

Syllabus and Course Description for  
College Composition I: English 111Honors

Instructor: Drew Colenbrander

Please don't ever hesitate to contact me with questions, concerns, or if you just want to talk. Here's how to reach me:

Office and Office Hours: My office is S-28, in the lower level of the Fine Arts Building. There is a glass door you need to walk through to find my office.

You are free to stop by my office to see me any time. If you want to make sure that we can talk, it's best to set up an appointment in advance. You can do that by e-mail, phone, or in person.

My scheduled office hours this semester are:

T, 8:45 - 11:45  
W, 8:45 - 10:45

Office Phone: (989) 686-9165. The best time to reach me by phone is Monday through Thursday, during the day. If you leave a message, be sure to tell me a good time to call you back.

E-mail: [ajcolenb@delta.edu](mailto:ajcolenb@delta.edu). This is the best way to reach me. While I cannot guarantee that I can respond to you right away, I try to check my e-mail daily on weekends.

Please, when e-mailing me or your classmates for class communication, use formal punctuation, capitalization, style, and spelling.

Required Books: English 111H Coursepack  
*The Pocket Wadsworth Handbook*  
David Sundstrand, *Shadows of Death*

Required Materials: Access to reliable computer/printer, with backup  
Course notebook, with pockets  
Two loose leaf folders, with pockets  
Packet of 4 x 6" notecards

### Course Goals and Organization

The overall purpose of this course is to help students to become more flexible, efficient, and experienced non-fiction writers. The main emphasis of

this course is on writing formal essays, but the techniques and strategies used can be applied to any non-fiction writing.

As an Honors Course, this class will emphasize the techniques and strategies that professional writers use. Experienced writers understand the benefits of working with other writers, so our class is structured as a workshop course. We will use class time largely in working on individual and group writing and editing.

Another way of thinking about this course comes from Robert Browning's quote at the beginning of the syllabus. As an Honors class, we are a group of writers who take the craft of writing seriously and want to improve our skills as much as we can in the time that we have. We'll be aiming for Shakespeare, of course, and trying to leave little to fate.

### **Course Requirements and Policies**

**Class Participation:** Regular attendance, punctuality, and active participation are absolutely essential to successfully complete this course. Because this is a workshop course, much of the course content is experienced in class. All students are required to come to class with assignments completed and to be actively engaged in all class activities. Ten percent of your final course grade will directly reflect class participation. Each missing or late assignment will reduce the class participation grade by 25 percent.

**Attendance Policies:** Each student is allowed two absences during the semester. The third absence will result in a zero grade for class participation. Students absent four times will be dropped from the course. If you must miss several class meetings for a genuine emergency, see me and the absences may be excused.

**Disruptive Student Policy:** Delta College's Disruptive Student Policy prohibits any kind of classroom behavior that disrupts the learning process. In this class, the policy prohibits use of any personal electronic devices, including cell phones. All personal electronic devices must be turned off and put completely away during the period of the class. At the first violation of this policy, the student will leave class for the remainder of the session. At the second violation, the student will be dropped from the class.

### **Course Assignments**

**Reading Assignments:** Specific reading assignments will be given throughout the semester. Most of your reading will be integrated with journal and essay writing.

**Written Assignments:** Most of the work involved in this course will be in writing, revising, and editing prose. Written work will involve a variety of formal and informal writing, including formal essays, a journal, writing logs, text preparation records, and a final exam.

**Formal Essay Draft Policies: (Please be very aware of these)**

1. All required early drafts must be turned in to me during the week they are due or the Final Draft will not be accepted. Drafts must show progress from the previous draft to be accepted.

2. Final Drafts must be turned in at or before the beginning of class on the date they are due. Late Final Drafts will not be accepted. (This may not apply in the case of an emergency or extenuating circumstance, but you need to contact me in advance of the due date.)

Specific instructions for the format of this written work are as follows:

**Formal Essay Format:** These essays comprise the main work of the course. Specific guidelines for each essay will be given in class, but all essay drafts must conform to the following format:

1) All essay drafts must be typed, double-spaced, stapled, and printed with dark ink.

2) All essay drafts must include a header, with the following:

Type your name, the date, and the status of the paper (discovery draft, advanced draft, final draft, portfolio draft) single space in an upper corner of the first page, above the title, one line to an item.

3) All essay drafts should include your original title. Center your title two lines below the above information and begin the text two spaces below the title. Do not use a separate title page.

4) Margins should be about one inch around the entire text.

**Journals:** We will use journal writing in developing formal essays and also to keep a personal, informal record of writing principles and practices used in the course. While entries may vary in length, each should be thoughtfully and thoroughly developed. Journal grades will reflect the effort that you put into the entries. Follow these guidelines when writing your journal entries:

1) Make sure that you completely address the issues raised in the journal assignment.

2) Use standard size notebook paper, and keep your journal entries neatly in sequence in a loose leaf folder.

3) Each entry should have your name, date, and journal entry number at the top of the first page.

4) Your journal entry need not be typed, nor should you be excessively concerned with style or mechanics. Be sure, though, to write legibly and in ink.

**Writing Logs:** At the end of most class sessions you will be asked to complete a brief description of your writing-in-progress or workshop projects or other class activities. Your log entry should be written legibly on a 4 x 6 index

card. Be sure to date and sign your logs; I use them to keep an attendance record.

**Text Preparation Record:** I will supply you with this form, which you will use to record and correct text preparation problems on your essay drafts. Your text preparation record is due with each final draft.

**Final Exam:** The final exam will be an in-class formal essay. You will be asked to demonstrate knowledge and skills gained in the course. The final exam is optional for anyone with a perfect attendance record by the end of the course.

**Grading Information:** I will use the formula below for your course grade:

Formal Essay Portfolio:	50%
Journal:	15%
<i>Shadow of the Raven</i> Discussion	5%
Text Preparation:	10%
Class Participation:	10%
Final Exam:	10%

**Portfolio:** Let me explain the portfolio grade. The philosophy of this course is that writers improve with experience. Thus, instead of grading your formal writing continuously during the semester, I will grade a portfolio of your writing at the end of the semester. (I will, however, give approximate grades to anyone who so desires, at any point in the semester.) The portfolio will give you the opportunity to apply the knowledge and experience you have gained in the course. Don't think too much about the portfolio yet; I'll give you instructions for that later in the semester. Make sure, though, that you keep all of your Final Drafts to include in your Portfolio. Your Portfolio will be incomplete if you are missing any Final Drafts, and both your Portfolio grade and course grade will be significantly lowered.

**Questions about Grades:** I encourage you to see me at any point during the semester if you have any questions about your progress in the course.

**Plagiarism:** Please note that plagiarism or any kind of academic dishonesty will result in automatic failure of the course. Your *Handbook* has an explanation of plagiarism if you are unsure what plagiarism means. Be sure to see me if you have any questions about this.