

Composition I
ENG 111, Sec. SP820 – Spring 2009

Course Syllabus

Instructor: Tim Kenyon

Office hours: Face to face meetings by appointment only (May 11 through June 13 only)

English division phone number: (989) 686-9159

E-mail: timothykenyon@delta.edu

REQUIRED TEXT:

Composition of Everyday Life, 2nd ed., Metz and Mauk

COURSE DESCRIPTION:

Above all else, it is important for anyone to understand that writing is a process, a series of steps that must be taken one at a time. Each step is as important as the previous one and as important as the next. What this class will do for you is help you understand and define that process for yourself. Writing is about communicating effectively and expressing ideas with authority. In this class we are going to focus on academic essay writing, which does have a certain form and rules, but each essay you write will be unique. Each essay has its own purpose which needs to be achieved in its own way. Beyond the development of process, this course is designed to help you develop your critical writing, critical reading and critical thinking skills, essential tools to succeed in every university class.

COURSE REQUIREMENTS:

You will be graded on your ability to satisfactorily complete:

Two essays (100 pts and 150 pts.)	250 points
Introductory writing assignment	50 points
Quiz	30 points
Six discussion forums (20 points each)	<u>120 points</u>
Total possible points:	450 points

Essays:

Each essay assignment will challenge you to engage with a topic and learn to use the rhetorical tools necessary to write effectively and persuasively. The assignments will be discussed in more detail when the assignment sheets become available in the appropriate packets. Expect to write a total of 7 to 10 pages for the formal essays over the course of the semester. You will be expected to conduct outside research and incorporate that information into your essays.

Introductory Writing Exercise:

The introductory writing assignment will be your first formal writing for the class. This will give each student an opportunity to display his or her writing skills at the beginning of the semester and

will set the groundwork for the development of his or her writing process. A detailed assignment sheet provides detailed instructions and the writing prompt.

Quiz:

You will be required to complete one quiz in the first packet which will test your knowledge of this syllabus. If you read this document carefully, you will score perfectly on the quiz.

Discussion Forums:

Discussion forums will be completed in two parts: **journal response** and **discussion circle**. Each part will be due at different points throughout the week. Be sure to check the course calendar and adhere to the due dates.

Journal Response: The first part involves a detailed journal response to a prompt posted by the instructor. Carefully consider the prompt, then respond to it in a detailed and thoughtful response of **no less than 300 words**. You are expected to utilize the assigned textbook readings while responding, citing from that reading where necessary to help support your point. A significant portion of the grade for the discussion forums will be derived from the completeness and thoughtfulness of these journal responses. Before beginning your journal response, be clear of your intention. Don't make your response a collection of disconnected ramblings. Although this isn't a formal essay, your response should still have a clear point which is supported with evidence from the text. Each person will post his or her journal response to the appropriate discussion forum by the assigned day and time as noted in the course calendar. To post your response, go to the discussion forum for the current packet, click on "new message". Put your name in the subject line. **DO NOT** "reply" to the instructor's prompt.

Discussion Circle: The second part of the discussion forum will consist of a discussion circle. This portion will require you to engage in an ongoing discussion with your peers. Once the journal posting day/time has passed, each member of the class is required to react, comment, respond, and/or rebut to **at least three (3)** of your peer's journal responses. To reply to your peer's response, click "REPLY" under their posting. Remain active in the developing discussions. Read other journal responses and enter as many discussions as you wish. Continue to share with each other until the due date for that particular packet. The remainder of the grade for the discussion forums will be based on participation and thoughtfulness of the discussions.

I will be monitoring the online discussions to ensure complete and appropriate participation by all group members. I will not be taking part in any discussions unless I deem it necessary. I ask you all to be respectful of each other's opinions and beliefs while conducting these discussions.

OTHER REQUIREMENTS:

Packets: Each week you are required to complete the assigned packet on Educator. Included in the packets are all the weekly assignments: readings, discussion board forum instructions, essay assignment sheets, etc. The contents of each packet will vary from week to week. The due dates for each packet are listed in the course calendar. **DO NOT** wait until the day before a packet is due to begin working on it. These are designed to provide enough work for an entire week. They will take

some time and effort to complete. Some of this work will include collaboration with other class members, therefore it is your responsibility to keep abreast of the requirements for the week.

Reading Assignments: All required reading assignments from the text are listed in the week's packet. All reading assignments are required. Successful completion of your essay assignments and the discussion forums will rely on these readings. Never wait until the last minute to complete your reading assignments.

