

English 111/A Educator
Office: S-3 (Fine Arts Bldg)
Instructor: OM Cornejo
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Office hours: Please see the Educator Announcement

I will be available before class but have a commitment immediately after class and cannot meet after class with you. I'll be glad to set up a time that is mutually convenient. You can ask me, email or phone me for an appointment.

Required materials:

- Text: The College Writer
- **4 two pocket folder/s** to hand in assigned papers
- a **small stapler** or sturdy paper clips to hold together each draft
- **only** black or blue pen for handwritten work
- diskettes, **flash/jump/USB or email** to **back up** and transport writing files
- the latest version of your drafts **must be available in class in MSWord or .rtf**

Course Description:

- We're lucky to be scheduled in a computer classroom, yet you should have basic word processing and computer skills. We'll write and revise in class, but we will depend on the text for guidelines and information. We will be drafting or revising every class day, so much of the writing will be done in class (but not all). You will need the USB device or email attachments to ensure you have a draft of your paper every class day.
- Formal written assignments consist of three shorter essays and a longer researched, inquiry based paper. We will access, analyze, and use information from the library, the Internet, and electronic databases at the library. Informal written assignments may be journals, free writing, emails, postings, and in-class essays. There will be less formal assignments such as email posts or in-class essays.
- Successful completion of the course requires that all essays be handed in. Failure to hand in any of the required essays will result in a failing grade.

Activities:

- Reading and discussing texts and each other papers
- Brainstorming, free writing, drafting, peer critiquing, and revising and editing Reflecting on the writing outside of class
- Small and whole group activities (discussion, punctuation exercises, quizzes)
- Mini-conferences with me about your drafts

Outcome and Objectives for 111/111A: Please copy and paste the link below, find, print out, read, and bring to our next class the English Division Outcomes and Objectives for English 111/A at: <http://www.delta.edu/english/Outcomes/index.html> This homework assignment is worth 20 pts.

Disabilities

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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 is the Disability Services Director. His office is in D-WING, D102. His number is 989-686-9322.

Expectations of Students

- I will assume that you have acquired academic social skills (attendance, politeness and cooperation with others, arriving prepared with reading and/or writing homework, participating in group discussions by offering opinions and points of view- or disagreeing, maintaining silence when it's another's turn to speak, avoiding tardiness, not napping in class, turning off cell phones, etc.).

Just so there are not doubts, let me be more explicit in my expectations though this is probably old hat to you:

Disruptive behaviors - some examples

- Refusal to participate in the group or individual activities requested or required.
- Ringing cell phones or frequent checking of text or cell messages is disruptive, so please remember to turn them off. Exceptions are made if you have an emergency and you discuss your needs with me.
- Habitually arriving late
- Excessive joking or teasing or whispering or talking
- In a classroom we work and act as members of a group, with courtesy and respect for everyone's learning needs.
- For more information on class conduct, please see the "[Students' Rights, Responsibilities, and Conduct](#)" section in [Delta College Catalog](#). In addition, Delta students have written an Ethical Code of Conduct available at: <http://www.delta.edu/classes/StudCodeConduct.htm>.

Attendance -

- Attendance is mandatory, not optional. I expect you to be in class every day, on time, alert, with completed homework assignment, and able to participate in class discussions and group work.
- If you have to be absent, notify me. Call or email before class (see p.1 for phone and email). In the Attendance Sheet I will mark you as C/E (Called or Emailed) instead of A (Absent). It is your responsibility to inform yourself of what occurred. Plan to call or email me or a classmate the same day. "I wasn't here so I didn't know," is not acceptable and if homework is due, it will receive 0 points. If you are absent 2 times before midterm, I reserve the right to drop you from class -and will unless we have discussed your case. Call me to avoid being dropped. I may make individual exceptions, as per my criterion.
- You have 3 absences without penalty for the semester. Each absence after the third absence will lower the final grade by 1/3 so that a B+ becomes a B, etc. Absences are absences. There's no distinction between excused or unexcused absences. Exceptions will be made on an individual basis, as per my criterion.

- If you are not in class, you are considered absent, so arriving a half hour late or leaving a half hour early counts toward total absences in your attendance record. To arrive an hour late, however, is better than a 2 hour absence.
- FYI - Instructors are required to submit Attendance Records at the end of the semester along with the grades.

Also important to remember:

- Make up: Group activities, and peer group discussion work cannot be made up, but if it merits, (as per my criterion) you are allowed a limited number of make up points.
- Extra credit will not be substituted for missed work.
- Handouts in EDUCATOR provide assignment requirements and instructions to hand in papers and reading these is necessary to successful academic completion.

Withdrawals and Dropping out are not the same

If you think you might withdraw, talk to me first, if possible.

I will Withdraw you if you are absent twice before midterm -unless you contact me about your absences. If you stop coming to class for whatever reason (a great job, health, divorce, jail), and cannot attend class anymore, it is your responsibility to go to the Registrar's Office to Withdraw to get a W grade. If you don't Withdraw at the Register's office by the 12th week, you may receive an E. An E and W grade impact negatively on Financial Aid. Ask a Financial Aid officer for more information.

