



ENG 098 Preparation for College Writing

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Office Hours: MW 12:00-1:00, TR 2:00-3:00

E-mail: In the subject line of your e-mail, type ENG 098. That will identify that the message is from one of my students and is therefore very important. I will read your message more quickly that way. I usually respond to e-mail messages within 24 hours. However, please allow a minimum of 24-48 hours. If you do not receive a response from me within that time frame, then call my office at the telephone number above.

Welcome to English 098

I am looking forward to our semester together as we prepare for college-level composition. Please feel free to make an appointment to stop by my office and say hello in the next two weeks. This would help me learn your name faster and also get to know you better as we begin working together in this course. I want you to feel comfortable contacting me if you have any questions about an assignment or concerns about the class. I would urge you to let me know if there are any obstacles outside of class that may impede your progress in this course. Please let me know of any problems or difficulties immediately so that we can develop a manageable solution together before the situation becomes insurmountable. My responsibility as your instructor is to work cooperatively - with you - in creating a valuable class with relevant assignments and meaningful learning experiences. Your active involvement and participation are your responsibility - not only to yourself - but to me and your fellow classmates as well.

Required and Recommended Course Materials

- Textbook: *English Skills with Readings*, 8th ed., by John Langan
- A dictionary is required. *The American Heritage dic-tion-ar-y*, Fourth Edition, is recommended.
- Course Packet for ENG 098 by Patricia Kilbourn Haller
- One (1) Three-Ring Binder: The three-ring binder must have at least one-inch rings.
- One Spiral Notebook of at least 60 sheets for the designated purpose of your journal. This notebook should not be used for other courses or coursework.
- Black or blue ink pens (Not pink, purple, green or red!)
- Travel Drive; at least 1 GB

Course Purpose

Provides those who are not yet prepared for academic work in the regular composition sequence (ENG 111A, ENG 111, ENG 112) with opportunity to improve their writing skills in an interactive and

collaborative setting. Includes practice with personal and academic writing. Does not earn credit for graduation.

Outcomes and Objectives

Upon successful completion of this course, you will be able to:

1. 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.

2. 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.

3. 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.

4. 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.

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

The entire policy (4.060) Integrity of Academic Work can be viewed at <https://deltanet.delta.edu/myintranet/senate>

Classroom Policies

Courtesy - Respect for one another and the course content will be expected at all times. Inappropriate language or behavior will be considered disruptive and will not be tolerated. If you do not observe this basic rule you will be asked to leave the classroom. You will then need to make an appointment with me, outside of class time, to discuss behavioral issues prior to returning to class. The college “Disruptive Student” policy will be followed.

For a full description of the college “Disruptive Student” policy go to: <https://public.delta.edu/catalog/Pages/Policies.aspx> under “Rules and Regulations.”

Cell phones and other Electronic Devices - Because these items have the potential to be disruptive to the class it is expected that you either: (1) don’t bring them to class or (2) shut them off before class begins and then put them in your book bag during class. Disregarding this policy will result in your being asked to leave the classroom. See “Courtesy” guidelines (above) regarding readmittance and the policy on disruptive students.

Late Arrival & Leaving Early – Arriving late for class is disruptive to me and your fellow classmates. Further, you need to be in class in order for learning to occur. Therefore you should make every effort to arrive prior to the class start time and remain for the whole period. If you must arrive late, sit quietly in the first available seat and wait until there is a break in discussion to retrieve your class materials. Arriving more than 10 minutes late or leaving early will constitute a “tardy.” Two tardies equal one absence. Please see the “Attendance” guidelines below.

Attendance – Attendance is crucial to your success in this class. In accordance with English Division policy, I will drop you from this course if you miss, for any reason, in excess of 2/15 of your classes:

Fall/Winter Semester: For a course that meets once a week, missing more than two classes (three or more). For a class that meets twice a week, missing more than four classes (five or more).

Spring/Summer Semester: Missing more than one class (two or more).

This is a Delta College English Division policy. Please make sure that you contact me (email is especially effective) if you need to be absent for any reason.

No food in class! – You may use your break time to eat. Drinks are allowed in class.

