

# English 111: College Composition, Spring 2012

Section: SP 170; SP 330

Dates & Times: Tuesdays and Thursdays 1:00pm-5:20pm; 6:00pm-10:10pm

Instructor: Leigh Gardner

Office & hours: S 053; Tuesdays and Thursdays by appointment only.

Email address: [leighgardner@delta.edu](mailto:leighgardner@delta.edu) (email is the best way to contact me)

## Required Texts and Materials

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Austin, Michael. *Reading the World: Ideas that Matter*. Second Ed. New York: W.W. Norton & Co., 2010. Print.  
Always bring your textbook and notebook to class regardless of what the schedule says we will be doing that day. Additionally, you should always be prepared with loose leaf paper and writing utensils.

## Course Objectives

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### Write effectively for appropriate rhetorical situations.

- A. Use the writing process: pre-write, write, and revise.
- B. Write with clarity.
- C. Select, organize, and present details to support a main idea.
- D. Use generalizations and details effectively.

### Read effectively.

- A. Demonstrate the ability to derive meaning of text from multiple perspectives.
- B. Demonstrate the ability to distinguish between the meaning one makes of a text and the author's intended purpose.
- C. Show comprehension by accurately paraphrasing and summarizing a wide variety of texts.

### Develop critical thinking skills.

- A. Explore the relationships among language, knowledge, and power.
- B. Develop critical thinking skills and apply them to reading texts.
- C. Demonstrate intermediate skills for information literacy, including accessing, analyzing, and using resources.

## Coursework

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Assignment 1: Literary Response (3 – 4 pages)	15% (150pts)
Assignment 2: Rhetorical Analysis (4 – 5 pages)	20% (200 pts)
Assignment 3: Research Paper/Bibliographic Essay (6 – 8 pages)	35% (350 pts)
-A3 paper (25%, 250 points), A3 Process (5%, 50 points), Group Presentation (5%, 50 points)	
Notebooks	15% (150 pts)
-Midterm NB (5%, 50 points), Final NB (5%, 50 points), NB Reflection (5%, 50 points)	
Pop Quizzes (5 quizzes, 10 points each)	5% (50 pts)
Final Exam	10% (100 pts)

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**Total** 100% (1,000 pts)

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## Grades

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A grade of “C” is the normal grade for this course, and students must receive a “C” (not a “C-”) in order to move on and not retake ENG 111. The grades of “A” and “B” are honor grades, indicating a student has produced excellent or exceptionally good written work while meeting the minimum quantitative requirements. A grade of “C” means the student has adequately met the minimum quality and quantity standards of the course. A grade of “D” or “E” means the student has not met the minimum requirements either quantitatively or qualitatively.

The grading scale for the course is as follows:

A	=	950 – 1,000	C	=	730 – 759
A-	=	900 – 949	C-	=	700 – 729
B+	=	860 – 899	D+	=	660 – 699
B	=	830– 859	D	=	630 - 659
B -	=	800 – 829	D-	=	600 - 629
C+	=	760 – 799	E	=	0 - 599

## Class Policies & Procedures

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1. Format essays according to the instructions given in each assignment sheet. Each essay must be typed using 12pt. Times New Roman font, double spaced, with 1” margins (See MLA guidelines).
2. Unless you are otherwise instructed, hand in assignments to me personally.
3. Participate in class discussions and group activities, keep up with the assigned readings and be prepared to discuss them, and complete your homework assignments. If you don't, your “notebook” grade will suffer and likely your major assignments will as well.
4. **Delta English Division Attendance Policy:** Your English Division instructor may drop you from this course if you miss, for any reason, in excess of 2/15 of your classes for this course. For this particular class this semester, that means in excess of 2 class periods.
5. I will not accept homework from absent students. I do not except homework via email, in my mailbox, or a friend handing it in for you. If you are not in class, you will not receive credit for that day's work. If you have a valid reason that you will miss class, let me know ahead of time and it is up to my discretion if you can turn in the day's homework.
6. Turn in Assignments on time. Bringing a draft to class on revision workshop day is not a choice. If you do not have a draft for peer review (that meets the minimum page requirement) or you are absent for that given class period, a half letter grade will be deducted off of your grade for that paper. Each assignment loses a letter grade for each day (not class meeting) it is late. If you have a valid excuse (which is up to my discretion) as to why you are not attending a revision workshop, talk to me about the possibility of making up those lost points.
7. Arrive to class on time. If showing up to class late becomes habitual, being late twice (15 minutes or more) will count as one of your two allowed absences. If you are more than ten (10) minutes late for a revision workshop, you will not be given any credit for participating in the peer review, which as previously mentioned, is a half letter off of the final grade for that paper. The same policy goes for leaving class early. I understand that sometimes there are extreme circumstances. If this is the case, talk to me.
8. Silence your cell phone while in class. Texting during class is not only rude but also distracting, and it will result in a penalization of your homework and participation grade. If I repeatedly see you texting/playing on your phone during class, I will ask you to leave and count the day as an absence for you.
9. Email is my primary mode of communication for announcements, so check your email daily.
10. Email Etiquette: When sending me an email, it is respectful to not only include a salutation (i.e. Hello Leigh...Hi Leigh...Good morning Leigh...) but to also sign your name. Emails that do not do so come across

as rude and inappropriate. Email is not the same as texting and you should not treat it as such. Lastly, when sending me an attachment of something in an email, explain in the email what the attachment is and why you are sending it to me. Otherwise, I may overlook the attachment. I will only respond to emails that use this email etiquette.

