

# ENG 111A Course Guidelines

## Kathie Marchlewski

**Instructor: Kathie Marchlewski**

**Office: S-009** (inside English Division office) **and A-004** (Delta Collegiate Office)

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### **Contact information:**

The best way to contact me is by text on my cell phone. Please identify yourself and your class. The next best way is by e-mail at kathiemarchlewski@delta.edu. If you need to contact me at by phone at home feel free to do so, but please do not call after 8 p.m.

I will always do my best to respond to you ASAP. Be aware: I may or may not check e-mail on Saturdays or Sundays.

I am also available to you during my office hours (TBA), by appointment and after class.

### **Required Materials**

1. 1 college-ruled notebook for your reading/writing journal
2. A three-ring binder or folder within which you can keep all of your course materials
3. Access to the Internet
4. Access to a reliable computer/printer and lots of ink and paper

### **Attendance**

Attendance is critical to your success in this course. This is a skills course, not a lecture course, so you must be here. Because I cannot -- and don't want to -- judge what are acceptable or unacceptable reasons for missing class, I do not distinguish between "excused" and "unexcused" absences. You should be here every day. Of course, emergencies arise, but you may not miss more than **six/eight hours** of course instruction (two class periods for once a week classes and four for twice a week classes). This is the English Division policy, not mine, and it is strictly enforced. Your grade will be affected by absences.

Additionally, it is important for you to know that many divisions at Delta, including the English Division, have adopted a policy that students who fail to attend the first class session will be immediately dropped from the course. Attending college is a privilege and an expense to both students and the taxpayers who support education. Many courses have waiting lists, and seats will be reserved only for serious students who wish to both learn and attend.

**Note:** I, like all Delta instructors, reserve the right to drop students from this course for lack of attendance, or for failing to complete the required coursework. Also see "*Delta College Attendance Policy*" in your handbook.

### **Missing Class**

- If you do elect to miss a class, it is your responsibility to gather information about what you missed from other students.
- No work may be “made up” outside of class. If you miss class or in-class work, you will miss valuable points.
- In the event of severe or prolonged illness, injury, or crisis, if your extended absence will lead to your earning less than what you find an acceptable grade in the course, you should drop the class and re-take it in a coming semester.

### **Tardiness**

Class starts promptly at our scheduled time. Two late arrivals or early departures will equal one absence. **Note: Arriving to class still needing to print your work for the day is unacceptable. Be prepared for class when you arrive.**

**Policy on Late Work:** Late work will not be accepted. Period. You must complete your assignments, and you must complete them on time.

- If you are unable to attend class on the day an assignment is due, please make arrangements with me beforehand so that I have a copy of your assignment in-hand before the start of class on the due date. I do not accept e-mailed copies of work.

### **Other Course Policies**

- Always bring your texts and all course work to class.
- Prepare all daily reading assignments *before* coming to class.
- You **MUST** complete each of the major papers to complete this class. You **MUST** complete the reading for this class. You cannot pass this class without reading.
- Certain course activities and policies may be revised at my discretion. The course schedule is a plan, but the course reflects your needs and concentrates on areas where you need work.

### **Support Opportunities**

Delta offers you free tutoring services to help with preparation for this class. The Teaching Learning Center (TLC) is located in the LLIC on Delta’s main campus.

### **Academic Dishonesty**

Cheating and plagiarism will not be tolerated. These are serious infractions that will result in your failing this course, and can result in your dismissal from Delta College. See your college catalogue for details on plagiarism of published sources (this includes online material). The most important thing to remember about plagiarism is that while it is perfectly acceptable to use someone else’s ideas or words, you **MUST GIVE THEM CREDIT!**

### **Snow Days**

If Delta closes for weather concerns, and the closure takes place before or during your class, we will NOT have class. If you are ever uncertain about a closure, please call or text me to inquire about our class status, so that you do not unnecessarily risk your safety.

## ENG 111A Grading

| Type of Assessment  | Points Possible                 |
|---|---------------------------------|
| 1. Literacy Autobiography   | 25                              |
| 2. Daily Participation and Preparation<br>Class Work/Mini Assignments | Approximately 150               |
| 3. Paper 1  | 100                             |
| 4. Paper 2  | 150                             |
| 5. Paper 3  | 150                             |
| 6. Book Quizzes/Reflections   | 4 @25 points each<br>100 points |
| <b>Total Points All Course Work</b>                                   | <b>675 points</b>               |

### Grading Scale: Your final semester grade will be calculated using this scale:

|             |             |             |
|-------------|-------------|-------------|
| A (100-94%) | A- (93-90%) |             |
| B+ (89-88%) | B (87-84%)  | B- (83-80%) |
| C+ (79-78%) | C (77-74%)  | C- (73-70%) |
| D+ (68-69%) | D (67-60%)  | F (59% ↓)   |

**Rubrics:** For each major paper in this course, you will be given a rubric. The document will list the criteria for which you will be graded for the assignment. It will also include a space for you to complete a self-evaluation.

A self-score must be completed and attached to your final paper.

A paper without a completed rubric will not receive a grade.

The final packet you will turn into me for major papers will include, in this order:

1. Completed rubric
2. Final copy
3. Any and all draft work

Please note that additional points may be lost if the paper does not meet the assigned length.

***Note: To receive a passing grade for this course, you must complete each of the major projects and all reading.***