

# English 111: Comp. I

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## COURSE DESCRIPTION

ENG 111 College Composition I 3 Sem Hrs

Develops fluent, effective, and confident writers. Practices the process of composing, generating ideas, shaping and evaluating their writing. Uses reading and language awareness to further the development of their writing. (45-0)

## COURSE INFORMATION

### Textbook

The required text for this class is: Readings for Writers, by McKuen and Winkler, 13th edition, Harcourt Brace Publishers.

### Outcomes and Objectives

OUTCOME: Write formal college composition for a specific audience and purpose.

#### OBJECTIVES:

- Use writing processes to generate and organize ideas, including where appropriate, revision.
- Include clear articulation of the important ideas.
- Select, organize, and present details to support a main idea.
- Demonstrate the ability to move between generalization and detail.
- Write effective introductions and conclusions.

- Employ the conventions of standard written English.

OUTCOME: Use writing tasks that involve both reading and writing.

OBJECTIVES:

- Demonstrate the ability to derive meaning from a piece of writing.
- Demonstrate the ability to distinguish between the meaning one makes of a text and the author's intended meaning.
- Paraphrase and summarize accurately.
- Develop critical thinking skills.

OUTCOME: Assess progress revealed in a body of work.

OBJECTIVES:

- Assess progress revealed in a body of work.

## **Course Policies**

- Students will be required to complete, on time, the weekly assignments as listed in each unit section. I do NOT take late assignments/papers; discussion board deadlines are firm, and they cannot be "made up" after the Thursday deadline has expired.
- The deadline time to be used for completion of all assignments, unless otherwise indicated, is EST, Michigan time at midnight.
- Students will be expected to participate at least 4 times per assignment on the class Discussion board located at the classroom web site. First post will count for 5 points, while the second, the third, and the fourth will count for 2 points each. Post must contain new or detailed content! Be specific! Students who do not participate in more than 3 weeks of posts on the Class Discussion board will be dropped from the class by the instructor as per the English Division's policy on attendance. The Classroom Discussion board is this Eng. 111's method of taking attendance. If students are not posting to the main response in a timely manner to give fellow

students time to comment, the deadline will be announced and moved up to an earlier time from for the main reply (main replies will be due on a Tuesday, rather than Thursday, midnight, if that should occur).

- Students are expected to spend a minimum of three hours a week online retrieving e-mail and reading and reviewing WWW materials.
- Students, when asked and directed to, are expected to work with partners/small groups on assignments via e-mail in a timely organized fashion.
- Students should spend at least 9 hours per week on reading and writing assignments much like a regular classroom would require.
- Students will correspond with me privately regarding questions, etc. just as in a face-to-face classroom. Label all email as ENG. 111 AND the section number, i.e. Eng. 111-810 or Eng. 111-810 in the Subject/Re field. All assignments should be submitted in Desire2Learn, using the "Dropbox" and then the specific assignment as an rtf file. Occasionally, I may ask you to send an assignment to me. ALL assignments should be saved as an rtf. file; please, do NOT send as part of an email. Please see "How to Attach a Rich Text File" in the "Orientation" packet section if you do not know how to send assignments this way.
- Students will conduct themselves on the Class Discussion board, e-mail messages, etc. as they would in a face-to-face classroom. Obscene and other inappropriate messages, deemed so in the instructor's opinion, received by personal email or posted in the Discussion Board area will result in dismissal from the class. Any messages disruptive to the students or instructor will be considered inappropriate. ALL correspondence and questions related to the class should be directed to the instructor, not other students. The instructor will happily assist you and answer questions.
- Save copies of all assignments, correspondence, etc. sent. If you do not receive an acknowledgment from me within 24 hours of sending correspondence to me (other than weekends and holidays), you must resend it immediately. I do NOT take late assignments so follow the deadlines for credit, not at the end of the semester or several weeks past the due date. It is the student's responsibility to follow

- through, and be sure that I have received their work when due. Activate a SENT file in your mail program to retain copies of materials sent which will contain time data, etc.
- Instructor replies to email: the instructor will reply within 24-48 hours to email from students unless there is a posting in the "NEWS" that the instructor is ill, away, etc. This is a normal response time; I will not be at the computer every hour of each day. Usually, I will check email and class progress on a daily basis, during normal business hours, not including weekends and holidays, but an email response may take up to 48 hours to return, so please allow yourself enough time for me to respond to your question (read as "work well ahead of time!"). If I have not responded, and there is no "NEWS" posted, please resend your message after 48 hours. ALL important information and class updates will be posted on your opening classroom page under "NEWS".

