

English Composition III*124
Delta College
Michele Moore
Winter 2010
mrmoore@delta.edu

Office hours by appt. or before/after class
Tues. 10-12:55pm F 06

Course Introduction:

The purpose of this class is to allow you to discover how important writing can be to your life now as well as in the future. Whether you choose a career in business, nursing, teaching, automotive technology, engineering or any other field, your ability to communicate in writing will have an impact on your success. Good writing skills will assist you in completing a degree program at a four year university or college.

Writing is like any other skill. You have to practice it to be good. Therefore, our class activities will provide you with opportunities to develop these skills. With the practice of writing well also comes confidence, so you may be successful in future writing assignments.

The goal of this course is to develop fluent, effective and confident writers. It will develop effective writing processes, from inventing and investigating through organizing, drafting, revising, and editing. We will practice the process of composing, generating ideas, shaping and evaluating writing. Reading and critical thinking are also required.

Course Outcomes & Objectives

Write a formal college composition for a specific audience & purpose

1. Use writing processes to generate/organize ideas, including where
Appropriate, revision
2. Include clear articulation of the important ideas
3. Select, organize, and present details to support a main idea
4. Demonstrate the ability to move between generalization & detail
5. Write effective introductions and conclusions
6. Employ the conventions of standard written English

Use writing tasks that involve both reading and writing

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

Assess progress
Assess the progress revealed in a body of work

Grading Scale:

93-100% : A
90-92%: A-
87-89%: B+
83-86%: B
80-82%: B-
77-79%: C+
73-76%: C

70-72% C-
60-69% D
0-59% E

Required Texts/materials:

On Writing Well, William Zinsser
Tuesdays with Morrie, Mitch Albom
Research Writing Simplified, R. Clines & E. Cobb
Course Packet

Thumb drive or CD with all work from III saved to it for back-up purposes
Collegiate quality dictionary

Course Assignments:

You will be graded on your ability to satisfactorily complete:

- literary narrative writing
- narrative essay
- summary
- summary/response writing
- I Search essay with original research
- in class writings

Each of the formal writings will be explained with an assignment page, and a detailed explanation of the assignment, length, and grade point assigned.

- Formal essays make up the bulk of the writing done for this class and will make up a majority of your grade for this class.
- Shorter writing assignments will come at various times throughout the semester.

- You will receive specifics on each assignment. You will also receive a specific sheet that breaks down exactly how the product will be evaluated for each writing assignment.

-

Shared writing: For most of the papers you write, we will hold peer-response workshops in which you share your current draft with some of your classmates. The purpose of this is threefold:

1. to get reactions to your writing from other readers, including identification of strengths and suggestions for improvement;
2. to get practice in reading the writing of others so as to develop a more critical eye for revising your own writing;
3. to develop a stronger awareness of audience as you write.

I will also offer comments and suggestions to guide you as you revise your writing. I may also use excerpts from student papers in class to demonstrate writing strategies and to illustrate points of difficulty.

-

Plagiarism Statement:

Whether intentional or unintentional, plagiarism is a form of academic dishonesty in which a person uses the words, thoughts, graphic images, charts, and/or ideas of others without citing, and thus attributing, the author and source material used. Source materials include, but are not limited to, the following: books; newspapers; pamphlets, brochures, and information sheets; periodicals and magazines; films and videos; CD's and CD-ROM's; internet and electronic sources; lectures; and interviews.

While some plagiarism is unintentional and results from the lack of knowledge of or inexperience with correct citation practices, some is intentional and deliberate. Either is subject to Delta's policies on plagiarism. See the Delta College Catalog of the English Division site at www.delta.edu/~english/plagiar.html

“No student shall cheat, plagiarize, or facilitate academic dishonesty by another student. Students are responsible for completing all kinds of assigned academic work without unauthorized aid of any kind.

Forms of plagiarism: directly transcribing (copying) without quotation and attribution, summarizing without attribution, paraphrasing or patchwork paraphrasing without attribution, patching electronic materials (including pictures, graphs, and/or charts)

- Plagiarism will result in a failing grade for the assignment and a likely course failure.

