ENG 107 College Composition
Internet Delivered

Welcome

Hello Students! I am always excited to teach grammar! Grammar is not just terms to use and constructions to pick out of exercises. Grammar is useful only when you use it to write. You will learn new grammatical constructions and practice using them in writing.

I am a graduate of Michigan State University where I earned a degree in English. I earned my master’s degree from SVSU. I pursued a doctorate in instructional design for online learning from Capella University.

I look forward to working with each of you this semester.

Office Hours

I am available by appointment. Just because I will meet you by appointment does not mean I am unavailable. Please feel free to arrange a meeting with me at a mutually convenient time and place.

I will not be in my office this semester. Please call my cell phone at (989) 385-0041. Please respect my cell phone number and limit the calls to normal Delta business hours (8 AM – 4:30 PM). You can text me at (989) 385-0041 anytime. I will respond as soon as I see the text.

E-mail Address: nadinedavis@delta.edu If you send email, I respond within 36-48 hours, but usually sooner.

Resources

Required: The Writer’s Option by Morenberg and Sommers
Essential English by Ellsworth and Higgins.

My Policies Based on English Division Policies

Attendance Policies

• I reserve the right to drop any student who misses the first class meeting.
• I will drop you from this course if you miss, for any reason, in excess of 2/15 (two fifteenths) of your classes for this course. Since the course is online, two missed weekly discussions will result in you being dropped from the class.

Academic and Integrity Policies

• I do not allow obscene or offensive language in the classroom (discussion board, assignments, email messages). If you engage in obscene or offensive language in class, I will enforce the Disruptive Student Policy (see policy at http://www3.delta.edu/catalog/StudentsRights.asp) to dismiss you from the course.
• Academic Integrity is of the utmost importance. Plagiarized work of any kind will be result in immediate
failure in the course. See the plagiarism policy at http://www3.delta.edu/catalog/StudentsRights.asp.

- If you disagree with a grade on an assignment, please contact me privately. It is a private matter between you and me that I want to address but not publicly. I am happy to explain how a grade was determined. Do not let a concern fester. Contact me immediately to save both of us from having to submit to the Disputed Final Grade Policy http://www3.delta.edu/catalog/DisputedFinalGrade.asp, My email is nadinedavis@delta.edu.

Expectations for the course

I expect you to respect your classmates:

- You are expected to treat your classmates and me respectfully in your correspondence and discussion.
- Your classmates will expect you to be punctual, be respectful, and show academic integrity and honesty.

I expect you to respect me:

- To be punctual in turning in assignments. You are expected to meet all deadlines for assignments and tasks. Late work will not be graded and cannot be made up.

- Respecting my profession and me by showing academic integrity and honesty.
- Having the texts, which were selected for the course.
- Following all links in the course that I placed there to help you learn.
- Not asking for extra credit for missed assignments or under any circumstances.
  - Extra means above and beyond. Most students who request extra credit have not met the minimum requirements; therefore, what I would assign could not be extra.
  - Also, I am grading according to the outcomes and objectives of the class. Extra credit usually is to give points that boost a grade. The grade is artificially boosted; the students have not met the outcomes. I cannot in good conscience pass a student who has not met the outcomes and objectives.

You are responsible for the class coursework:

- Remember: I do not accept late work.
- Check the course due dates. Just because I do not remind or mention to you in class a due date does not mean that something isn't due.
- All assignments must be in MLA format. https://owl.english.purdue.edu/owl/resource/747/01/.
- Keep copies of your assignments.
• Do NOT attach files to the discussion board. Type in the textbox. If you attach a file, no credit is given.
• Do NOT type in the textbox at the dropbox. Attach a file. No credit is given if you type in the textbox.
• Save copies of e-mail messages you send to me or that I send you. You may address me as Professor Nadine or Professor Nader-Davis.
• Save assignments I return to you. Save copies of your notes and other drafts of your papers.
• Ask about your progress if you are unsure about how I am grading. Grades can be found at eLearning-->Grades. Check it regularly! Do not ask for extra credit or for the permission to complete assignments well after the due date to raise a grade.