## **Internet Skills and Expectations**

- Each student is expected to have access to the Internet at home; Delta's labs could be used as a backup.
- Students will set SENT file in their mail program to retain all messages sent for the entire semester. Do NOT allow your mail program to discard SENT messages after 30 days; manually set it. This may prove to be extremely important as forwarding correspondence from this file may be the ONLY way to show that you sent an assignment by the deadline. I will grade and comment on all assignments.
- NORMALLY, all work is submitted through "Dropbox" and then the specific assignment. If there is an exception (such as posting an assignment on the discussion board), I will post a "NEWS" announcement and notify the students. I cannot grade assignments within emails. Sign all emails and be sure Eng. 111 and the section number, i.e. Eng. 111-810 or 111-810 appears in the RE/Subject field, please if you are writing with questions or requesting information. I may be teaching more than one section of a course, and this will help

- me separate emails and respond accordingly.
- Students must have an Internet provider to use e-mail and view the World Wide Web.
  - Students should use Netscape 4.0 or higher as a navigational tool.
  - Mail service with a provider such as Outlook Express or Netscape Messenger is needed. If I direct you to send me an assignment rather than post in Desire2Learn, send me assignments as an RTF attachment (write, save as Rich Text Format file, and attach file).
  - Each student should be aware of the services of Delta's Distance Learning Office. Problems with the Desire2Learn program should be addressed to Distance Learning, i.e. access, etc. They can be reached at:: <http://delta.edu/distancelearning/services.htm>
    - Students are responsible for technical problems that arise with their equipment. Neither I, nor the college, can offer technical help. If you experience severe technical problems, they must be documented and communicated to me immediately. Because of the possibility of an equipment problem, be absolutely to save all copies of work transmitted and back up your work on disks. Do not wait until the last minute to post to the Class Discussion Message Board or to send assignments because of the above.

## **Other**

- Students will complete the weekly reading assignments , written assignments, papers, etc. by the deadline which is midnight, EST Michigan time on Thursdays UNLESS otherwise noted.
- Students will proofread all messages, papers, etc. carefully regarding spelling, grammar, punctuation, and content before sending. On assignments and papers, lack of this will be reflected in the assigned grade. See "Guidelines to Writing Online Papers" ("Contents" "Orientation").
- No chain letters, jokes, or any material not directed to be forwarded should be forwarded to your classmates or appear on the Classroom Discussion message board. Doing so will result in a student's dismissal from class. Please address all questions/queries, any comments etc. to the instructor at [pahutchi@delta.edu](mailto:pahutchi@delta.edu)

- **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.

## Evaluation/Grading

Evaluation will occur by using the point system above for all activities. Each activity will contain a maximum point score that students can attain. Discussion board participation, writing assignments, Worksheets, and, if any tests are assigned, are activities that will contain point values. For writing assignments, look at "Guidelines and Evaluation of Online Papers." At the end of the semester, the cumulative total of points will be converted to a letter grade. For determining a final grade, grades will be as follows:

100-95% = A  
 94- 90% = A-  
 89- 87% = B+  
 86- 84% = B  
 83- 80 % = B-  
 79- 77 % = C+  
 a final grade  
 76-74 % = C  
 73-70 % = C-

69-67 % = D+  
 66-64 % = D  
 63-60 % = D-  
 <60% = F

Delta does not give a D- as

As the assignments are graded and a point value assigned, students should be able to attain access to all grades (as well as comments) and visually "see" them in Desire2Learn once they have been graded throughout the course time frame.

## Plagiarism

Misrepresentation of someone else's work as one's own is cheating. "Borrowing" from a source without permission or acknowledgment of the author without giving credit is unethical and illegal. It is against school policy, and it will result in a failing grade in the assignment. Repeated

deception will result in a failing grade in the course. Please read Delta College's policy on "Integrity of Academic Work", especially the section on "Plagiarism" at <http://www.delta.edu/catalog/StudentsRights.asp>

### **The Internet Classroom**

The Internet Classroom is composed of the class discussion board, correspondence with the instructor, and correspondence between classmates.. All the above policies were designed for use in this course. The Internet Classroom will demand as much of your time as a face-to-face class would, if not more. Responding to the posts on the Class Discussion Board, reading all assignments, and completing all written work on time will result in a successful Internet Classroom experience.

It is also an important consideration, with online classes, to remember about using proper Netiquette. Both students and instructor should practice using a polite "tone" when writing communications. Inappropriate tone can result in dismissal from the class. Manners are just as important when "talking" online as when in a face-to-face classroom, probably more so. Lastly, it is important that all written work be turned in on time, midnight of the date assigned. Getting behind while taking an on-line class is frustrating, and usually, catching up is next to impossible.

### **General Education Outcomes Statement**

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. Delta College students will have opportunities to practice these outcomes:

#### **Ability Outcomes**

- Communicate effectively in Reading and Writing
- Communicate effectively in Speaking and Listening
- Think Critically
- Access, Analyze and Use Information

- Value and Practice Citizenship
- Interact Productively with Others
- Value Diversity

#### **Knowledge Outcomes**

- Natural Science
- Social Science
- Mathematical Reasoning
- Communication
- Wellness
- Aesthetics
- Technology
- International/Intercultural

For more details go to the following web page:

<http://www.delta.edu/gened/newsletter2002/gesttmt.html>

Last Updated: January, 2011

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