

Winter 2012 Syllabus for English 111

Instructor: Bethany Eicher

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Office Hrs: Main Campus (S-053) TR 11 - 12

Other times or online meetings by appointment

Office hours may occasionally be subject to change; make an appointment when possible to ensure I will be available at the time and location that works for you.

Required Materials

- Access to at least two reliable computers with consistent Internet access. The first should be *very* easy to get to (ideally, in your home). The second is your "back-up" computer. It should be easy to get to as well. There are computer labs on all Delta campuses, but remember they are not always available.
- A Google Docs account (we will set this up as part of module 1)
- Textbook: *They Say, I Say: The Moves That Matter in Academic Writing* (2nd ed.)

Policies and Expectations

Attendance Policy

Students who go two contiguous weeks without submitting work or participating may be dropped from the course.

If Delta's classes are canceled, the due dates for this class do not change. Have a plan in case you lose power, the roads are bad, or campus is closed.

Online Etiquette

Many people find it difficult to "read" the tone or intent of written comments. Be sure all comments you make in our online spaces (including Google Docs, Engrade, and email) are specific and clear. Use standard spelling, grammar, and punctuation, and avoid slang in order to prevent misunderstandings.

When students share Google Docs, you will be able to comment on and edit their drafts. It is important that you *only* leave marginal comments (using the "Insert comment" feature) and do *not* make changes to the draft itself, no matter how minor. Any student found to be in violation of this rule will have his or her editing privileges revoked for the duration of the essay unit, and will receive a grade of zero for any peer response/peer editing affected by this revocation.

Part of an academic environment is the ability of all members of the community to converse and sometimes disagree. However, it is important to keep argument and disagreement focused on the topic (Personally, I have a hard time reading this because...) rather than on

the task (This is stupid) or the person (You're stupid). Students who are insulting, demeaning, bullying, or making other comments (such as racist, sexist, or homophobic slurs) that threaten or devalue the worth of other members of the community will be treated as disruptive students under Delta's Disruptive Students policy, meaning they may be removed from the classroom for one class period or an entire semester. Additionally, disruptive behaviors will result in a loss of points for the assignment, and any inappropriate posts will be removed without credit.

Email

All email *must* follow standard business etiquette. This means you should begin with an appropriate salutation like "Dear Mrs. Eicher" or "Hello, Bethany," and should use your best grammar, spelling, and punctuation to help avoid misunderstandings. The subject line of the email should include the class and section you are enrolled in, as well as a brief description of the content of the email (Eng111 - WN860 Homework question). Your signature should include your first and last name.

Be sure the content of your email includes all relevant information. An email that says "I can't get Google Docs to work" requires multiple follow up emails from me; if, instead, you explain exactly what the problem is, what error message you are receiving, what browser you are using, etc, I am better able to get right to your problem. I am most likely to respond quickly and favorably to emails that meet these requirements, as it means I don't have to spend time figuring out who you are or exactly what you need.

I will respond to email during business hours Monday - Friday. While I also check email on weekends, my response time will be slower. Assume that it may be 24 hours before you get a response to an email.

Turning In Work

Late work is not accepted. Any work not completed and submitted by the deadline will be counted late and not evaluated. No exceptions.

Work will be submitted in two places, Google Docs (GD) and the Engrade Discussion forums (ED). Module 1 will give you a chance to get more familiar with both of these tools.

Google Docs: This is a word processing program (like Microsoft Word) that is available free through Google. Unlike Microsoft Word, Google Docs stores your work "in the cloud" so you can pull it up anywhere you have an Internet connection without having to save multiple copies to a flash drive. Google Docs also allows you to give others access to view and comment on your work without having to meet with them or email copies back and forth -- everyone just sees the same document. Finally, Google Docs lets you (and other users who can edit the document) see the revision history of each document, so it's clear when changes were made, and who made them.

You must use Google Docs for this class; it will be where you write and submit your essays. When naming a document, use the naming convention of including your last name and the assignment name (Eicher Wikipedia Letter).

Engrade Discussions: This is a discussion forum where questions will be asked and

answered throughout the semester -- another way to allow you to interact with your classmates and instructor. Discussion forums will be labeled with the module name and the assignment, so you can easily find where you need to post your work.

Academic Integrity

(From the [Delta College Catalog](#))

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. Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:

- Plagiarism
- Cheating on tests, quizzes, or any assignments
- Fabrication
- Aiding and abetting dishonesty

Academic dishonesty of any kind may result in a verbal or written warning from the instructor or a reduction in class grade (typically a zero for the assignment or failure of the course) 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, a permanent record of the incident will be maintained and the Chief Academic Officer will decide appropriate consequences including [...] dismissal from the college.

[Turnitin.com](#)

Students agree that by taking this course all required work may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. Submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site. (Turnitin.com Registration Agreement)

Disability Services

If you have a documented disability which affects your academic performance, and need an academic accommodation, contact the [Office of Disability Services](#) in D102. The telephone number is 686-9330.

Schedule, Grading, and Assignments

Each new module, including that week's activities and discussion boards, will open on Sundays by 5:00 p.m. There will be two times during the week when work is due: Wednesdays and Saturdays (work is always due by 11:59 p.m.).

A = 93 - 100%	B+ = 87 - 89%	C+ = 77 - 79%	D+ = 67 - 69%	F = 0 - 59%
A- = 90 - 92%	B = 83 - 86%	C = 73 - 76%	D = 63 - 66%	
	B- = 80 - 82%	C- = 70 - 72%	D- = 60 - 62%	

I do not provide extra credit assignments on an individual basis. However, there *may* be announced opportunities for students to earn extra credit during the semester.

You can check your current grade at any time using Engrade, a secure online grading system. During module 1, I will send you an email to get you started setting up your Engrade access; make sure you keep track of your password for this system, as I cannot reset it or access it.

I will make every effort to respond to and grade student work quickly. However, it may take a week (occasionally longer) for me to read all the papers that have been submitted. If you don't see a grade for an assignment, it means I haven't graded it yet; if you earn a zero, you will see that score in your gradebook, along with my explanatory comments.

Assignments

Quizzes: 10% of final grade

Discussions: 15% of final grade

Peer Review: 15% of final grade

Blog Responses: 10% of final grade

Essay 1: 10% of final grade

Essay 2: 15% of final grade

Essay 3: 15% of final grade

Essay 4: 10% of final grade