

# English 111 WN146 College Composition I

**Instructor:** Angela Trabalka

**Semester:** Winter 2012

**Class Hours/Meeting Place:** Tuesdays and Thursdays 2:00-3:55 in S37

**Office/Office Hours:** Wednesdays 8:15-8:45 in S42 and 12:00-2:00 in S42 or the WRIT Center; Thursdays 6-7:00 in S42

**Email:** [angelatrabalka@delta.edu](mailto:angelatrabalka@delta.edu) (preferred contact)

**Phone:** (989)686-9442

**Mailbox Drop-off:** in S46 (Charlotte McGrath, secretary)

**Required texts:** Coursepack  
*Wadsworth Pocket Handbook* (resource book)

## Other required materials:

- ✓ Writing utensils
- ✓ A notebook or binder with paper for in-class writings and notes
- ✓ A folder with pockets (for additional handouts and to keep track of graded work)
- ✓ An E-storage device (flash drive) for use in the computer lab
- ✓ Access to the Internet, word processing, and the library
- ✓ Optional: A laptop (for some classes, not required)
- ✓ Required computer skills:
  - Can access MyDelta email
  - Can use Microsoft Word to word process 2-page paper
  - Can save a document to an E-storage device
  - Can send an email with an attachment
  - Can access Desire to Learn

## ABOUT THE CLASS:

English 111 is a writing class. In it, students work to compose coherent, engaging, clear, and thoughtful texts, incorporating multiple modes of writing to address an audience for an intended purpose. To do so, we use the writing process and peer review, as described below. Expect to work diligently on your compositions from incubation to publication. A great focus of the course is on growth, both of yourself as a writer and of each of your drafts.

## **Classroom Policies**

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### **ASSIGNMENTS/GRADE BREAKDOWN:**

Mini Writings	5%
Reflective Response	20%
I-Search	20%
Literacy Autobiography	20%
Discovery Drafts	10%
Small Group Conferences	10%
Fishbowl/Group Collaboration	10%
Reflective Letter	5%

### **GRADING SCALE:**

94-100% = A	74- 76% = C
90-93% = A-	70-73% = C-
87-89% = B+	67-69% = D+
84-86% = B	64-68% = D
80-83% = B-	60-63% = D-
77-79% = C+	Below 60% = F

## **Course Outcomes and Objectives**

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### **Outcome 1: Write a 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 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 appropriate writing conventions.

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

#### Objectives:

- Demonstrate the ability to derive meaning from a piece of reading.
- 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.
- Understand the relationship between language, knowledge, and power.

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

#### Objective:

- Assess the progress revealed in a body of work.

## **DELTA COLLEGE ENGLISH DIVISION ATTENDANCE POLICY**

Your English Division instructor will drop you from this course if you miss, for any reason, in excess of 2/15 of class time for this course. For this particular course this semester (or term) that means in excess of 10 hrs. ("Absence" means any time you are not in the classroom, including late arrivals, early exits, returning late from breaks, or missing an entire session.)

Attendance will be taken daily. If you must miss a class, you will lose participation points for that day and any in-class activities/assignments may not be made up. Further, it is the student's responsibility to acquire notes from a classmate. I will not "reteach" a lesson missed through nonattendance. Every minute of class is important; I keep track of late arrivals and early absences. Habitual tardiness/early exits will result in the loss of some or all of your participation points and does count towards your overall absence.

### **CIVILITY**

Writing in ENG 111 is public and the writing process will require us all to work together. Our classroom environment will be one of mutual respect for everyone in the class. Distracting electronic devices such as (but not limited to) cell phones, iPods, laptops, etc. must be turned off for the entire class session, unless specified by the instructor. Students who make use of such devices in class will be subject to Delta's Disruptive Students policy. Delta's Disruptive Students policy will also govern situations in which a student exhibits disruptive behavior. Under Delta's Disruptive Students policy, a student may be removed from the classroom for one class period or for an entire semester. Please review the Disruptive Students Policy under "Student Rights, Responsibilities, and Conduct" <<http://www.delta.edu/catalog/StudentsRights.asp>>.

