

## Delta College FYE Fall 2010 Additional Syllabus for ENG111 and LIT227

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<b>Class Meeting Times:</b>	Monday	10:00 – 1:55 (S125) All PSY211 & LIT227 (Baskind & Hill)
	Tuesday	9:30 – 12:25 (A124) ENG111 (Ketchum – Section 655)
	Wednesday	10:00 – 12:55 (S125) All LIT227 & PSY211 (Baskind & Hill)
	Thursday	9:30 – 12:25 (A124) ENG111 (Ketchum – Section 656)

**Adverse Weather Line:** (989) 686-9179 or 1-800-686-9179

**Class Wiki:** <http://deltafye.wikispaces.com/>

### Instructors:

Dr. David Baskind  
S217  
debaskin@delta.edu  
989-686-9374  
Office Hours:

Ms. Denise Hill  
S017  
denisehill@delta.edu  
989-686-9099  
Office Hours:

Mr. Bill Ketchum  
S031  
weketchu@delta.edu  
989-686-9557  
Office Hours:

### Contacting Instructors

Each of your instructors is different in what they might prefer and their response times. If you e-mail or call your instructor, it may take up to 48 hours (more on holidays and weekends) to receive a response. We are not ignoring you, we just don't always have 24/7 access to communication systems.

### Required Textbooks and Resources for and Composition (ENG111) Film (LIT227)

- *Rules of Thumb: A Guide for Writers*, Third Edition, by Joy Silverman et al. 2010. McGraw Hill.
- *Looking at Movies*, Third Edition, by Richard Barsam. 2009. WW Norton.  
This book is bundled with a supplementary text CD and a handbook (*Writing About Movies*). If you are buying it online or used, you must be sure all three components are included.
- *The Color Purple* by Alice Walker (any edition is acceptable).
- Know your Delta user name/password and have reliable access to the Internet.
- Memory saving device (thumb drive highly recommended, CD second choice).
- Ability to make copies of papers to share on peer draft days.

### Additional Requirements

#### Hell's Half Mile Film & Music Festival, Bay City, Michigan September 30 – October 3, 2010 (Thursday – Sunday)

All students will be required to attend at least one feature-length film during this festival. Detailed information about the films and schedule can be found at [www.baycityhmfest.com](http://www.baycityhmfest.com). If you work weekends, you will need to schedule time off to attend. You will also need to pay \$5 per movie to attend (all access/weekend pass prices are available, as well as free passes for volunteers). You must make your own transportation arrangements. Aside from documented emergencies or a planned event you can tell us about now, no make-up assignment will be offered for this activity.

## Course Description and Outcomes and Objectives

For detailed information, visit the English Division web site: <http://www.delta.edu/english.aspx>

### Grading for ENG111 and LIT227

Grades for ENG111, LIT227 and PSY211 are each separate even though all three classes are very closely integrated. In ENG and LIT, some assignments will even cross over from one class to the other, but your instructors will make it clear what assignment points count for which class. If at any time you are concerned about your grade in any of the FYE classes, please stop by or make an appointment with one of us to discuss your academic performance.

### GRADING PROCEDURE

You begin the course with no points and must earn credit to achieve a passing grade or better. The final number of points for the course will be dependent upon the number of assignments given. Delta utilizes a +/- system, which will be reflected in your final course grade. Grades may be maintained throughout the semester on D2L (24/7 access online); any time you would like to know your grade, simply contact your instructor. Understand that some instructors may not give grades out via e-mail due to confidentiality issues.

The calculation of each assignment's grade is based on the denominator of a fraction representing the weight of the assignment. For example, a minor assignment may have a denominator of 10 and a major assignment denominator of 250. The numerator that completes the fraction determines the percentage that results in the letter grade (example:  $200/250=80\%$ =low B or  $15/20=75\%$ =mid C). Grades are as follows based on percentage of total points earned:

Grade	% Range	Qualitative Meaning
A	93 – 100	Superior, highly competitive, finished quality. Little or no further revision necessary.
A-	90 – 92	
B+	87 – 89	Good to very good, competitive, nearly finished quality. Some further revision or development of ideas necessary.
B	83 – 86	
B-	80 - 82	
C+	77 - 79	Acceptable, but not competitive quality. Needs considerable revision to move beyond average or "just passing."
C	73 - 76	
C-	70 - 72	
D+	67 - 69	Acceptable only as a rough draft or early work in progress. Definitely not competitive. Needs major revision, rewriting, and conceptual development to be acceptable in the workplace or academic setting.
D	63 - 66	
D-	60 - 62	
F*	59 - below	Unacceptable as college or workplace production. The thought and effort reflected in this product do not warrant other people's valuable time.