Evaluation and Grading

Assignments - Assignments are to be turned in at the beginning of each class period. After that the assignment will be considered late. Late assignments will not be accepted. The following suggestions allow for an emergency situation or significant personal problem:

- A) Have someone drop your work off to the English Division secretary (S-006) or my office drop box (S-023).
- B) Give your work to a classmate to bring in.

Incomplete assignments will not be accepted or graded.

I will not accept assignments via e-mail.

In-class assignments and the journal may be handwritten. All other homework assignments must be word processed. Use regular 8½x11 white paper, one-inch margins, double space, black font color, and 12-point font (either Times New Roman or Arial). Spell check and proofread your work. Failure to comply with these requirements may result in having your work returned ungraded or earning “0” points.

Quizzes - Quizzes may be given each class meeting. The quizzes may contain questions covering the reading assignments or content presented in class. **Quizzes may not be made up if you are absent.**

Tests – Up to ten grammar mastery tests will be given. Your regular participation in class, timely completion of homework assignments, and frequent review of the course materials will be your best strategy for performing well on these tests. **Make-up tests are not an option unless there are extenuating circumstances that have been previously discussed with me and approved.** I reserve the right to deny make-up tests and/or deduct points for make-up tests.

Point Distribution - The following point values may be adjusted as necessary, depending upon the needs of the class. I will advise you in class of any changes to the point values of assignments. You are also encouraged to check Delta’s course management software, called Desire2Learn (D2L), to track your grade throughout the course. As a class, we will learn how to access D2L.

Assignment Point Values	
Chapter Exercises	100
Written Essays & Related Projects	200
Grammar Mastery Tests	100
Journal	100
Other	up to 50, total
Total Possible Points	450

Calculating Your Grade – You may know exactly what your grade is in this course at any time by either checking Desire2Learn or by following this procedure:

1. Add the total possible points for each assignment given so far.

2. Add the total points you have earned (earned points) so far. Use your graded homework to sum the points earned.
3. Divide the possible points by the earned points then multiply by 100. This gives you a percentage. Find your percentage in the following grade scale:

GRADE	% RANGE
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	59 and below

Example: Total Possible Points (to date). 132
Total Earned Points (to date). 129

$129/132 = 0.977$
 $0.98 \times 100 = 98\%$
98% = A

Other Important Information

Technology - Technical failures are not an acceptable excuse for late or missing work.

Recommendations to help you avoid frustrating situations follow:

- Save everything to a travel (flash) drive.
- Use a software program that the campus computers can open; use the “Save As” option and save your document in “Rich Text Format” (.rtf) or Microsoft Word (.doc).
- Email a copy of your work to your Delta account either as an attachment or in the body of the email. This way, you can open your email and get a copy of the work wherever you can access the Internet – on campus or off.
- DO NOT email me copies of your work! I will not open attachments. I will not accept emailed work as on time.

WRIT – WRIT is an acronym for the Writing, Reading, Information Technology Center. You are encouraged to visit the WRIT (check the Delta Website for their hours) for help in either reading or writing. The WRIT is located in the far-right corner of the LLIC (Library Learning Information Center). Delta ID will be required.

T/LC –The Teaching/Learning Center’s professional staff and peer tutors provide free tutoring services in all academic areas, including reading and writing. The T/LC is located in the LLIC. Check the Delta Website for their hours. Delta ID will be required.

Special Needs - If you have a documented disability that impedes your ability to participate in this course as expected, please seek assistance through the Office of Disability Services, D102 – Main Campus, (989) 686-9125. The staff will assist you in taking appropriate steps in order for you to be successful in all of your classes.

Adverse Weather - Should the college close due to adverse weather, class will be cancelled. If the college opening is delayed, then all classes beginning prior to the time of the delayed opening will be cancelled. Students should check the Delta homepage (www.delta.edu) or tune into the Delta

Television Station (Q-TV Channels 19 and 35) for the most current information. All assigned homework will be due the following class period.

Course Schedule: A list of class dates, planned activities, and assignments will be provided as a separate handout.



*Fill your paper with the
breathings of your heart.
~William Wordsworth*



*Write your first draft with your heart.
Re-write with your head.
~From the movie "Finding Forrester"*

