

English 98, 4 Credits
Preparation for College Reading/Writing
Fall 2008

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Office Hours in S-13

Mon. & Wed. 12- 1:30

*Additional times available by appointment

COURSE INFORMATION

I would like to **welcome each of you to Preparation for College Reading and Writing**, a class designed for those who need to make the necessary improvements in reading, vocabulary, and writing to successfully move on to college-level courses. English 98 will provide an opportunity for you to improve your language skills while working closely with your instructor and fellow students in an interactive and collaborative setting.

COURSE OUTCOMES AND OBJECTIVES

Outcome 1: Use reading 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 fictional/creative and nonfictional reading.
- F. Practice study strategies, including basic annotation of text (main idea, vocabulary, margin notes), and sequential

summarizing.

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

Objectives:

- A. Use reference sources such as dictionary, encyclopedia, specialized reference book, or online reference source to gain background information and clarification of readings.
- B. Record information from reference sources selectively.
- C. Present information in a manner appropriate to the assignment.
- D. Choose appropriate reading materials to gain meaning and satisfaction from text.

Outcome 3: Use various techniques for learning new vocabulary while reading.

Objectives:

- A. Derive clues to word meanings from context and word parts, as appropriate.
- B. Practice word analysis skills with syllables, prefixes, suffixes, and roots.
- C. Apply memory strategies, including pronunciation and spelling, in learning new vocabulary.

Outcome 4: Write independently for both personal and academic purposes.

Objectives:

- A. Produce drafts of an essay and show independence with revision.
- B. Make logical comments on a peer's paper.
- C. Find areas that could be confusing in one's own writing.
- D. Produce at least two edited, properly formatted essays of more than one page_
- E. Demonstrate increasing independence and consistency with the writing outcomes of English 090.

Textbooks

The first required text for the course is ***Active Vocabulary*** by Amy E. Olsen, published by Pearson Education, Inc. This book presents the basics for learning general/academic vocabulary and important vocabulary strategies in an interesting and enjoyable way. Through the use of thematic readings, interactive exercises, and self-tests, students gain skills, confidence, and expanded vocabularies.

A second text, and one I am sure you will enjoy, is ***Hope Was Here***, authored by Joan Bauer and published by Puffin Books. This Newbery Honor novel is one which has been featured in our local community, for its strong message of hope and compelling story.

Another required source you will find most useful is ***The Pocket Wadsworth Handbook***, as it provides the basic information you need to know to become an effective writer. This little handbook (spiral bound for convenience) is a book you will be able to use in future English classes as well. We will work with *The Pocket Wadsworth Handbook* in class on a regular basis, and you are encouraged to refer to it frequently outside of class as well. Also required is the **English 98 Course Pack**, available at the Delta College bookstore. Finally, I ask that you purchase the **American Heritage paperback college dictionary**, and that you bring these **writing tools--handbook, course pack and dictionary--to class each period.**

Supplies/Materials

Two new 2-pocket folders (paper type, not plastic) —please clearly label these with your name and class in the upper right hand corner

One 3-ring notebook—with divider sections—for your course pack and all other class materials

Straight-edged notebook paper for in-class writing

Blue and/or black ink pen for in-class writing & quizzes

Highlighter Marker

Flash drive to SAVE ALL WRITTEN WORK *Optional* White-out

COURSE REQUIREMENTS

Course requirements for English 98 are indicated below, and grades will be determined by:

- attending **all** class sessions and participating in class discussions unless you are seriously ill or have a significant personal problem. This is very important as we will be working with and practicing reading and writing processes together in class. Keep in mind that each student should notify the instructor (see phone numbers at the top of this handout) if s/he is unable to attend class and plan to make up any missed work. Three or more missed **classes** (unexcused) may result in the instructor's withdrawing a student from the course. (10% of grade)
- completing directed reading and writing assignments and keeping a class notebook (20% of grade)
- taking all vocabulary tests (your worst score will be dropped), and making accompanying study cards. (20% of grade)
- taking all reading tests and quizzes. (20% of grade)
- writing exploratory as well as two polished writing assignments. While freewrites and exploratory writing may be hand written, your two polished essays should be word processed and double spaced. It is expected that you will participate in writing conferences and peer review sessions. Your instructor and other students in class will offer helpful suggestions for improvements. (20% of grade)
- completing a **final** exam at the end of the semester, one which will require *you* to apply the knowledge *you have* gained about *reading* process and vocabulary strategies. (10% of grade)

Possible _Points

Attendance/Participation -----	50
(approx.1.7 pts. per class x 30)	
Notebook-----	10
SQ4R Reading Worksheets -----	20