### PREPARATION, MAKE-UP, AND LATE WORK PROCEDURES

#### "But the computer..." Why Blaming Technology Won't Work

*The computer crashed... The printer ran out of ink... The lab computer can't read my disk...* Technical failures are not an excuse for late or missing work. We will spend some class time on working with computers, and you are welcome to come to your instructors for assistance or to any computer lab assistant on campus. For right now, here is some advice to help avoid common frustrating situations:

- SAVE EVERYTHING to memory stick/CD.
- Use a text program that campus computers can open; use the “Save As” option and save your document in multiple versions. Delta computers can open .docx, .doc, and .rtf formats. Other formats may not be retrievable on campus computers (such as .wp formats).
- E-mail a copy of your work to your internet-based e-mail service – either as an attachment or in the body of the e-mail, or both. Some formatting may be lost in the body of the e-mail, but it’s better than nothing. This way, you can get a copy of the work wherever you can access the Internet.
- Have two computers you know you can use. If you have one at home, where is a second one you can access if that one isn’t working? Check out the library in your neighborhood for access and hours. If you don’t turn something in because your computer wasn’t working, we will ask, “What about your second computer?” Remember: Relationships come and go. Public computers are your best choice.
- Do not wait until the last minute to do your work then blame technology. “My computer wasn’t working and the library was closed.” Not many libraries are open at 2:00 AM, the MORNING before your paper is due, so that’s just poor planning, not the computer’s fault and not the library’s fault.

**DO NOT e-mail copies of your work to your instructors unless they tell you it’s okay.**

Missing class and e-mailing work does not mean it is on time. Opening attachments puts computer systems at risk for viruses. It is not the instructor’s responsibility to expend the time/ink/paper to print the work. Make peer contacts in class and e-mail it to them to print out and turn in for you.

**Late Work:** Late work accepted by your instructors will receive 50% credit based on grade earned with no work being accepted past one week of the due date. You are advised to consult your instructor first before turning in work to be clear that it is covered under this policy.

**In-class assignments:** In-class assignments cannot be reduplicated, and so therefore cannot be made up.

**Quizzes/Exams:** You will be offered the opportunity to make up planned in-class quizzes and exams through the LLIC Testing Center. All make-ups will be essay and must be completed within one week of the original quiz/exam unless other arrangements are agreed upon by all instructors and yourself. Pop quizzes/exams and those otherwise not announced in advance are considered “in-class assignments” and will not be allowed to be made up.

**PEER CONTACT. PEER CONTACT. PEER CONTACT.**

Please make a **PEER CONTACT** whom you can contact if you miss class and would like materials to prepare for the next class or to have an assignment delivered for you if you cannot attend.

**Some Advice:** Do not expect your teachers to respond to emails asking what you missed if you do not attend class. You might think it’s not a big deal, but yours is probably one of ten such emails received that day. Instructors are reluctant, and not required, to repeat their class content in emails to individual students. Also, do not ask your instructor at the beginning of class what you missed in the last class. When instructors come to class, they are responsible for the whole group, not spending that whole group time catching you up. Unlike high school, college class time is crammed from start to finish. Teachers do not have the time to conduct personal discussions during class. This does not mean we don’t care – we do – but class time is not the right time. Talk to us during office hours or schedule an appointment – we’re happy to meet with you for these conversations outside of class time.

## **ACTIVE ATTENDANCE POLICY**

The Delta policy regarding attendance includes the following statement: “Individual instructors determine attendance rules and will explain those rules at the initial course meeting and/or in the course syllabus.” This policy allows each instructor to have her/his own attendance rules, and it is your responsibility to be aware of and adhere to each set of rules.

**BE HERE ON TIME** It is your responsibility to be on time for class and remain through the entire session. Repeatedly entering class late or leaving early without prior arrangement will be regarded as “disruptive” as provided under the *Students' Rights, Responsibilities, and Conduct* section in the Delta Catalog, and will be addressed accordingly.

**BE HERE IF YOU'RE HERE** You are expected to actively attend every class. This means you need to be awake and mentally connected to what is going on in the classroom. Sleeping in class is unacceptable (not to mention it makes you look silly). You do not need to ask permission to leave a college class. If you're sleepy, stand up, go get a drink, go to the bathroom, get some fresh air, but do not sleep through class. Sleeping through any portion of class may result in not receiving participation credit for that day.

Actively attending and being on time is not only a responsibility to yourself, but also to your peers. You choose to be here, which means you agree to be a supportive member of a learning environment.

## **ABSENCES**

We understand that “life happens” and you each must make choices. We do not pass judgment on your choice not to be in class, and therefore do not differentiate between reasons why you might miss class; “excused absences” don't exist in most college classes. You make your own decision for missing classes and accepting the consequences of those absences, which might mean missing points, having to get assignments from peers, making up missed time on your own, or even dropping the class.