The reading log: This is your opportunity to show that you have read the assigned section of your books and that you understand the content. So you will summarize the assigned reading and will respond to it. (How do you connect to that part? How did you not connect?) In other words, what is the overall reaction to what you have just read? These should be 2-5 paragraphs. One to two paragraphs for the summary and one

to two for the reaction. You will be graded on how in-depth your summary is, how in-depth your reaction is, and how well your mechanics are under control. At the top of each reading log write the number of the reading log, and the title. This will be submitted in your student folder in Educator.

Paper Format: You are required to use MLA formatting Proper grammar and spelling are a given. Any paper turned into me with typos or obvious errors will lose points, so proofread everything. Each assignment must be submitted to your folder.

- Final draft reading logs, essays, etc. must be word-processed (12 font), double spaced, and single sided. Final draft essays will be either submitted in folders with all process work (rough drafts) or your student folder in Educator.

Late Assignment Policy:

Not accepted. Your computer crashing is not an excuse. Have a reliable back up. An emergency at the last minute is not an excuse either. Make sure that you are not turning work in at the last minute; you still have time if problems do come up. This way you are helping yourself to avoid potential stress and problems due to procrastination. For full credit, assignments are to be submitted at the beginning of class on the due date

Graded Work and Verifying Grades: Keep all your graded work in a safe place until after you receive your final grade. It is highly suggested that you print copies of your graded papers and assignments. Check Educator periodically to ensure your work has been graded and recorded accurately. If any possible discrepancies are noted, please bring them to the attention of the instructor immediately (within seven days).

Attendance: An absence will be considered not being present for class for any reason. The effect on your grade for missed classes is listed above, and there are no exceptions to this policy. The greatest courtesy you can give me is to leave me a message or send me an email the evening before class to let me know why you won't be attending.

Tardiness: (More than 10 mins. late) This is very disruptive and will affect your grade. If you come to class directly from work and may be late on a regular basis, please let me know immediately. You are expected to be present in the classroom at the start of class time. If tardiness becomes a problem, I will begin counting 2 occurrences as one full absence. Also, being more than one half hour late or leaving more than one half hour early will count as a full absence for that day.

Cell Phones: Phones are to be turned off and stowed away before coming into class, no exceptions. Also, **absolutely no text messaging** during class time. Disregard of this will result in a conference with an unhappy instructor.

Other issues: However, if you have an urgent question or request, it is best to email me with it. During the week I will check my email regularly, so you will always get a

response within forty-eight hours. However, if you send an email before the weekend (Friday), I cannot promise a forty-eight hour response. Be aware of these stipulations, and give yourself enough time to contact me if you have questions about something. You do not want to wait until the last day to do an assignment and then have a question. You will not get a reply from me on time, and then your work will either be incomplete or not submitted. Remember, assignments are not accepted late. Give yourself enough time. Questions do arise. Problems do occur. You do not want to have any reason to not be able to get all of your work in on time so that it can be graded.

If for any reason **class is cancelled** the course calendar will be maintained unless the instructor issues an announcement otherwise. All essays, reading, and assignments are due by their due date with absolutely no exceptions.

Writing Center: The Writing Center serves all Delta students by raising the level of excellence in student writing, at all levels and in all disciplines. To achieve this, the Writing Center provides one on one tutorial sessions, workshops, and resources for students to develop their skills as writers and critical thinkers. Each student is encouraged to take advantage of the services offered by the Writing Center.

Bonuses:

Documented writing center visit for formal essays only

- 1 to 15 minutes - 1 pts
- 15 to 30 minutes - 2 pts
- 30 to 45 minutes - 3 pts
- Over 45 minutes - 4 pts

Penalties:

Incomplete drafts for peer revision, no essay for peer revision, absence from peer revision day: 3-10 pts off essay grade Late formal essay and assignments not accepted.

Controversial topics (politics, religion, lifestyle choices, etc.) are often discussed in college classrooms so that critical reasoning responses may be applied to opposing views.

If you have a **documented disability** which affects your academic performance, and you may need an accommodation, please contact the Office of Disability Services.

As your teacher, I will make every effort to make sure that this class is meaningful to you. Feedback on an essay is not given over email. The instructor will only give written feedback on essays and assignments to students who explicitly request such feedback and have taken proper steps to prepare for a face to face conference. Students who are having extreme difficulties in any part of the class are encouraged to conference with

the instructor .

Amendment Clause: The class agenda and procedures are tentative and subject to change. Students will be notified of any changes in writing.