

English 111 Fall 2010

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Welcome to English 111! You are in a very special section of the course—using netbooks or laptops as a way to practice writing and learn the conventions of academic writing. I am very excited to teach this section because I sincerely believe that learning to write using computers is a better way of teaching composition. *Although I am available during the class period, in my office before and after class, and by phone, I will also be sending messages to your Delta e-mail account. Please check your Delta e-mail regularly (at least every other day) to see if I have left message. Checking your Delta e-mail is a good habit. You will receive information from Delta College in your inbox. Much of this information is about your registration, grades, and other related matters.*

Software Required:

Microsoft Word or equivalent

Equipment Required:

Laptop/netbook with anti-virus software; ear phones; one gig flashdrive

My Role in the Course

I am here to help you succeed. My role is to diagnose and create assignments that will help you improve your academic writing skills. Your role is to participate in activities that will diagnose your abilities and work on the assignments created to learn how to write in the academic arena.

My work with you requires that you be invested in your success as much as I am. If you fail to come to class, do not complete the required activities, and do not heed my advice, you will not do well. I will give my very best effort; I expect the same from you.

If personal difficulties are causing problems in your academic progress, I need to know in order to help you deal with these difficulties. I do not need to know the details of these problems, but I must be informed. These difficulties are not excuses to do poorly in the class nor will they excuse you from the work. They are obstacles that you must learn to handle. I can provide assistance and refer you to services provided by the college. At times, some difficulties are not able to be handled at this point in time; in that case, I will make a recommendation that you drop the course. Dropping the course is the last resort. My every attempt is to help you succeed.

Your Attitude toward the Course

Your attitude toward the goals the class is trying to accomplish should be positive in nature. If you bring a negative attitude toward class, it infects the class and creates an unpleasant environment. This negative environment affects everyone's progress in the course. **If you are unhappy with the goals and assignments in the class, you must speak to me immediately.** Maybe this is not the course for you at this time. If so, I will strongly encourage you to drop.

English Division Policies: (adopted and approved by the faculty in the English Division) Instructor Initiated Drop for Lack of Attendance

Your English Division instructor will drop you from this course if you miss, for any reason, 2/15 of your classes for this course. For this particular course this semester (or term) that means two class periods. This is an English Division policy.

I will drop you at the end of the second class you miss or the equivalent of 6 hours. Coming in late and leaving early count as absences. The class is a full three hours and you are expected to attend the entire three hours.

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.

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:

1. Plagiarism*
1. Cheating on tests, quizzes, or any assignments
1. Fabrication
1. Aiding and abetting dishonesty
1. Falsification of records and official documents

*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)

III. Faculty and Staff Responsibilities.

Faculty should do the following, where applicable and when appropriate:

1. Provide clarification about the nature of academic dishonesty.
1. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
1. Identify any specific style/format requirements for assignments.
1. Communicate ethical and professional standards associated with courses and programs.
1. Honor principles of truth and honesty and in so doing protect the validity of college grades.

IV. Student Responsibilities and Rights

Delta College Students are responsible for understanding/following

1. All provisions of this policy including, but not limited to, examples under I and II above.
1. Specific course policies for academic work.
1. Other College policies as specified in the current Delta College Catalog.
1. Commonly understood principles of personal honesty and integrity.

The student may appeal, through the Disputed Final Grades policy, any grade affected by a charge of academic dishonesty.

V. Process for Policy Violations by Students

1. Faculty may use their discretion and judgment in any suspected violation of this policy, including limiting action to a warning. If the faculty member determines that this policy has been violated, then the process outlined below will be followed.

1. If the faculty member decides that a violation of this policy will not affect the student's assignment or course grade, the faculty member will explain the violation to the student and warn the student of future consequences for similar behavior.
2. If a faculty member decides that a violation of this policy will affect the student's grade in the course, then the faculty member will explain the decision in writing to the student within a reasonable time frame. The faculty member will then send copies of the written explanation to the appropriate Division Chair, Academic Dean, and the Chief Academic Officer of the College.

Both the Division Office and Academic Office will maintain permanent records of these violations.

1. When a violation is reported to the Academic Office, the Chief Academic Officer of the College will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.

Disruptive Students (From the Delta College Catalog)

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff.

Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

This policy and accompanying procedures assumes that the faculty/staff has made every attempt to resolve this issue with the student through such informal methods as individual conferences and/or written messages. If these informal methods have not met with success, the following formal procedures will be implemented.

1. The student will be verbally warned by the faculty or staff member the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency who will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. Temporary suspension is handled informally by the faculty/staff member.
5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.
7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

*For the purpose of this policy, class days include only Monday-Friday when Delta College classes are in session.

Since laptops/netbooks will serve as your primary way of writing and the textbook for the class, you must follow these rules:

Wireless Statement

The Delta College Community provides learners with opportunities that extend their intellectual and personal growth by using diverse teaching and learning strategies. To this end, Delta College classrooms and community areas provide wireless connectivity to the Internet that allows faculty and learners the ability to teach, learn, and access College resources from wherever they are on campus. The wireless network at Delta College serves to provide access to Delta College learners for completion of classroom learning activities. Access in public areas

allows learners the ability to use College support resources from Student Services and the LLIC and facilitates communication between the learners, their instructors, and resources available through the internet.

You must follow the Delta College Access and Use Guidelines.