The English Division has adopted a shared policy for **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 LIT227 and ENG111, that means in excess of **two class periods**, or the equivalent of **six class hours**.

It is polite, though not necessary, to inform instructors of absences. Most will attempt to work with you on attendance difficulties, providing you are willing to communicate with them in a timely and respectful manner. It is best to visit instructors during office hours or schedule a time to meet when you can have a thoughtful and thorough conversation about your needs and their expectations.

## **ETHICS POLICIES**

### **Classroom Behavior**

It is the role of an instructor to create a safe classroom environment that is open to the exchange of ideas and viewpoints. The varying viewpoints of each individual should be respected, and the diversity of discussion that this can create in keeping with the purposes of this course is welcomed. You are expected to show a similar level of respect to both your instructors and your peers. Blatant bashing will not be tolerated, although instructors will make attempts to assist you in finding appropriate methods for expressing your views and encourage you to assist one another in this task as well. If you feel in any way threatened by activities in the classroom, please bring it up immediately, or to discuss it with one of your instructors outside of the classroom.

Participation in this class is essential. We will have whole group and small group activities as well as partner activities where you will work with one other person. Sometimes you will get to choose your group/partner, sometimes you won't; regardless, it is your responsibility to make the process work as best you can for yourself and others. This may mean you'll need to take a leadership role. This may mean you'll need to sit back and let someone else lead. It means you'll have to speak up and speak out in such a way that others will be open to hearing what you have to say. It means listening carefully to what others say even if the message seems harsh. Be ready to listen and respond. Be ready to be honest but considerate. Be ready to learn as well as teach. Bad attitudes that poison the learning environment will be considered disruptive and not tolerated.

### **Plagiarism**

The *Delta Student Handbook* outlines plagiarism and the consequences for such academic dishonesty and for such activities as defined therein. You should familiarize yourself with this policy, as you will be held accountable to it. You should be advised that the English Division subscribes to Turnitin.com, an online authenticity check program. You may be required to submit works through this system; you are also at this time put on notice that your instructors may use Turnitin.com directly at their discretion. If you have any objections to this policy, you must make it known to one of your instructors within the first week of class.

### **Prior and Concurrent Assignments**

Any writing produced for high school, other colleges or prior Delta courses, will not be accepted in this class. Consideration will be given allowing you to use writing for this class that may also apply in another concurrent class. This may be done ONLY if (1) all instructors concerned are made aware of this and agree without reservation, (2) you fulfill all necessary requirements for the writing in this class, with no exceptions, (3) the arrangement is agreed upon within a timely manner after the assignment is given.

### **AVAILABLE ASSISTANCE**

**Accommodations:** Delta College is committed to affording equal opportunity to students with disabilities by providing access to its programs, activities, and services. If you have a documented disability which affects your academic performance and need an academic accommodation, it is your responsibility to make this known to the Office of Disability Services (D102) in a timely manner by calling (989) 686-9322 or via e-mail at [disabilityservices@delta.edu](mailto:disabilityservices@delta.edu).

**Computers:** Computer labs are available in the LLIC and around campus.

**Counseling and Advising (D-Wing):** The Counseling and Advising Center is available for issues relating to academic advising, personal, and career counseling. They can assist you in your college experience and help you make the important decisions to achieve your goals. Delta counselors are Masters prepared and hold licenses as Professional Counselors (LPC), and Delta advisors are specially trained in their "areas of study" and can provide information about transfer credits, program changes, and college policy and procedure. Call for more information: (989) 686-9330. Students are seen on a walk-in basis. For emergency or crisis counseling, if there is a wait list, tell the staff at the sign-in desk that you are there for "Personal Counseling" as opposed to academic counseling, and they will see that you receive the next available counselor.

**Early Alert and Retention:** In an effort to ensure you have the supports necessary to be successful, Delta College has an Early Alert Referral Program. If your instructors feel you could benefit from additional support outside of the classroom, one of them may make a referral.

**Multicultural Services:** The Office of Multicultural Services offers a wide range of services and activities designed to support students from multicultural backgrounds and experiences. Staff members are available and committed to helping students begin as well as achieve their educational and career goals. If you encounter difficulties which interfere with your goals or progress, let the OMS know. They provide a supportive environment and serve as a resource to help students more effectively meet their personal and academic challenges. Additionally, the OMS sponsors programs and activities designed to help students get involved and connect with the College as well as to recognize the cultural, historical, and linguistic heritage of our students. Day or evening appointments with a staff member can be made by calling (989) 686-9125.

**Tutoring:** The Library Learning Information Center (LLIC) provides tutoring for most subjects. You need your student picture ID (from the Department of Public Safety) to use most of the services in the LLIC.