### **UNNECESSARY INTERRUPTIONS/DISRUPTIONS**

At the college level, it is expected that you will be respectful, interested, and actively involved in class. Please, no disruptions and no ambivalence. Turn your cell phone completely OFF; no texting. Behaviors such as side conversations, note-passing, frequent unauthorized breaks, etc. are disrespectful to everyone in the class, and will not be tolerated; an immediate loss of the day's participation points will occur and all participation points may be deducted from the final grade for gross violations. Delta's policies dictate that there are to be no visitors in class. Therefore, no guests or children for any reason. *Please see "Disruptive Students" section of Delta College Catalog for further explanation of these policies.*

### **ACADEMIC INTEGRITY**

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). An instance of plagiarism may be met with a verbal warning from the instructor or a reduction in class grade along with written notification to the student, the Division Chair, the Academic Dean, and the Chief Academic Officer of the College. If a case is reported to the Chief Academic Officer of the College, a permanent record of the incident will be maintained and the Chief Academic Officer of the College will decide appropriate consequences, including, especially

in the case of repeat violation, dismissal from the college. Please review the policy on Academic Integrity online at <<http://www.delta.edu/catalog/StudentsRights.asp>>.

### **DRAFTING PROCESS**

In ENG 111, we use a multiple-draft/workshop method of writing. As a part of this process, students will be required to submit a total of four drafts of each major essay, each progressing in development and polish: a “discovery” draft, conference draft, peer groups draft, and a final draft. Only the final draft of each essay will be graded. The other three drafts required in this process are submitted for feedback, and will be revised as part of your coursework. Discovery drafts are to be submitted via e-mail by a specified deadline. Class time will be provided for you to begin work on this draft. If you do not have internet access making e-mail submission impossible, it is your responsibility to contact the instructor prior to the discovery draft deadline to make alternate arrangements for submission. Discovery drafts must be submitted as e-mail attachments in one of the following formats: .doc (Microsoft Word 2003), .docx (Microsoft Vista 2007), or .rtf.

### **LATE WORK**

Due dates for all assignments are shown on the course schedule. Assignments are due at the beginning of class on the given due date. My expectation is that you will submit all class work on time, following all submission guidelines.

If an unforeseen circumstance arises and you cannot make it to a class session on a due date for a final draft, you may submit that final before midnight of the due date. A draft submitted after the beginning of class on the due date will be considered “late.” Late work will be penalized five percent of the final grade. You may submit late work via fax, by leaving the assignment with my support staff (Charlotte McGrath, S-046 or Sue Deford, S-006), or as an e-mail attachment in one of the following formats: .doc, .docx, .rtf. No work will be accepted after midnight on the due date.

Ungraded assignments (preliminary drafts, proposals, presentations, etc.) missed through non-attendance, late arrival or early exit from class will not be accepted and cannot be made up.

### **INTERNET ACCESS**

Access to the internet is a crucial element of this course. Students will be expected to check their Delta e-mail regularly for course announcements, updates, handouts, or other communications from the instructor. Students may also want to make use of their Delta e-mail accounts for contacting the instructor and classmates. At times, students may be asked to access the course’s D2L site. Further, one variety of draft--the discovery draft--is to be submitted via e-mail attachment. If a student does not have access to the Internet, it is the student’s responsibility to make the instructor aware of this so that alternate arrangements can be made.

### **COMMUNICATING VIA E-MAIL**

I welcome student e-mails. Students must send e-mails from their Delta account ONLY. Messages from any other account go directly to my junk filter and are automatically

deleted. Regarding e-mail response time: I try to check my e-mail regularly, but I cannot reply to e-mails immediately. Expect a 48 hour delay in receiving answers to your e-mails. (Note: this means that important questions are best asked in person.)

### **CLASS CANCELLATIONS**

Delta uses local TV and radio stations to announce closures, as well as posting the information on its website. If the college is officially closed, we do not have class. If the college is delayed for a number of hours, any classes that begin before the cancellation window are cancelled. (So, if class is at 9:00 and classes are delayed until 10:00, the whole 9:00 class is cancelled.)

If the instructor needs to cancel class, an email will be sent to students and a note posted on the door.

In the event of any type of cancellation, check your email for assignments and homework. The missed class will go online; it is not simply skipped.