

How to Do Well In WRT 090

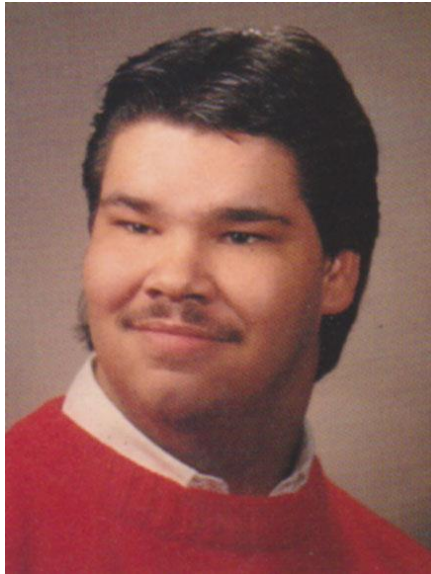
These slides explain some basic policies I have in place for this class. By holding you to these policies, I am asking you to aim to be your best student. I will work to be my best professor.



What I looked like at 17, the year before I went to college.

SLA

- SLA stands for Structured Learning Assistance. It's a program of directed study and practice workshops. It takes place just after our class and runs for 25 minutes.
- As a regular part of this WRT 090 class, plan to attend all SLA sessions. Chris Williams, our SLA Leader, will take attendance, and more than three session absences will affect your 090 grade.



Chris as a high school senior

Due dates

- Anything with a due date must be handed in by that date in order to receive full credit. An assignment that is a week late will receive, at most, half credit. No assignment may be more than a week late. If you know that you'll struggle with a deadline, talk to me, and we'll see what we can arrange. You can also make an appointment to discuss with me the reason(s) why any work is late or missing.



Assignments and the Checklist

- I usually try to mention upcoming assignments when the class comes back from a break or just before we're through for the day. I also use the "Checklist" feature on eLearning—to see it, pull down the Toolbox menu or look right under the calendar.
- I do this instead of writing homework on the board because the computer can keep track of all this information for us and because my handwriting isn't the best!

A photograph of the words "Final Project" written in a cursive, handwritten style on a light-colored surface. The ink is dark, and the handwriting is somewhat slanted and informal.

(Would you want to read something like this all the time?)

- If I haven't updated the Checklist by Monday or Wednesday afternoon, feel free to e-mail me.

Typing

- Unless I say otherwise, all writing assignments you hand in must be typed and double-spaced with regular margins. These days, working with computers is a fact of life, and our class gives you a chance to adapt to this fact if you need to.
- When you type your work, use a plain font in 12-point size, such as Times New Roman.
- If you have basic computing/word processing questions, either I or the SLA may be able to help you. You can also go to the WRIT Center or the TLC.

Computer problems

- “The computer crashed... The printer ran out of ink... The lab computer can’t read my disk...” We’ve all been there. Still, technical failures are not an excuse for late or missing work! Computers are tools; they are not our mothers or friends. If you hired a carpenter or mechanic, part of what you’re paying for is the person’s expertise and planning ability. Imagine if your carpenter told you, “Sorry I can’t finish your roof today—I ran out of nails.” What if your mechanic said, “I need this part to fix your engine, but it just died on me.”
- Back up your work on a jump drive or in a web-based e-mail. A tool like Google Drive can be very helpful.

Absences

- You are entitled to **four absences**, and you can use them for any reason.
- Use absences wisely. I do not count some absences as "excused" and others as "unexcused." An absence is an absence; **a student who can't make it because of a family emergency and a student who can't make it because of a vacation would both be marked absent.** You make your own call for missing class and accept the consequences, which can mean missing graded activities, having to get assignments from peers, learning new material on your own, etc.
- If you think attendance might be a problem, please make an appointment with me so that we can discuss it. I will always attempt to work with you on attendance.

Coming late and leaving early

- I understand that life happens. Still, late arrivals and early departures are bad for your progress.
- **If you are more than fifteen minutes late for class, I may mark you absent. If you leave class fifteen minutes early, I may mark you absent.**
- If you absolutely must arrive late or leave early, please speak with me ahead of time. You may still lose credit for the day's attendance.

Drops

- The English Division has a policy for 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, that means in excess of 4 class periods." Upon your fifth absence, I may drop you from the course.

Catching up

- If you are absent, you are responsible for what you miss. Please make a friend in our class whom you can contact if you miss class and would like the information/materials to prepare for next time. You can also stop by my office hours and use the eLearning Checklist.