Do not show disrespect by:

• Telling me the last week of class that you must pass the course. Be responsible for your progress throughout the semester.
• Not contacting me by phone, e-mail, or during my office hours, if you have personal questions and concerns. I cannot know if you are having difficulty if you do not let me know.
• Putting the responsibility for your academic progress on me. I do not give grades; you earn them.
• Not reading the specific feedback based upon the assessment criteria given to you when the assignment is given. If you have questions about the way an assignment is graded, please contact me.
• Grades can be found at Grades. Check it regularly! Please report any discrepancies between my records and yours. I do not send grade reports. You must check your own academic progress at the course site in this same area. It is available 24/7.

Grading Policies

REMEMBER: I will not accept late work.

A-F grades will be given. I have included a grading guide in this syllabus to indicate my standards for each grade. In addition, specific assignments will have their own rubric.

The grading scale is as follows: 95-100% A; 94-90% A-; 87-89% B+; 84-86 B; 80-83 B-; 77-79 C+; 74-76 C; 70-73 C-; 60-69 D; and 0-50% F. *Please note that C- grades do not transfer to some four year institutions. Check with the institution you wish to transfer to for eligibility.

I do not give a higher grade if your grade is one point away from the next level.

The course calendar is found in Course Information that lists all the due dates.

General Grading Guide for Short Writings

Read carefully the description for each grade. You must have met all the criteria to earn the grade. Other criteria may be included with specific assignment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>✔️ Must meet all gateway</td>
</tr>
<tr>
<td>Grade</td>
<td>Requirements</td>
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<td>-------</td>
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</tbody>
</table>
| A-    | Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ All sources documented  
✓ Assignment must state main idea clearly  
✓ Main idea must be well supported with significant, specific examples, facts, and ideas  
✓ No misspelled words  
✓ Grammatical errors, if any, do not stand in the way of understanding the meaning |
| B+    | Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ All sources documented  
✓ Assignment must state main idea clearly  
✓ Main idea must be mostly supported with significant, specific examples, facts, and ideas  
✓ 0-3 misspelled words  
✓ Grammatical errors do not stand in the way of understanding the meaning |
| B     | Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ All sources documented  
✓ Assignment must state main idea  
✓ Main idea must be mostly supported with significant, specific examples, facts, and ideas  
✓ 0-5 misspelled words  
✓ Grammatical errors, mostly, do not stand in the way of understanding the meaning |
| C+    | Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ Nearly all sources documented  
✓ Assignment must begin to state main idea  
✓ Main idea should begin to be supported with significant, specific examples, facts, and ideas  
✓ 0-5 misspelled words  
✓ Grammatical errors, mostly, do not stand in the way of understanding the meaning |
| C     | Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ Some of the sources... |
<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
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</table>
| **C** | ✓ Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ Some of the sources documented  
✓ Assignment starts to state main idea  
✓ Main idea should begin to be supported but the ideas aren’t significant or appropriate  
✓ 0-5 misspelled words  
✓ Grammatical errors stand in the way of understanding the meaning |
| **D** | ✓ Must meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment)  
✓ None of the sources documented  
✓ Assignment starts to state main idea  
✓ Main idea should begin to be supported but the ideas aren’t significant or appropriate  
✓ 0-5 misspelled words  
✓ Grammatical errors stand in the way of understanding the meaning |
| **F** | ✓ Does not meet all gateway criteria (name, on time, MLA format, and other as specified by the assignment) |

**Delta College Policies**

Delta College policies that affect the classroom climate are found on the next few pages.
English Division Common Policies

Instructor Initiated Drop for Lack of Attendance

Your English Division instructor reserves the right to drop any student who misses the first class meeting.

Your English Division instructor may drop you from this course if you miss, for any reason, in excess of 2/15 of your classes for this course. For this particular course this semester (or term) that means in excess of 2 class periods. This is an English Division policy.

Disabilities

If you have a documented disability, which affects your academic performance, and need an academic accommodation, please contact the Office of Disability Resources in D102. The telephone number is 686-9330.

Integrity of Academic Work (From the Delta College Catalog)

I. Statement of Values

The principles of truth and honesty are fundamental to a community of learners. All members of the Delta College Community are expected to honor these principles and are responsible for maintaining the integrity of academic work at the College.

Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violation of this policy.

Violations of this policy will result in the actions and consequences specified within this policy.

II. Faculty determine standards of integrity for academic coursework.

Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:

A. Plagiarism*

B. Cheating on tests, quizzes, or any assignments

C. Fabrication

D. Aiding and abetting dishonesty

E. Falsification of records and official documents

*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)

III. Faculty and Staff Responsibilities.

Faculty should do the following, where applicable and when appropriate:

A. Provide clarification about the nature of academic dishonesty.

B. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.

C. Identify any specific style/format requirements for assignments.
D. Communicate ethical and professional standards associated with courses and programs.

E. Honor principles of truth and honesty and in so doing protect the validity of college grades.

IV. Student Responsibilities and Rights

Delta College Students are responsible for understanding/following

A. All provisions of this policy including, but not limited to, examples under I and II above.

B. Specific course policies for academic work.

C. Other College policies as specified in the current Delta College Catalog.

D. Commonly understood principles of personal honesty and integrity.

The student may appeal, through the Disputed Final Grades policy, any grade affected by a charge of academic dishonesty.

V. Process for Policy Violations by Students

A. Faculty may use their discretion and judgment in any suspected violation of this policy, including limiting action to a warning. If the faculty member determines that this policy has been violated, then the process outlined below will be followed.

1. If the faculty member decides that a violation of this policy will not affect the student's assignment or course grade, the faculty member will explain the violation to the student and warn the student of future consequences for similar behavior.

2. If a faculty member decides that a violation of this policy will affect the student's grade in the course, then the faculty member will explain the decision in writing to the student within a reasonable time frame. The faculty member will then send copies of the written explanation to the appropriate Division Chair, Academic Dean, and the Chief Academic Officer of the College.

Both the Division Office and Academic Office will maintain permanent records of these violations.

B. When a violation is reported to the Academic Office, the Chief Academic Officer of the College will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.

Disruptive Students (From the Delta College Catalog)

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough
disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

This policy and accompanying procedures assumes that the faculty/staff has made every attempt to resolve this issue with the student through such informal methods as individual conferences and/or written messages. If these informal methods have not met with success, the following formal procedures will be implemented.

1. The student will be verbally warned by the faculty or staff member the student’s behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.

2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.

3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency who will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member’s request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.

4. If as a result of faculty/staff member’s request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student’s identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. Temporary suspension is handled informally by the faculty/staff member.

5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student’s point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may
support or deny the removal, or make
other arrangements for the student.

and you will receive an email with details
about how you can access these services.

6. The decision of the Chair/Supervisor will
be conveyed to the student and the
faculty/staff member who caused the
removal as soon as possible, either in
person or by phone. A written
confirmation of the decision will be sent
to both the staff member and the student
within three class days. Within three class
days of the receipt of the written decision,
the student or the staff member may
appeal in person, by phone, or in writing
the decision to the appropriate
Dean/Supervisor (identified in the
written decision by the Chair); whose
decision will be final.

7. It is important to emphasize that each
step of the process should proceed as
quickly as possible, while maintaining
fairness and objectivity.

*For the purpose of this policy, class days
include only Monday-Friday when Delta
College classes are in session.

**English Division Writing Certificates**

Did you know the Delta College English
Division has certificates in General Writing
(http://bit.ly/1fmeLYn) and Technical
Writing (http://bit.ly/1dlWCZ1)? What a
unique way to grow as a writer and make
your résumé stand out! If you love writing
and want to enhance your skills, check out the
links provided, or contact Professor Jeff
Vande Zande by e-mail jcvandez@delta.edu,
phone (989) 686-9538, or stop by his office
S049.

**MyAlert/Student Success system Syllabus
Statement:**

Delta College is dedicated to your success in
the classroom. Because we want to make
sure you have all the support necessary to be
successful, we have a MyAlert/Student
Success System. This is a system that faculty
can use to refer students to the MyAlert
program or for tutoring assistance. If I feel
you could benefit from additional support
outside of the classroom, I may make a
referral to the facilitators of these programs