miss a class, be aware that you will lose participation points for that day and any in-class activities/assignments/quizzes may not be made up. Further, it is your responsibility to acquire notes from a classmate and/or to contact me to ask what you missed. I will not, however, "reteach" a lesson you missed through nonattendance.

Every minute of class is important; I keep track of late arrivals and early absences. Habitual tardiness/early exits will result in the loss of some or all of your participation points. If you must be late or exit the class before it ends, please be as inconspicuous as possible.

**\*\*Late Work:** Due dates for all assignments are shown on the course schedule. Assignments are due at the beginning of class on the given due date. My expectation is that you will submit all class work on time, following all submission guidelines.

If an unforeseen circumstance arises and you cannot make it to a class session on a due date for a graded assignment, you may submit that assignment later in the same day. You may do this via e-mail, fax, or by leaving the assignment with my support staff (Charlotte McGrath or S-046 or Sue Deford, S-006). Assignments submitted after the beginning of class on the due date will be penalized ten-percent of the final grade. No work will be accepted after the due date.

Ungraded assignments (preliminary drafts, proposals, presentations, etc.) missed through non-attendance, late arrival or early exit from class will not be accepted and cannot be made up.

**\*\*Academic Integrity:**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). An instance of plagiarism may be met with a verbal warning from the instructor or a reduction in class grade along with written notification to the student, the Division Chair, the Academic Dean, and the Chief Academic Officer of the College. If a case is reported to the Chief Academic Officer of the College, a permanent record of the incident will be maintained and the Chief Academic Officer of the College will decide appropriate consequences, including, especially in the case of repeat violation, dismissal from the college. Please review the policy on Academic Integrity online at <<http://www.delta.edu/catalog/StudentsRights.asp>>.

**\*\*Disability Services:** It is your responsibility as a student to inform me of any disability you may have that presents a challenge to completing any exams or papers as assigned. I will do my best to accommodate your needs in cooperation with the disability support services department on campus. Please inform both myself and the disability support services department on campus ASAP in order to address your needs in a timely fashion. The department is located in the Counseling and Multicultural Office in D-102 on the main campus. You can contact them by phone, (989) 686-9322, and via email at [disabilityservices@delta.edu](mailto:disabilityservices@delta.edu).

**\*\*I reserve the right to make changes to this syllabus throughout the semester. I also reserve the right to make exceptions to any of my class/assignment policies on an individual basis. By continuing with the class after the first day, you mark your voluntary compliance with all my class/assignment policies.**