A green rectangular sign with the words "English Division" in white, serif, all-caps font. The sign is slightly blurred and appears to be a photograph of a physical sign.

English Division

Catching up, continued

- If you miss class and e-mail me asking what we did, I may not respond. I will also be unlikely to talk with you at the beginning of next class about what you missed. In fact, rushing my desk right at the beginning of class and demanding to know what we did last time is a sure way to irk me!!
- When you come back to class after an absence, I will also probably not have with me any handouts I gave out last time. Most of what I hand out I put on eLearning. If you happen not to see a handout you're looking for on eLearning, feel free to ask me about it after class or during a break.

Staying with it

- You can attend any class—or any important event—physically but not mentally. The body is present while the mind is elsewhere. This is bad for learning. To prevent this from happening, don't sleep, use your smartphone, cellphone, iPod, or electronic tablet in class.
- **If I notice you are not “with it” or your attention is directed at something other than what we’re doing, I may take points from your participation grade.** I may also ask you to step out of the room for a few minutes.
- For the roughly four hours a week that we are together, keep your devices turned off! You can use them during breaks.

Disruptive Student policy

- Every class forms a community, and as the professor, I have to protect it. Should anyone in class behave in a way that prevents others from learning, I may apply Delta's "Disruptive Student" policy.
- Disruptive behavior can include things like hurtful or offensive language; uncooperativeness; purposeful distraction; throwing paper or soda bottles around; making loud noises, giving dirty looks; eating big, messy meals or snacks in crinkly bags; cell phones repeatedly un-silenced; and physical or verbal aggression.
- The consequences for disruptive behavior can be temporary or permanent removal from the class.

Plagiarism

- Plagiarism, or cheating, is wrong and a serious academic offense. Plagiarism can mean downloading an essay from the Internet, cutting and pasting without acknowledging the author, and using work from another class for this one. If you plagiarize, you may fail this class or be expelled from Delta. We can discuss what plagiarism is and develop strategies for avoiding it.
- The College's complete policy is here:
- <http://www.delta.edu/english/integrityofacademicwork.aspx>

Diversity

- Delta College values diversity. We welcome and appreciate differences in identity, expertise, experiences, ideas, and opinions. In this class, we will use the diversity among us to advance our learning and to empower each other.



Safe Space

- Safe Space is a nationally recognized LGBTQ student support initiative. Faculty and staff who have attended training display the logo: a pink triangle with a green circle around it and the text “Delta Safe Space.” This helps students identify allies who are knowledgeable about LGBTQ issues and resources and are willing to assist in a variety of ways. I am a Safe Space Representative.



Referrals

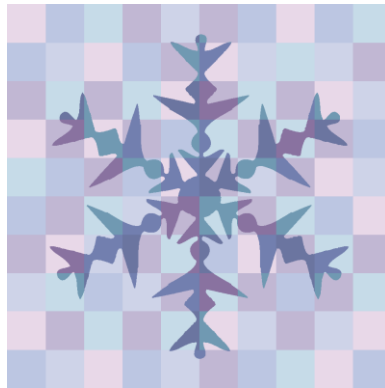
- Delta College is dedicated to your success in the classroom. Because we want to make sure you have all the support necessary to be successful, we have a MyAlert/Student Success system. This is a system that faculty can use to refer students to the MyAlert program or for tutoring assistance.
- If I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

Disabilities

- If you have a documented disability which affects your academic performance and need an academic accommodation, please contact the Office of Disability Services in D102. The telephone number is 989-686-9330.

Weather

- If the weather is poor, visit the Delta website, listen to Delta's radio station (90.1), or check local TV channels to learn if the College is closed. You can also call 1-989-686-9179 or 1-800-686-9179. I may also decide on my own to cancel our class. If I do, I will e-mail you, post a notice to our website, and leave word with the English Division.



Prepare to prepare, and prepare to change.

- WRT 090 is a preparatory course, which means that it will help you get ready for other courses.
- Students do not earn credit towards graduation in WRT 090. Instead, they earn academic experience and a toolkit for surviving college as a whole.
- I hold you to the same standards that I hold my English 111 students.
- Take our class as an opportunity to think differently. What would happen if you decided to change as a student?

Thank you!

- We are in this class together, and I appreciate you learning my expectations. I am looking forward to learning yours.