11. Don't plagiarize. Depending on the extent, plagiarism (intentional or not) can result in an "E" on an assignment or even in the course. A more detailed definition and handout on plagiarism will be given out in class.
12. Visit the WRIT center if you need extra help. Because writing is such an important part of a college education, Delta provides free WRIT center support to all Delta students. For more information on the WRIT center including hours, email, and phone number, visit [www.delta.edu/writingcenter](http://www.delta.edu/writingcenter).
13. Keep up with all your work during the semester. **DON'T THROW AWAY ANYTHING!**
14. **If serious, legitimate circumstances arise that prevent you from attending class or turning in assignments, please do not wait until the end of the semester to contact me. I am more than willing to discuss any issues with you outside of class.**

**CLASSROOM CIVILITY:** Delta College students are encouraged to behave in a respectful, appropriate, and civilized manner within the classroom. This includes being kind and considerate to other students, refraining from using cell phones, as well as not speaking out of turn, or interrupting other students. Additionally, the use of derogatory and inappropriate language is not tolerated within the classroom. If you do use this language, you will be asked to leave the classroom and not to return until the following class period. If this behavior continues, then disciplinary action will be taken.

### **Revision Policy**

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You may revise Assignments 1 and 2 to improve the assignment and raise your grade. The following conditions for revision apply:

- Don't simply correct editing errors or errors in format: *revision is not a substitute for editing in the first place*. To receive a higher grade, a revision must improve the substance of the assignment (e.g., rhetorical effectiveness, logic, organization, writing style, etc.), as well as correct most of editing errors, without introducing many new ones.
- My comments on an assignment reflect the problems that, at the time, seem most serious and that happen to catch my eye: I rarely comment on everything that is ineffective with an assignment, and I also try to comment on what I see as effective. When I read a revision, I probably will comment on problems that I did not comment on the first time. These problems will affect the grade of the revision. Moral: don't just "fix" the problems that got marked; reread the assignment critically and do all that you can to improve it! If you need additional help, visit the WRIT center or come to my office hours.
- Any penalty on the previously grade draft also applies to the revision (e.g., penalty for lateness and/or for failure to obtain feedback from peers during a revision workshop).
- When turning in revisions, **you must bold and underline** the places in your paper where revision occurs. A one-page revisions write up needs to accompany your revisions, explaining to me why you made the changes that you did. This is your chance to show me that you understand my comments and how to improve your paper. Simply stating that you are changing something "because I told you to" is insufficient explanation.
- Your revisions can earn you up to 15% added onto your grade for that given assignment.

Monitor your progress in the class and be aware of the various withdrawal deadlines.

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## ***Academic Integrity***

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### **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\*
- B. Cheating on tests, quizzes, or any assignments
- C. Fabrication
- D. Aiding and abetting dishonesty
- E. 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:

- A. Provide clarification about the nature of academic dishonesty.
- B. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
- C. Identify any specific style/format requirements for assignments.
- D. Communicate ethical and professional standards associated with courses and programs.
- E. 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

- A. All provisions of this policy including, but not limited to, examples under I and II above.
- B. Specific course policies for academic work.
- C. Other College policies as specified in the current Delta College Catalog.
- D. 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**

A. 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.

B. 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.

## **Conferences**

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I will be available during my scheduled office hours to meet with students who are attending class regularly to discuss class-related issues. If you need to meet with me at some other time, then send me an email, and I will try to arrange another time to meet with you.

## **Due Dates**

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You will receive an assignment sheet for each of the three major assignments, when we get to that assignment in the course of the semester. Outlined below are the hypothetical due dates for the entire semester, assuming that we never get off schedule (which rarely happens!). Therefore, these due dates will likely change:

Tuesday 5/15: Assignment #1 Peer Review Workshop and Conferences

Thursday 5/17: Assignment #1 Final Copy

Tuesday 5/29: Assignment #2 Workshop and Conferences and Mid-Term Notebooks

Thursday 5/31: Assignment #2 Final Copy

Tuesday 6/12: Assignment #3 Workshop and Conferences

Thursday 6/14: Assignment #3 Final Copy, Process, and Presentations

Tuesday 6/19: Final Notebooks

Thursday 6/21: Final Exam and Course Reflections