**Veterans Services Office:** Delta College welcomes all veterans, their dependents and spouses, disabled veterans, Guards and Reservists to use the veteran's benefits they are entitled to at Delta College. The Veterans Services Office is located in B101 (Registration Office), phone: (989) 686-9456, e-mail: [vets@delta.edu](mailto:vets@delta.edu). The VSO website has more information and forms that can be completely directly online.

**Writing Center Cafe (LLIC – next to A125):** The coolest tutorial service at Delta. For any class or non-class writing at any stage of the process. Don't know where to start? Take in your assignment, they'll help you brainstorm. Have an early draft that needs direction? A final draft that needs polishing? They can help! They'll also help with resumes, cover letters, poetry – you name it. Staffed by tutors as well as faculty. Call (989-686-9086) or check their website for hours each semester and for information about their virtual feedback option: [www.delta.edu/writingcenter.aspx](http://www.delta.edu/writingcenter.aspx)

#### **SYLLABUS REVISION/INSTRUCTOR PREROGATIVE**

Your instructors retain the right to modify this syllabus and any of its terms as appropriate throughout the semester. This right, however, is limited to practical necessities (schedule, assignments, etc.) and legal or institutional requirements that supersede this syllabus as a contract. Your feedback will also be taken into consideration, and you will be notified of any change to the syllabus.

#### **STUDENT WORK**

##### **Intellectual Property Rights**

All work originated and produced by a student or team of students is the intellectual property of those producing it. Your instructors exercise no proprietary rights over the content or format of such work. All references to such work must be fully attributed and documented.

##### **Physical Rights of Document Ownership**

Copies of your work submitted as fulfillment of my assignments are the physical property of Delta College. It is the prerogative of your instructors whether to return that work (project, document, etc.) to you. Such properties may be held for permanent records as evidence in cases of suspected plagiarism or other scholarly malpractice. Documents unclaimed within one term following enrollment in the class may be destroyed.

## **WITHDRAWING FROM CLASSES**

### **\*\*LEARNING COMMUNITY POLICY – DROP ONE CLASS / DROP ALL CONNECTED CLASSES\*\***

The last day to withdraw with a grade of W, to apply for a grade of pass/no credit (P/NC), or to be withdrawn with a grade of WI is allowed through four-fifths of the course (the 12th week of a 15-week semester course). If you do not officially withdraw/drop, instructors will assign an appropriate final letter grade (“A” through “F”) in relation to total course requirements achieved. We respect your need to consider withdrawing, but please speak with one of us first before making your final decision to be sure you are doing so with full knowledge of your options and standing in the course. Also, please consult with an academic advisor before you withdraw (D102, 686-9330) and if you have financial aid, consult the financial aid office before you drop any course (D101, 686-9080).

## **ELECTRONIC DEVICES IN THE CLASSROOM**

- Please turn cell phones/pagers off while in class unless you have made arrangements with instructors in advance to receive emergency calls. This includes texting and IM.
- Personal electronic devices (such as iPods, cell phones, palm pilots, laptop computers, tape recorders, digital imaging equipment, etc.) may not be used unless approved by the individual class instructor in advance. Use without approval is subject to disruptive behavior code of conduct. This includes texting and IM.
- When class is held in the computer lab, you are to use computer access for class work only. This includes texting and IM.
- Any use of electronic devices which leads to response/reprimand from any FYE instructor will be considered disruptive behavior and addressed accordingly. This includes texting and IM.

## **SAFETY PROCEDURES FOR STUDENTS WHEN ON CAMPUS**

It is the responsibility of the student to familiarize him/herself with all procedure bulletins posted in the instructional areas and follow them in the event of an emergency.

## **ADULT CONTENT REMINDER**

A variety of films have been chosen to demonstrate certain aspects of the art of film making and to connect with themes in psychology. Some of these films are R rated – meaning there can be issues of language, sexuality, violence, etc., although not, in the opinion of the instructors, gratuitously. Take a look at the film list, and work to practice tolerance for the variety of films chosen. However, if you have serious reservations about viewing any of the films listed, please make this known to one of your instructors immediately. Certain accommodations can be made for specific considerations. This also holds true for the Hell’s Half Mile films which your instructors will know little if anything about other than what is posted on the HHM Web site.

## **HONORS OPTION**

Eligible students may choose to take any of the individual courses in the FYE as an honors course. You can find out more about the Honors Program by visiting their website: [www.delta.edu/honors.aspx](http://www.delta.edu/honors.aspx). Please let your instructor(s) know as soon as possible about your interest in the honors option.

## **ACTIVITY SCHEDULE**

Readings and assignments will be made at appropriate times throughout the semester.

*In addition to a copy of this document being made available to each student at the opening class session, an e-copy has also been distributed to the English Department Office for record keeping.*