<http://www.delta.edu/onlinetools/deltacollegeaccessanduseguidelines.aspx> Violating this policy will cause the College suspend your privileges.

In addition, during class time you will use the wireless network to access and complete ENG 111 assignments. You must stay on task rather than checking your social networking pages, other games and other Internet activity, or email accounts. If you are found perusing other sites not related to the course, you will not be allowed to use your netbook/laptop, that day. The assignments must be made up, but you will receive no credit.

Care of Your Netbook/Laptop

Netbook/Laptop as a Textbook

You must come to class with your netbook/laptop each class period. You will not be able to participate in class without it. The assignments must be made up, but you will receive no credit.

Charging Responsibility

You are responsible for the charging of your netbook/laptop before you come to class. If you come to class without your netbook/laptop being charged, you will not be able to complete the in-class assignments and activities. You will receive 0 points for the day. The assignments must be made up, but you will receive no credit.

Back-up of Course Materials

All course materials are available online. Your responsibility is to back up your work on a flash drive. A one gig flash drive is less than \$10. You need to have all your work on the flash drive as well as computer. You are required to bring your flash drive with you to each class meeting and conference.

Anti-virus

You must have an active anti-virus program on your computer. Because viruses are rampant, please have the anti-virus active and virus definitions up-to-date. If you cannot afford an anti-virus package, please use AVG Anti-Virus Free Edition 9.0 <http://free.avg.com/us-en/download-avg-anti-virus-freeedition>. It is reliable and most of all, free! If your computer becomes infected, it is your responsibility to repair it. A virus is not an excuse for missing work; you must have your work backed up on a flash drive (see above).

Required Software

You must have installed on your computer either Microsoft Word, Microsoft Works, or Open Office <http://www.openoffice.org/>. If you do not have one of the Microsoft products, you can download and install Open Office. It is a free word processing software. I have no preference for which software you use.

Classroom Policies

Attendance Since much of the reading instruction and conferencing about your progress are done in class, attendance is mandatory. **It will be impossible to pass the class if you have spotty attendance.** Just because the assignments and worksheets for the entire course are available online does not mean you can take this course as a correspondence course—by simply sending assignments to me. If you wish to work by sending assignments to the instructor, I suggest you opt for an online version of the course offered by other Delta professors. **Assignments are not to be turned into my email unless you receive specific instructions to do so or I grant an exception to using the course dropbox.**

No obscene or offensive language T-shirts or clothing should be worn to class. You are preparing for your future career. Dress appropriately. What you wear reflects upon your character.

No obscene or offensive language in class. If you engage in obscene or offensive language in class, I will enforce the Disruptive Student Policy (see policy at <http://www3.delta.edu/catalog/StudentsRights.asp>) to dismiss you from the course.

Academic Integrity is of the utmost importance. Plagiarized work of any kind will result in immediate failure in the course. See the plagiarism policy at <http://www3.delta.edu/catalog/StudentsRights.asp>. *First offense: failure of assignment; second offense: failure of the course*

If you disagree with a grade on an assignment, please see me during office hours. Please do not take

class time to discuss this issue. It is a private matter between you and me. I am happy to explain how a grade was determined. Do not let a concern fester. Contact me immediately to save both of us from having to submit to the Disputed Final Grade <http://www3.delta.edu/catalog/DisputedFinalGrade.asp>. No food in class. We will be using laptop computers. To ensure that they are not damaged, food is prohibited. **If you bring a drink to class, please keep it away from the laptops!**

Please turn your cell phones to silent during class. Please do not answer cell phones during class. If you have an emergency call, please leave the room to answer it. You will be docked the time out of the classroom toward missed attendance time.

Commitment to Course Outside of Class

For every hour in class, you will need to spend at least three hours outside of class to be successful.

Time outside of class should be spent reading the assignment materials, writing, revising, and editing the writing assignments, using the appropriate library and internet sources, and visiting the Writing Center.

If you do not have internet access at home, you will need to schedule time to use the computers at Delta College or at libraries near your home. The same is true for assignments which require you to use the library.

Grading

Minimum out of class participation required—12 hours a week. Suggested amount of time for each homework assignment will be given at first to help you organize your time.

Each project and assignment will have a specified number of points associated with it. The points will be calculated and the percentage of earned points will be your grade.

The grading scale is as follows: 95-100% A; 94-90% A-; 87-89% B+; 84-86 B; 80-83 B-; 77-79 C+; 74-76 C; 70-73 C-*; 60-69 D; and 0-50% E.

**Please note that C- grades do not transfer to some four year institutions. Check with the institution you wish to transfer to for it eligibility.*

Davis Dollar Policies Each time you are on time for class, you will receive a Davis Dollar. Each time you are late you will return to me a Davis Dollar. Keep track of your dollars. You can redeem for points on assignments and quizzes according to the following scale. Davis Dollars can be redeemed on papers up to \$3. Homework Assignments/Quizzes Worth 0-14 point \$0; 15-25 points \$1; and 26-50 points \$2

Major Assignments (to see details of each assignment, click on the links below)

Narrative Assignment (50 points)

Journal/Blog (50 points)

I-Search (50 points)

Discussion Board (should not exceed 50 points)

In-class quizzes over reading (these cannot be made up if you are absent) (should be about 50-75 points total)

Other in-class and out of class assignments that support the creation of the above assignments (to be determined as assignments are given; probably will not exceed 100 points)