	(10 pts. each x 2)
Reading Responses /Questions	----- 40
Reading Tests	----- 100
Vocabulary Tests	----- 100
(Missed tests or quizzes must be made up by the next class period a student returns; it is up to the student to make arrangements with the instructor to make up a missed test/quiz before class, after class or during instructor's office hours— <u>not during class</u> . The Academic Testing Center is an option for <u>major tests</u> .)	
Essays	----- 100
Freewrites	----- 30
	* (2 pts. each in class x 15) or (1 pt. <i>each make-up</i>)
<u>Final Exam</u>	-----50
TOTAL POSSIBLE POINTS	----- 500

- Points subject to change as necessary

Grading Scale

Grade	Percent	4-point
A	Above 92	4.0
A-	92 – 90	3.7
B+	89 – 87	3.3
B	86 – 83	3.0
B-	82 – 80	2.7
C +	79 – 77	2.3
C	76 – 70	2.0
D	69 – 60	1.0
E	Below 60	0.0

Late Policy

Because assignment deadlines will be announced well in advance, NO late work will be accepted; however, I have made the following provisions (listed below) to allow for an emergency situation or significant personal problem. Given the nature of a reading/writing class, it is crucial that you budget your time wisely so that you are in step with the same program we are all following. To lag behind does not only yourself and your work a disservice, but it also inconveniences the rest of the class as well.

Therefore, it is expected that work at all stages of the reading and/or writing process will come in according to the schedule set by the instructor on the calendar(s) provided. Do keep in mind that Delta College does

have mandatory prerequisites for classes, and it is necessary to pass a class (such as English 098) with a "C" before moving on to the next course in the sequence. Therefore, you need to meet course requirements ALL SEMESTER LONG, as it is not possible (or acceptable) to just "turn everything in at the end."

If you are unable to meet an assignment deadline, or if an emergency arises, you have the following options: A) Use the "free" slip provided by the instructor. This slip has a one-time use. No late penalty will be given when it is used. B) Arrange with me at least 24 hours in advance as to how you will get the draft to me so that it will be on time. I encourage you to take advantage of any of our current technologies: e mail (mblooby@delta.edu) or fax (989-686-0485), as well as more traditional methods: drop off early, give to a friend to bring in, or use the U.S. mail

addressed to: Prof. Mary Beth Looby, English Division, Delta College, 1961 Delta Road, University Center, MI 48710. C) Accept the late penalty: 1/2 letter grade for every class period that the work is late. [Option C should be a last resort, used only in *documented* emergency cases.]

Statement of Academic Integrity

Each of you is responsible for doing your own work and for giving written sources credit when credit is due. Plagiarism (misrepresenting the work of others as your own) is a serious offense and will result in an E 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 me for clarification. Note that I 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.

Mike Cooper, Disability Services Director, D-WING, D102, 989-686-9322

General Education Outcomes

The Delta College faculty, in conjunction with area employers and numerous others, believe general education outcomes are important for community college graduates, whether they are going immediately into the workplace or continuing their education. Achievement of these outcomes does not occur in a single course; rather, these outcomes are achieved by experiencing them in several courses and in several contexts over an extended period of time. For details, including a list of the outcomes, please refer to (<http://www.delta.edu/gened/statement.html>).

Student Conduct

Students are expected to act responsibly and to conduct themselves in the classroom in a manner that does not disrupt the learning process, with mutual respect and civility. (*See Disruptive Student Policy for details.)

As a college student, you are expected to follow various guidelines related to your conduct. To read these guidelines, please refer to the "[Students' Rights, Responsibilities, and Conduct](#)" section in the [Delta College Catalog](#). In addition, Delta students have written an Ethical Code of Conduct available at: <http://www.delta.edu/classes/StudCodeConduct.htm>. **Note: Cell phones must be turned off and put away at all times.**

Instructor Contact

Office hours are posted and announced in class, and every effort is made to be available both before and after class. In addition, my Internet work is primarily done in my office, so there are extended periods of time when I am on campus. If you use any electronic medium, I will respond to you during normal weekday business hours, as my schedule allows.

Early Alert Program

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

Conferences

In class conference time will be planned for midterm and end of semester to check your progress and answer any questions or concerns you may have. In addition, you are urged to talk to me at any time should you have a question, problem, or something to share. I do have regular office hours outside of class (see top of syllabus), and you are encouraged to call/stop in during these times.

In what we **know** is a rapidly changing world, I believe the continued development of reading, writing, and thinking skills may well be the most important thing we do to succeed and survive in an expanding Information Age. Therefore, I will do all that I can to help you gain effective reading, writing and thinking skills, and I highly encourage you to commit yourselves to the fullest participation in these goals. We are very pleased you have selected Delta College, and we are here to help you in any way we can. Have a great semester!

Welcome to

English 98!

