

Delta College Winter 2011
College Composition 111 and 111H 3 credits

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Introduction

The purpose of English 111 is to allow you to discover how important writing can be to your life now and in the future. Whether you have chosen 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 in the working world. Good writing also is necessary to successfully complete a degree program at a four-year college or university.

Writing is like any other skill. You have to practice it to be good. Therefore, our class activities will allow you the opportunity to develop the writing skills you already have and acquire new ones. We also will build your confidence so you can tackle any writing assignments that come your way.

The goal of this course is to develop fluent, effective and confident writers. Reading and critical thinking also are required. You will be challenged as a researcher and asked to synthesize the material you discover.

Outcomes and Objectives

According to the standards set by Delta's English Division, a successful student in this class should be able to master the following outcomes and objectives:

Outcome: 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 the 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: 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 among language, knowledge and power.

Outcome: Assess progress revealed in a body of work.

Assignments

We will complete several assignments that are outlined below. Since writing is a process that involves several steps, we will complete these assignments in stages or drafts allowing time for revisions. You will receive an assignment sheet at the beginning of each major paper assignment. It will describe the assignment, provide helpful tips and explain what is expected in the final revision. It will be a point of reference for you if you ever feel you're not headed in the right direction. Each assignment also will include a scoring rubric that outlines the grading criteria for the paper. You can refer to this rubric as you work on your assignment.

Specific Major Assignments:

Narrative Essay

Descriptive Essay

Informative Essay with library and original research

Opinion essay with research

Essay exam

Late Work Policy

Assignment deadlines will be announced well in advance. Therefore, NO LATE WORK will be accepted for any reason. If you cannot attend class, you must see that I receive your assignment prior to the beginning of class -- whether you send it to me in the mail, deliver it to my office or give it to a classmate to bring to class. **There will be no exceptions to this policy.**

It is not fair to other members of the class if I accept late papers from some students while others turn their work in on time. Late papers also make grading confusing — some students want a lesser grade for late work but I don't deal in discount grades. I only accept and grade papers that are complete and submitted on time. Requiring you to turn your papers in on time also will help students who procrastinate from falling into a pattern that is difficult to change.

Electronic considerations

If you want to contact me by e mail, you must use your Delta e mail address. If you use another address and I do not receive your assignment because it has gone to my spam mail, it will be considered late and will not be accepted. If you are sending me a document via e mail, either paste it into the e mail message or save it as a **doc. or docx. file.**

If you want me to e-mail you your grade or other information about your performance in this class, remember that **there is no reasonable expectation of privacy with computer systems and networks used to conduct college business. For your protection, do not share your e mail account or password with anyone. Review the college's access and usage guidelines at www3.delta.edu/AIG.asp**

In part, the guidelines state:

You should not assume that anything received, sent or stored on any of these systems is private. The College generally, and system administrators specifically, will respect the privacy of users. However, these systems are not provided or intended for sending or receiving private or confidential communications. If material is stored electronically rather than in paper files, it must be just as accessible to others who need access to those files as any paper file would be. In addition, system administrators have access to all mail and user access requests and will monitor them as necessary to assure efficient performance and appropriate use. If access discloses improper or illegal use, it may be reported and penalized. Legal process, including requests for information under the Freedom of Information Act, may also compel disclosure.

In addition, I expect you to print out your assignments and hand them to me in class. Don't wait until the last minute to print your documents at Delta. Sometimes you can't open your documents from home once you get to campus. For better results, save your files in the **rich text format (.rtf)**. To do this, choose the "save as" option and select rtf. You should **also e mail your document to yourself** at your Delta account. That way you will have a back up copy.

Incomplete Assignments

The gateway criteria for all assignments are listed at the top of the grading rubric for each assignment. These sheets are included in this course pack. You must complete and check off each gateway item before I accept your paper. If you fail to do this (for example, you don't include your research with your research paper) the assignment will be considered incomplete and will not be accepted or graded.

Plagiarism or Integrity of Academic Work

Plagiarism (using the words of someone else and passing them off as your own) is a serious issue. The College's Policy for Plagiarism and Honesty in Academic Work is included in this course pack and you should become familiar with it because you will be held accountable to it. Students are put on notice that I will use Turnitin.com, an authenticity check service, on any papers without notification. If you do not want to have your papers put into this system, you must make this known to me within the first week of class.

Papers that have been plagiarized are given a failing grade of E for the assignment. In some cases, this grade could result in a failing overall grade for the class.

I require you to turn in highlighted copies of your research with your assignments that require research.

Attendance

Attendance is required for this course and I will take attendance daily. I expect you to arrive on time and stay the entire class period. Any graded work we complete in class cannot be made up if you miss the class.

I may **drop** you from the class if you miss, for any **reason, in excess of 2/15 of the classes** for this course. This is a policy of the English Division. In other words, if you are absent **two or more times for the courses that meet once a week or four times or more times for the courses that meet twice a week** you will be dropped. This could have an impact on your financial aid status as a full-time student.

If I drop you from the class, Records and Registration will notify you in writing. If you wish to appeal the instructor-initiated drop, you must contact me. If necessary, you may request mediation of the English Division Chair. An appeal must be in writing, signed by you as the person requesting the appeal, and received within one week following the notification of the drop.

Sounds like a lot of trouble, right? It is. Just come to class during the assigned time and this won't be an issue for you.

Format

The final version of each assignment must be typed in MLA style, double spaced on 8 1/2 by 11 inch typing paper. Use 12pt. Roman type. Rough drafts and journals can be handwritten.

Notebook

This class will require you to have a writing notebook. It should be divided into the following sections: (1) **Class notes**; (2) **Drafts of writing assignments** (3) **Journal entries**. All of your writing for this class will be included in this notebook. Bring it to class every day. A three-ring binder works well because you can add and subtract papers easily. More instructions about your journal are on a separate page. You can use your notebook for reference during the final exam.

Grades

The total possible points for each assignment will be announced prior to the start of the assignment and on the grading rubric. Some assignments will count more than others. Computerized grade reports will be distributed after every major assignment is scored.

Grading scale:

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

76-73 C 72-70 C- 69-67 D+ 66-63 D 62-60 D- 59- F

Required textbooks and materials

The Pocket Wadsworth Handbook by Kirzner and Mandell

Glass Castle by Jeannette Walls

On Writing Well by William Zinsser

A good dictionary

A three-ring binder

12 cards 3 X 5 size

Delta I D card

Computer storage drive

A pocket folder

Blue book for final exam

E mail account

Writing Center Café located in Library

Whether you need help brainstorming a topic, revising a cover letter for a job application, or just need one final pair of eyes to look over a piece you've written, come to the Writing Center. Every writer needs a reader, and we love talking writing! Students, faculty, and staff are welcome, so come early and stay late. See you there...

Personal Note

As your instructor, I will put forth every effort to make sure that this class is meaningful to you. We will have two scheduled conferences during the semester but feel free to contact me during my office hours or by e mail me for extra help. I am here to help you succeed in this class and become a better writer.

Misc.

- Extra credit assignments will **not** be accepted in this class.
- Delta College has an official add/drop and refund policy that is printed in this semester's Schedule of Academic Classes. The policy can have a financial and personal impact on your future at Delta. Please review it.
- If you have a documented disability that impacts your academic performance and need an academic accommodation, please contact the Office of Disability Services in D 102 or call Mike Cooper at 686-9330.

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