Peer Review Workshop: With each essay assignment, you will be provided with an opportunity to share the draft of your essay with your peers for review and comments. These workshops are optional however participation will provide you with valuable feedback from your peers and extra credit toward the essay grade.

Educator: Since this is an online course it is your responsibility to ensure you have a reliable Internet connection and computer. The Delta campus is well equipped, as are the local libraries, however, the nature of this class requires that you have daily access to your computer. Also, a working knowledge of the Educator online system is required. A tutorial will be available at the beginning of the semester. If you have any questions about Educator, contact the e-Learning office immediately at (989) 686-9088 or elarning@delta.edu.

Use of Delta e-mail: All messages and announcements will be sent to your Delta e-mail account. You are required to check your Delta e-mail account at least once per day for these important announcements. Please do not use any personal e-mail accounts to communicate with me or other students when dealing with class related issues.

GRADING SYSTEM:

(based on total points earned/possible points x 100)

Percentage	Grade
92 – 100%	A
90 – 91%	A-
88 – 89%	B+
82 – 87%	B
80 – 81%	B-
78 – 79%	C+
72 – 77%	C
70 – 71%	C-
60 – 69%	D
0 – 59%	E

OTHER MATTERS:

Penalties:

Late essay	Not accepted
Late packets	Not accepted

Turning in Essays: Essays will be submitted electronically via Educator under “Assessments”. You will NOT e-mail your essay to me as an attachment. They will not be accepted in this manner. Your essays will also be typed in Microsoft Word. MS Works, Corel WordPerfect, or OpenOffice formats will be accepted if you do not have Word. Please let me know ahead of time if you do not have access to a computer with one of these word processing formats. Note that all computers at Delta are equipped with at least one of these three programs. All essays will be returned to you electronically through Educator in MS Word format. A link to the MS Word reader program will be made available to view any comments in your returned essay.

Essay Format: Essays will be in MLA format. A sample of this formatting is available as a document in the “Course Documents” folder on Educator. Any deviation from this format will result in a loss of points. Proper grammar and spelling are a given, therefore you must proofread everything you turn in. When I read your essays, I will stop when I’ve reached five typos or obvious grammatical errors and the essay will be graded to that point.. Also, your essays cannot be shorter than the minimum page requirement. If the assignment calls for three pages minimum, I expect three full pages. Partial or incomplete essays very rarely earn a passing grade.

Contacting Me (In order of preference): **E-mail:** I will be checking my e-mail at least once a day during the week. I do not typically check or respond to e-mail on the weekend. Any issues that arise on the weekend will be handled on Monday morning. You should expect at least a 24-hour turnaround on any e-mail, urgent or otherwise, therefore, do not wait until the last minute and expect an immediate reply from me. **F2F office hours:** If you need to meet face to face please contact me to arrange an appointment at a mutually convenient time. My availability for this option will end on June 13 as I will be spending the remainder of the semester out-of-state.

Classroom Respect Policy: Complete respect for me, your classmates, and everyone’s opinions is mandatory. If anyone is rude, insulting, discourteous, impolite, or otherwise disruptive toward another student or the class as a whole while utilizing the discussion board or any other portion of this online class, I will be required to take appropriate steps to ensure it doesn’t continue. If I am not aware that such behavior is taking place, please make me aware of it immediately. Any such behavior will likely affect your grade and could cause you to fail the course entirely.

Academic Honesty Policy: Taking responsibility for one’s own learning means doing one’s own work and giving others credit for their contributions. Students are expected to be rigorously honest in this class. Violations of academic integrity are taken very seriously and may result in a range of responses including loss of points, failure from the class, or academic suspension. Plagiarism is a deliberate violation of this academic honesty policy. The definition of plagiarism is expressed as, but not limited to, turning in another’s work as one’s own, failing to give proper credit or citation for the use of another’s work whether intentional or accidental, or turning in your own work previously written and submitted for another class. For more details about this policy, consult the college’s student handbook.

Americans with Disabilities Act (ADA Statement): Delta College is committed to equal opportunity in education for all students, including those with documented physical or learning disabilities. If you have a disability and will be requiring assistance, please contact me and Disability Support Services, located in the Counseling and Multicultural Office in D-102, as soon as possible to arrange for appropriate accommodations.

Contract Agreement: This syllabus represents a written contract between the instructor and all students in the class. Every student is required to read and understand the content of this syllabus. Please ask questions if anything is unclear. Completion of the syllabus quiz indicates that you have agreed to abide by all portions of this syllabus. Any portion of this syllabus is subject to alteration or deletion by the instructor without prior notice.