Computers and Writing

We'll write in class everyday, but also plan on writing at home or on campus computers (LLIC or open hours in computer classrooms). The Announcement page on Educator contains more information on this.

Drafts, Late Drafts, Peer Reader Response, and Language

Each essay assignment will be read in class and explained in a handout in EDUCATOR. Students are responsible for knowing the Educator packet contents.

You may expect to write either three short papers (3 pages each), a few in-class essays, and a longer research paper, 5-6 pages, or 2 shorter researched essays. All papers are due on the date in the workplan syllabus. We will spend a lot of time on revising our writing this semester, making it more organized, vivid, clear, and effective. Multiple drafts are part of the writing process. I require that you hand in all your drafts, properly dated and numbered (WA#1 draft 3) along with your final draft per the handout EDUCATOR, Instructions to Hand.

No late papers are accepted. Final Polished drafts and all drafts, in a 2 pocket folder as per EDUCATOR, Instructions to Hand in, are due at 15 minutes after class starts. (If you need to print out from Educator, do so the class before or at home. If you need to print out a Final draft, arrive early to have the time to do so.) Final, Polished drafts are not accepted late unless you and I have talked prior to the due date. If you cannot attend class and a final draft is due - I may accept a Writing Assignment (WA) it is emailed as an attachment with .doc or .rtf extensions).

All homework is due at the beginning of class. Always bring 3 completed copies of your word-processed drafts on **Peer Reader Response (PRR)** day. Only classmates (peers) qualify to give PRR for credit. Unfinished or incomplete drafts do not qualify for Peer Reader Response and neither one qualifies or receives credit for Peer Reader Response. This activity usually takes up most of the class time.

The language of the submitted final, polished drafts must be conventional written English without excessive grammatical, spelling, or punctuation errors which would interfere with comprehension. Excessive surface errors are a cause for a D grade. Your papers should be spellchecked. The spell checker only catches what it recognizes as Not English words. It will not change "there" to "their." Your papers should be proofread before you hand in a completed draft for PRR. This means that 1) you must read with your eyes the entire paper 2) have an awareness of what you don't know how to spell, so you can look it up in a dictionary or at dictionary.com and 3) edit the paper to make the corrections.

Due Dates for Assignments

- Assignments-reading, writing, revision- are due on the date noted on your Daily Assignments. Always check for assignments and due dates. I expect you to be prepared at the beginning of class time. Due = beginning of class. Late work = not handed in at the beginning of class. Late homework that is not an essay draft is accepted the following class, but with a 20% penalty. Late homework may not be more than a week late unless we have talked and have made previous arrangements. Late homework, even with 20% off, is better than zero points

Internet Accounts - Email

- The College has a policy for the acceptable use of electronic resources. For more information, go to <http://www.delta.edu/accessanduse.html>.
- We will only use our **delta.edu** email to communicate. To email a classmate or me, go to Communication, Email in Educator and choose the name of the person, write Eng 111A on the Subject line to identify yourself, write the message, and Send or Submit.
- You can email me at omcornej@delta.edu but I avoid email in the evenings. At those times you'd reach me faster by phone: 989.274-7991. Weekends, too!
- We will use the Internet to:
 - search the WWW (World Wide Web) for information for your paper/s,
 - or you may E-mail the class & me from EDUCATOR (emails from delta.edu only)

Portfolios

At the middle and end of the semester, I may conference briefly with you about your grade. At the end of the semester, I will ask you to write a thoughtful 2 page, word-processed essay reflecting on your growth and change as a reader, thinker, and writer. Consequently, at the end of the semester, have your essays in their folders, ready for me and you to review.

Plagiarism

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- There's a Zero Tolerance policy for plagiarism or passing off somebody else's work as yours. Whether intentional or unintentional the final results are the same. I explain it in class, and I urge you to have a full understanding of what it is- and the differences between quoting, paraphrasing, and plagiarizing, because ultimately, it is your responsibility to hand in papers & essays that are not tainted by plagiarism. I will be glad to individually explain it to you. Plagiarism of any sort results in **automatic failure** of the paper and possibly of the course. This means that relying extensively on outside help, using previously submitted papers, taking words or sentences from another source, including the Internet, and not providing parenthetical citations or Works Cited page is considered plagiarism. To check for plagiarism I use various sources including Turnitin.com. For further info on plagiarism please go to: [http:// www.delta.edu/english/plagiar.html](http://www.delta.edu/english/plagiar.html)

Mini-Conferences or Individual Conferences in class

- Throughout the session I will be mini-conferencing with you one to one on your writing during class time. You can ask for a mini-conference during any class or during office hours. Mini conferences are required if you wish the option of revising/rewriting a Final Draft for a higher grade. Only papers below a C may be revised for a better grade. Then, a mini conference is required and the paper must be submitted, no more than 2 weeks later, with all the drafts and handouts previously submitted.
- I may cancel classes altogether in order to have longer one-on-one conferences with you of 20 - 30 min. These conferences provide you with my undivided attention and allow you to ask questions specific to your needs be it organization, grammar, or punctuation.
- Optional: You may mini-conference with me at least 2 times during the semester about reading or writing assignments at your convenience. This can be before or after class, by phone in front of the computer (time to be arranged), during my office hours, or any other time convenient for both - plan on 10 min. This is worth 15 points for each conference. At any individual conference you have my undivided attention and the benefit of my years of teaching and writing experience.

