

ENG 111: COLLEGE COMPOSITION
Fall, 2011; Section 140

Instructor: JodiAnn Stevenson

Email: jodiannstevenson@delta.edu Please be sure to identify yourself and the class and section you are in when emailing questions.

Phone: (989) 686-9174 Messages are not checked frequently. The best way to reach me is by the email above.

Office: S015 (in the basement of the Fine Arts Building)

Office Hours: Office Hours: Monday 8am-9am, Tuesday 11am-Noon, Wednesday 4pm-6pm & Friday (at the Midland center) 9:30am-10:30am. Also, by appointment, as necessary.

Course Description:

This course develops fluent, effective, and confident writers (you) by practicing the process of composing; generating ideas, shaping and evaluating your writing. This course also uses reading and language awareness to further the development of your writing.

Course Outcomes & Objectives:

Outcome 1: Write a formal college composition for a specific audience and purpose.

Objectives

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

Outcome 2: Use writing tasks that involve both reading and writing.

Objectives

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

Outcome 3: Assess progress revealed in a body of work.

Objectives

- A. Assess the progress revealed in a body of work.

Course Materials:

You will need to purchase the following book at the Delta College Bookstore:

Subject & Strategy: A Writer's Reader by Paul Eschholz & Alfred Rosa, Twelfth Edition; ISBN 978-0-312-61273-3

PLEASE NOTE: if you order your books online, you are responsible for getting them on time. You will not be excused from an assignment because you haven't received your books yet.

You will also need two 1 subject notebooks or two small ring binders for your Reading Log & Writing Journal.

You will also need 1 simple pocket or manila folder (no binding clips please) for your Portfolio.

It is expected that you will be responsible for all the other normal student materials you will need to complete the work in this class as well. These will include: a reliable computer or access to a reliable computer lab; a drive or device on which you can save your work; paper; pens; folders for keeping handouts & returned assignments; etc...

Course Requirements:

Diagnostic Portfolio

You will begin the semester by completing several assignments that will help me determine what kind of reading & writing abilities you have brought with you to class. These assignments will include responding in writing to 2 essays in Week 2 and 3 and completing your first Writing Journal.

Reading

You will be assigned at least one chapter from your textbook each week. You will respond to the information provided in these chapters in your Writing Journal and in Quizzes given at the beginning of the next class.

You will also choose 3 essays each week, from the end of that week's chapter, to respond to in your Reading Log. You will also respond to these essays in your Reading Discussions during next class.

Writing

You will be required to keep a Writing Journal from Week 3 to Week 14 of class. These will give you the opportunity to practice the skills provided in your textbook. Each Writing Journal will also culminate in a rough draft of a future Workshop Essay. You must complete your Writing Journals in handwriting (few exceptions apply to this and usually include a documented disability). You will be given activities to complete for this writing journal each week. Most, if not all, of these activities will come from your textbook. All of your writing journals must be bound together (either in a one subject notebook or

placed in a small 3-ring binder) in some way so that each time I collect them, I can see them all.

Essays

You will draft an essay with every Writing Journal you complete (that's 12 drafts).

From these drafts, you will choose 3 essays to edit, revise & complete to share with the entire class in your three workshops this semester.

Thorough revision (based on workshop comments) of these three workshop essays will be included in your final portfolio at the end of class.

Workshop

You will be required to share your work with the rest of the class and receive feedback on your work from your classmates in class 3 times this semester. These workshop essays must be revised, complete drafts of a work that originated in your Writing Journal. The copy you hand in to your instructor should have attached to it, the original Writing Journal from whence it came.

You are responsible for either making your own copies of Workshop essays or making arrangements with your instructor (at least 2 weeks in advance) to have copies made for you. Each member of the class (students & instructor) will require a copy of each of your workshop essays.

Final Portfolios

Your final portfolio will include a final revision of each of the three workshop essays you handed in throughout the semester. All original work needs to be attached to each final essay. This includes: the original Writing Journal and the workshop draft with instructor comments. You will also highlight everything that was changed in each draft and write a paragraph for each essay that explains what you did to change the essay and why.

Final Exam

Your final exam in this course will be a written exam for which a "blue book" is required. (The Delta bookstore now calls "blue books," "green books.")

Grade Distribution:

Diagnostic Portfolio	25 points
Reading Logs (30 points each x 12)	360 points
Reading Quizzes (10 points each x 11)	110 points
Writing Journals (50 points each x 12)	600 points
Workshop Essays (100 points each x 3)	300 points
Final Portfolio	330 points (100 per finished essay x 3/ 10 per "revision notes" x 3)
<u>Workshop (25 points each x 2)</u>	<u>75 points</u>
Total Points Possible	1800 points

Grading Scale:

A = 93-100%
A- = 90-92.4%
B+ = 88-89.4%
B = 82-87.4%
B- = 80-81.4%
C+ = 78-79.4%
C = 72-77.4%
C- = 70-71.4%
D+ = 68-69.4%
D = 60-67.4%
Below 60% is Failing = E

Figuring out your grade: You can figure out the grade you are receiving in class anytime as long as you know all the scores you've earned on all work to date. Don't throw any of your work for this class away – especially after it is graded. Just divide the total number of points you've earned to date by the total number of points possible to date and you'll get a number under 1. Move the decimal point two spaces to the right and you'll have a percentage. Find the percentage in the grading scale above and you'll know what you're current letter grade is.

Other Stuff:

Instructor Initiated Drop for Lack of Attendance:

Your English Division instructor will 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 course this semester (or term) that means in excess of 2 class periods. This is an English Division policy. Also, if the class is full and you are absent on the first day and someone else wants your spot in the class, you will be dropped from the class.

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. Mike Cooper, Disability Services Director, D-WING, D102, 989-686-9322.

Academic Dishonesty:

Handing someone else's work in with your name on it or Plagiarizing ON ANY ASSIGNMENT will cause you to fail the assignment. Two or more offenses of academic dishonesty will cause you to fail this course. Below is the official English Division & Delta College policy regarding plagiarism.

Integrity of Academic Work_(From the Delta College Catalog)

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.

Appropriate Behavior & Disruptive Conduct:

College students are expected to behave like civilized adults. Delta has very strict rules about behaving appropriately in the classroom. If you find it difficult to behave in a manner that is respectful and productive to our classroom and the people in it, you will be dealt with in the following manner & according to the official policy of the English Division & Delta College:

Disruptive Students (From the Delta College Catalog)

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

This policy and accompanying procedures assumes that the faculty/staff has made every attempt to resolve this issue with the student through such informal methods as individual conferences and/or written messages. If these informal

methods have not met with success, the following formal procedures will be implemented.

1. The student will be verbally warned by the faculty or staff member the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency who will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. Temporary suspension is handled informally by the faculty/staff member.
5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate

Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.

7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

*For the purpose of this policy, class days include only Monday-Friday when Delta College classes are in session.

Missed Work:

You will not be allowed to make up work that takes place during class time if you are absent. This includes Quizzes, Reading Discussions & Workshops. If you miss your assigned Workshop time you forfeit all points for that Workshop.

Late Work:

I will accept late work (other than in-class work) for up to one week past the due date at a 20% penalty. This means, you automatically lose 20% of the total points possible for an assignment if it is handed in after the due date and time. All assignments are due at the beginning of class time each week. I will not accept any assignment that is more than 1 week late for any reason.

Extreme Weather Policy:

There might be times when my fear of driving through a blizzard overrules Delta's policy to stay open despite said blizzard – in the case of extreme weather when Delta has decided to remain open, please double check that I am still going to have class by checking your email before coming to class.

My inability to read minds:

I became a teacher because I love my subject and I love to teach. Consequently, I am unconditionally fond of my students and want them very much to succeed. But, I have never been able to develop a knack for reading minds. I'll keep working on that but in the meantime, please understand that if you are having trouble in or with class, I do not know that unless you talk to me, call me or email me. Please know that I am available to you. There is no reason to keep your discomfort a secret – it only wastes *your* time and money, and worst of all, hinders your ability to learn.