Adverse Weather line: 686-9179, or <http://www.delta.edu/delta/weather.html>

Although this is mostly a winter problem -this is Michigan! If you have doubts about the weather and whether we have class or not, check the Announcement page. I'll post a message if class is cancelled. If you drive a long way and leave early, please call my cell before you leave if I haven't posted an Announcement and the weather is very bad. However, Delta College rarely cancels classes because of bad weather.

Individual and Group Participation

I value group interaction and collaborative learning and see it as a means of facilitating learning from each other. Much of the class consists of peer work: students in small-groups sharing their writing or discussing the reading. Key elements in peer group sessions are critical thinking, a sense of humor, and tactfulness. The exchange of ideas and a diversity of points of view foster critical thinking. Corporations and industry value "team players". I expect you to come to class prepared: assigned work is due at the beginning of the class period.

Gateway Criteria and Paper format

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- I expect all papers handed in College Composition I to include the **Gateway Criteria** (name, class + sec., date, assignment), and be word processed, double spaced, in MSWord Times New Roman 12 or equivalent, with default margins. (Back to back printing is ok.)
- Gateway Criteria info is required on all papers handed in (homework exercise, in-class work, formal or informal essays)- no exceptions- and without the Gateway Criteria papers receive 0 pts. Please place this information on the top left of your papers. For example:

Full name:	Jo Doe
Class + section:	Eng 111/A.54
Date:	Feb 31, 2015
Assignment:	WA #1 draft 3

- In addition, final, polished drafts should be extensively revised for organization, clarity, coherence, unity, and sentence effectiveness, and a college level vocabulary (use of the Thesaurus is required).

EDUCATOR

We need to log in to EDUCATOR with our Delta login and password. We can access EDUCATOR from any computer in the world that is connected to the Internet. EDUCATOR will make available the handouts we will need in class. The Syllabus is under Course Information, but all other class handouts are under Course Documents. Each writing assignment consists of a packet and all handouts are in that packet; the assignment task, a Revision Checklist, the Instructions to hand in, the Evaluation for me to fill out, and other handouts. Please read the carefully the handouts to be included in the folder before assignments are due.

Tentative Points for Assignments (are subject to change according to our needs):

20-50 pts.....a combination of quizzes or class discussion
400 pts...4 essays (if more, add more - if less, delete points)
80 pts approx.....for Rough Drafts on due days
100-150 pts..... 3 in -class essays/writing
120 pts.....Reader Responses (approx two received/given per essay)
25 ptsJournals (possibly on research article or other reading)
72 pts approx.....for bookstore assignment if....
50 pts.....Oral Presentation with PowerPoint (oral 35 and PowerPoint 15)

These points are an approximation. Probably there are more. With each assignment you will get a Packet in EDUCATOR with instructions and a breakdown of the points for that particular assignment. You get points for all the work you do -from reading journals to revising essays to coming with drafts and doing Peer Reader Responses. Expect changes as the semester develops - according to class needs or mine.

Grading

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Once I switched from paper to electronic grade-books, it became really clear how the accumulation of zeros for small assignments not handed in affects the overall grade average—lowering it. So, make a huge effort to hand in all assignments on the due date. As Harrison Ford says: "Force yourself." You can expect to receive your grades at midterm and at the end of the semester. If you need to know more frequently, let me know, and I will gladly talk to you about your grade.

Grading scale: **Note that College does not allow for A+ or D- final grades**

100 - 94 = A	86 - 83 = B	76 - 73 = C	66 - 63 = D
94 - 90 = A-	83 - 80 = B-	73 - 70 = C-	62 - 60 = D-
89 - 86 = B+	79 - 76 = C+	69 - 66 = D+	below 63 = E

I will make every effort to help you learn new skills and succeed in this class. Call or email anytime I can help you and I will be glad to review or explain. My hope is that you do the very best that you can, go on to graduate and become a successful and happy professional. Let's have a good time this semester working collaboratively, sharing our papers and successes and failures, learning from each other, sharing our opinions, and our jokes as a community of writers.

The names and phone numbers or email of 2 students who you can call for an update if you are absent:

What stood out for you from reading the Syllabus? What will you need to know that you might forget? Jot down a few things that you might need to remember if we were to have a quiz on the Syllabus: