

8-27-2018

Composition I

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Collin College

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Roberts, Shirley, "Composition I" (2018). *Fall 2018*. 540.
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McKinney Boyd High School

Fall Semester, 2018

Course Number 13290 ENGL 1301

Course Title: Composition I

Instructor Information:

Instructor Name: Shirley Roberts
Office Number: B 331 at Central Park Campus
Office Hours: T-Th only By appointment at MBHS
Phone Number: Must contact professor by email
Email: **sroberts@collin.edu**

Emergency Number: 214-491-6270 Office of Academic Affairs, B 122 (CPC)

Class Information:

Section Number: MB 5
Meeting Times: Tuesdays and Thursdays, 7:05 a.m. – 8:20 a.m.
*Meeting Location: McKinney Boyd HS, Room **K 114**

Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

Course Credit Hours: 3 **Lecture Hours:** 3 **Lab Hour:** 1 (See explanation in syllabus)

Prerequisite: Meet TSI college-readiness standards for Reading and Writing or equivalent

Student Learning Outcomes:

- **State-mandated Outcomes:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative writing processes. (teamwork, communication skills)
 2. Develop ideas with appropriate support and attribution. (communication skills)
 3. Write in a style appropriate to audience and purpose. (communication skills)
 4. Read, reflect, and respond critically to a variety of texts. (critical thinking)
 5. Use Edited American English in academic essays.
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following: **Demonstrate personal responsibility through the ethical use of intellectual property.**

Method of Evaluation: All assignments are expected to be submitted by the established due dates. Late assignments will result in a reduced grade, failing grade, and are subject to not being graded at all. All assignments are to be submitted in MLA format. Visit the Owl at Purdue (online for a MLA refresher session. If you would like to work within another documentation format such as APA, please let me know at the beginning of our semester. KnightCite (online) is also handy for citation assistance. This course operates on a 100% point system as outlined next:

Grading Scale:	90-100 = A
	80-89 = B
	70-79 = C
	60-69 = D
	Below 60 = F

Course Points and Categories:

Labs	10% - 16 must be completed to earn credit for course (Lab assignments and submission instructions are included in this syllabus)
Daily Quizzes	20% (May drop 2 lowest grades.)
Essays	40% Essay one: Rhetorical Analysis (Reflections on article “Narcissism” handout) Essay two: Writing letters and emails Essay three: Literary Analysis
Class Participation	10% (See elements described in later section of syllabus)
Final Exam	20% (two-part exam; MUST attend class on final exam date)

Attendance Policy: Your prompt and regular attendance in class is expected throughout the semester. Repeated absences result in the loss of community within the classroom as well as the growth of critical thinking. I do understand illness and unavoidable issues. If you do need to be absent, please contact me via email (you do not need to give me specifics concerning your absence—just touch base with me.). Make sure to “catch up” with your assignments or missed notes as soon as you return to class. Positive attendance and a strong work ethic are anticipated.

Withdrawal Policy: “See the current Collin Registration Guide for the last day to withdraw.”

Accommodations at Collin College for Equal Support Services (Access) 5.2:

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed profession (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; a telephone number, address, and signature; the specific diagnosis; current functional limitations related to the education setting; and the project duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before services are needed. Services are available for students at all campus locations.

Students must assume responsibility for picking up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their class or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

Collin College Academic Policies: “See current Collin Student Handbook.”

Scholastic Dishonesty

From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student’s own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. Cheating includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else’s work for an assignment as if it were one’s own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher’s editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.

2. Collusion includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.

3. General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

4. Plagiarism includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author’s words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

See the current *Collin Student Handbook* for additional information.

***Course Repeat Policy:** You may repeat this course only once after receiving a grade, including a “W”. If you drop the course before the census date (**Sept. 11, 2017**), you will not be penalized regarding the policy. If you withdraw from the course after the census date, a grade of “W” will be posted to your transcript and counts as an attempt toward the repeat policy.

Inclement Weather: Local TV stations will announce if the classes are cancelled or have late starts. The Collin College web page will also announce closing times and delays in addition to a telephone message. **If a paper is due on a closed day, bring it to the next class period.** The paper will be considered on time.

Course Resources:

- A. *The Norton Field Guide to Writing with Readings and Handbook, 4th* edition, Richard Bullock (**recommended**)
- B. **Stories as assigned (online)**
- C. Book in Common: *Death in the Air* by Kate Winkler Dawson

Supplies:

- A. A **stapler** to attach pages of all essays, a flash drive; (Papers **must be stapled.**)
- B. Fifteen **(15-20) scantron answer sheets** for quizzes, and **Standard** loose leaf **notebook paper** for other class work); (**no spirals, please**) **PENCIL** and **INK!**
- C. One (1) three-ring binder for **handouts**. Please bring 3-Ring binder to second **class**. Handouts will be provided, and they need housing. Thanks.
- D. Highlighters are highly recommended.
- E. Know your **CWID** number for PC use. The numbers are on your **receipt**.

Attendance Policy: Attendance is very important in this class as all assignments and major concepts will be explained in class. If you are 10 minutes late or more to class, you will be considered absent. In addition, we will be working on drafts of papers in workshops and conferences for which attendance is necessary. Attendance is a part of your participation/daily work grade. **If you are absent on the peer review date or on the essay's due date, the assignment will NOT be accepted.** (Under some circumstances discussed with the instructor, the Writing Center professors may "critique" your paper to help you avoid a "no grade." Evidence must be provided. The Writing Center critique MUST BE DONE prior to due date of essay. **The only excused absence is for a religious holiday with two weeks' notice.** Please consult the Collin Student Handbook.

Method of Evaluation: To pass this course, students must complete ALL course requirements.

Graded Written Assignments: Each essay will be evaluated on the following:

DISCOURSE (approx.) 90%:

Content (clearly stated main idea and thorough, logical support)

Organization (clear introduction, orderly development, smooth transitions, sense of conclusion)

Syntax (correct sentence structure and varied sentence types)

Wording (exact and appropriate words) known as DICTION

Audience (clear to intended audience and appropriate for audience)

MECHANICS (10%) Usage, Punctuation, Capitalization, and Spelling

EXPECT TO START ALL CLASSES WITH A DAILY QUIZ.

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete **16 lab credits**. Please note some labs count as more than one unit of credit. Also, this lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which will help improve your writing throughout the term. During the semester, **you will need to track** and provide evidence of completing these lab requirements outside of class. Each lab assignment will have a specific due date. Some types of labs you will be expected to complete may be: Conferences with the professor, trips to the writing center for individual tutoring sessions, library tutorials, annotating or abstracting articles, RAP sessions with librarians, online tutorials, study skills seminars, group tutoring, Access tutoring, grammar/writing exercises, and other assignments as required. **You may earn lab credit** by attending plays and other campus events. **Evidence must be provided.** The student must keep up with the number of extra points earned on the page provided.

Exemplary performance of these labs can substantially enhance your final course grade or non-performance can substantially reduce your course grade.

(A grade of **Zero** is applied if assignment does not meet requirements) **All essays will be graded according to departmental standards for written work.** Papers that are returned with no grade, may rewrite it once. The original must be submitted as well as the peer review. Using The Writing Center is strongly encouraged. A re-written paper will receive a **ten point penalty**.

Other Class Policies

Writing Assignments:

Students will create a total of four written assignments including the final exam. If the student's essay does not have a grade written on it, the student is required to revise the essay using the suggestions and details outlined by the instructor. The instructor will determine when the re-write will be due. (Usually within one week). Please note that if the student does not revise the essay and turn it back in, a grade of **F** will be recorded for the essay. ****Students must return the original essay with instructor comments and the newly revised essay to receive a grade.** Essays must be in on time. Late revisions are not accepted; otherwise, original grade stands.

If the student is assigned to bring a rough draft to class and fails to do so, **one letter grade will be deducted** from the essay for which the rough draft is required. If a student fails to attend a scheduled conference over a paper assignment, **one letter grade will be deducted** from the final essay grade. **Papers are to be turned in at the first of the class period on the day that they are due.** Papers that are not ready to be turned in upon arrival will not be accepted.

Late Work Policy:

As a rule, **I do not accept late work**, and all work is due at the beginning of class on the assigned dates. Please do not ask to email your paper to me unless we have discussed your concerns. Exceptions to this policy will only be granted in cases of extenuating circumstances. ***If you e-mail me a question, I will ALWAYS respond. If I have not responded to your e-mail, then I did not receive it. It is your responsibility to see that I receive your work in a timely fashion. You must use Cougar Web in order for me to respond. Cougar Web is an approved site; my home account is NOT approved...please send all emails to Cougar Web. Otherwise, you will not receive an answer...the college is responding in your best interest in this matter.**

Student Conduct:

All students are expected to participate in class and in small group discussions, and all students are expected to **behave in a mature and respectful manner**. Disruptive behavior will not be tolerated. Any student who disrupts the class or who interferes with classroom instruction or discussion may be asked to leave the class and will not receive credit for attendance. Please bring your supplies to class each time we meet. Bring writing materials and a means of saving your computer work each time we meet. If you do not have your materials, you cannot participate fully in class; therefore, you will not receive class credit any time you fail to bring the necessary supplies. Please do not scramble to borrow supplies.

Cell phones are to be turned off and out of sight in the classroom. All phone conversations should occur before class begins or after it ends outside the classroom. DO NOT read or send text messages. Students should give their full attention to learning for the time they are in the classroom. If a cell phone rings or a student is seen texting, recording, and/or taking pictures, the entire class will immediately have a quiz over grammatical elements relevant to English 1301. Or the person using a phone may be asked to leave the classroom. Please be conscientious in observing this in the classroom. Please help your classmates observe this policy by asking them to put up their phones.

At all times, when I am giving instructions, discussing assignments, working on a class assignment, and fellow classmates are asking a question or giving a presentation, please show **courtesy** and **attentiveness**. Let us strive to have thoughtful behaviors in class.

Please do not wear ear buds or headphones during class (whether or not the machine is on). If you do so, you may be asked to leave the room, and if so, will be counted absent.

Religious Holidays:

In accordance with Section 51.911 of the Texas Education Code, Collin will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. **Students are required to file a written request with each professor within the first few days of the semester to qualify for an excused absence.** A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office. Students who plan to observe religious holidays which will require absences from class should consult the current Collin College Student Handbook, section on Religious Holidays, for the correct process to follow. It is mandatory that this procedure be followed in detail.

English 1301 Calendar, Fall 2018

Instructor, Shirley Roberts

- Tues. Aug.28 Introduction of students, instructor, and course; explain elements of syllabus; profiles assigned; semi-colons explained; assign “Narcissism” evaluative essay. Handout “article.”
- Thurs. Aug. 30 Revisit syllabus; write a diagnostic letter; due Tues. Aug. 30; revisit semi-colon exercise; turn in profiles. Discuss “narcissism” essay. Discuss vocabulary.
- Tues. Sept. 4 Daily Quiz over syllabus; Work on “Narcissism” paper. “Narcissism” paper due next class for Peer Review.
- Thurs. Sept. 6 Daily quiz on semi-colons; Peer review “Narcissism” essay. Essay due Tues. Discuss 4 Cardinal Sins; Fragment exercise.
- Tues. Sept. 11 Comma Splices, Run-ons, Fused Constructions review/exercises; Draw titles for short story assignment. Census Date...**note to professor**
- Thurs. Sept. 13 DQ; Discuss **Descriptive Essay; read Chapter in text.** Type 10 key points **from chapter. (lab cred)** Due next class. (Provide format for 10 key points); discuss **formula for writing essay.**
- Tues. Sept. 18 DQ; revisit paragraph formula; revisit element of description essay. Assign Description Essay...**choose object to describe; discuss in class.**
- Thurs. Sept.20 DQ; Peer review Description Essay; discuss audience, purpose, person, editing, revision organization and (pride in work—please follow instructions).
- Tues. Sept. 25 DQ; Description Essay due; (no late papers, please). Continue 4 Cardinal Sins.
- Thurs. Sept. 27 DQ; introduce restrictive and non-restrictive elements; discuss writing about literature; read chapter and write 10 Key Points, due next class (lab credit).
- Tues. Oct. 2 DQ; discuss literary terms (HO); see samples; assign essay; due Oct. 11.
- Thurs. Oct. 4 DQ; Introduce SVA; see samples; discuss variables.
- Tues. Oct. 9 DQ; SVA; discuss literary essay format.
- Thurs. Oct.11 DQ; Peer review Literary essay.

Tues. Oct. 16 DQ; literary essay due; discuss pronoun/antecedent agreement—give diagnostic test.

Thurs. Oct.18 DQ; continue pronoun/antecedent agreement; see discuss HO. P/A exercises.

OCT. 19 LAST DAY TO WITHDRAW WITH A GRADE OF “W”

Tues. Oct. 23 DQ; **Vocabulary due**; discuss characteristics of presentation traits; present oral reports on literary. Sign up for a time slot.

Thurs. Oct. 25 Continue oral reports on literature.

Tues. Oct. 30 Continue oral reports if necessary; introduce Email Writing. See samples/critique.

Thurs. Nov. 1 DQ; Assign email. Discuss positive and negative aspects.

Tues. Nov. 6 DQ; Peer review email; due next class; introduce Letter Writing; learn 6 part of business letters; see samples and discuss negative and positive aspects.

Thurs. Nov.8 DQ; Email assignment due; write letter of complaint in class!

Tues. Nov.13 Peer Review letter; due next class; Introduce movie; discuss briefly the assignment; take notes; discuss importance of movie.

Thurs. Nov. 15 Letter due; movie continued.

Tues. Nov. 20-22 Thanksgiving holidays! Enjoy.

Tues. Nov. 27 Complete movie; discuss movie and assignment.

Thurs. Nov. 29 Discuss writing about movies and use of appropriate quotes—Review MLA format.

Tues. Dec. 4 Final Exam review.

Thurs. Dec.6 Review continued or TBA.

Tues. Dec. 11 &13 **FINAL EXAM.** Attendance required;(Final counts **20% of grade**).

This calendar may be modified as required; students will be notified in class and by email.

Please be flexible and adjust accordingly. Thank you.

Additional information is listed below to ENHANCE a student's success in this class.

Student may participate in class by:

1. Taking notes
2. Responding frequently one at a time
3. Raising questions on reading which need clarification
4. Supporting statements with references to the reading
- 5. Remaining attentive to statements of others and the instructor**
6. Relating the reading to student's own experience
7. Encouraging other students to participate
- 8. Speaking one at a time...**Please honor this in order for us all to hear and learn from each other.
Thanks!

Observance of these guidelines will be taken into consideration in the "Enhancement" section of your grade.

VERY IMPORTANT information relevant to course requirements:

- A. The students are required to submit peer reviews for essays prior to turning them in. (In some circumstances, the student may use the Writing Lab as an alternative. Please discuss with your instructor.)
- B. Essays **cannot be made up** under any circumstances. (If, however, students discuss severe extenuating circumstances ahead of due date, a possible, alternate assignment will be given, and the paper will be received but with a ten point penalty...the grade will start at 90.)
- C. The student will have daily quizzes over assigned material for **each class**. If a student arrives **AFTER** a daily quiz has been handed out, the student will need to drop that quiz grade. (If the quiz is oral, the student may start at that point of the quiz and complete it.) Please strive to understand the concept regarding this procedure. Students who arrive on time will benefit from not giving up an opportunity to drop a low grade or giving up a zero for a missed class.

In-class essays or other short writing assignments will count as a daily grade. **(The instructor will only accept papers on due date. Thanks for your understanding. IF, however, permission to turn in a late paper is given for some bizarre, unfortunate circumstance, there will be a ten-point penalty. Please do not ask to email your paper to your instructor if you have to be out on the day a paper is due. There are no provisions for make up or extra credit work.)**

- D. The student is expected to remain until the class is dismissed. The instructor will strive diligently to honor your time. **Perfect attendance** increases your knowledge and thus your ability to write. **(Please do not anticipate individual lectures for classes you missed. Ask your buddy to take notes for you. If students must be absent, they should review their assignment calendar and consult with their study buddies as they prepare for the next class.)** Each student is expected to be prepared for class upon arrival. Please strive to stay current and not fall behind with assignments or readings. If after you have consulted with your buddy about an assignment and you still need clarification, please email me via Cougar Web.
- E. When students know in advance that they must miss *two or more consecutive* classes, they should *notify the instructor*. **Use instructor's e-mail address on page 2.**

F. Students should make every effort to find out what happened on days they miss class. Papers due on a certain day are due that day whether or not they are present.

G. Sometimes circumstances out of your control come up, and you have to be late. It happens. Do come to class even if you are late, but be sensitive to the fact that movement and noise are disruptive to other learners so minimize this as much as you can. You are always welcome. **Please ask your buddy** to get your handouts when you must miss class or if you have to be late. Please do not assume your buddy will automatically pick up handouts for you. Be courteous and ask your buddy to get papers for you. (Instructor cannot give buddies graded papers without a written note from the writer of the graded paper. Instructors are required to follow the FERPA rules on revealing student grades.)

H. If students arrive after roll is taken, it is the students' responsibility to tell the instructor after class, so the absence can be changed.

I. **The "Enhancement" grade may include the following: (Students have total control of this grade which counts as 10%.)**

- (1) Participation in class discussions
- (2) Participation in group work
- (3) Prompt submission of all work
- (4) ****RESPECT FOR FELLOW STUDENTS AND INSTRUCTOR**
- (5) Selecting a buddy: Each student is required to have a buddy. This person (you choose) will collect **handouts** for you if you are absent. This person can also serve as a study partner if both parties are receptive. Select your buddy after the *first class meeting. (**Hint:** Choose a person who agrees to complete the course and attends class regularly. If your Buddy W/Ds, find another Buddy quickly.)
- (6) Conferences: Schedule conferences during second period; bonus points are awarded for attending a conference.

If you have a concern about choosing a Buddy, please see instructor after first class.

Buddy's Name

Ph. #

E-mail

J. **Absent but wish to turn in a paper on due date?**

If you have to be absent and wish to submit an assignment on time, please follow these instructions:

1. You may ask your buddy to turn in your paper, or you may ask a relative or friend to take the paper to the circular desk in Boyd's entrance. The instructor will pick up the paper after class.
2. Note: **Please do not ask your instructor to accept a late paper.** If I accept yours, then I am ethically required to accept all late papers from the other students. Please avoid embarrassing yourself and your instructor by requesting an extension. Papers are due on due date. Thanks for your understanding.

L. Classroom Decorum:

1. Food and drink must be consumed outside of class. Bottled water with a cap is permissible.
2. Students who bring communication devices to class will set them so that they will not ring, beep, burp (!), or buzz. (The setting known as “OFF” works best for this purpose!) No communication device is to be held or placed so that it is visible to the student during class. Use of any electronic communication device during class is unacceptable – this includes texting. Absolutely no photos will be taken during class except approved ones. Use of laptop computers in class will NOT be allowed unless (1) the use of a laptop is medically necessary as determined by the ACCESS office or (2) I have given prior consent to students using them to conduct research during class time dedicated to group projects. Students who continually disregard this rule will have points deducted from their “Enhancement” grade and may be asked to leave the classroom.
3. Your right to privacy means that I cannot reveal or discuss any grades for the course over the phone, in front of your colleagues, and usually over the internet. Please contact me for a conference to discuss your grades in person and in private. This is a FERPA regulation.
4. Due to the proliferation of spam and virus-laden email, I delete unopened email from senders whose names I do not recognize. Use only your CougarWeb address to communicate with me, and *please check your CougarWeb mail for messages from me. Should you experience difficulties with CougarWeb, please contact the Student Help Desk at 972-377-1777, or the Help Desk at 866-350-5119. Students can also receive technological help and advice at sts.collin.edu. Please do not email me documents.
5. **Please be courteous to the instructor and fellow students; avoid talking to the instructor or a classmate when someone is talking. This is very, very important. We learn from each other, and we need to be able to hear.**
6. Most importantly – Our class will be conducted in an atmosphere of equality and mutual respect. (Always practice “The Golden Rule” which is standard in any culture in order to promote a pleasant classroom environment.) Courtesy toward your student colleagues and toward your instructor is important in establishing a positive classroom climate; this includes active and responsible participation in group and other class projects. Finally, questions and discussion are not only encouraged but are also an integral part of learning in general in this course.
7. Please use collegiate behavior. **i.e. mature, professional thinking and acting.**
8. **PLEASE HAVE A SENSE OF HUMOR!** If you don’t have a sense of humor, please go **buy** some before the next class. I think Nordstrom has some on sale right now! Buy some chocolate while you’re there!

Thank you for enrolling in this course. I have tried to set you up for success, and together we can achieve a win-win outcome. I look forward to a great semester with you.

Other information that will help you establish an “A.”

There are campus labs available if your PC and/or printer are not functional. Please submit readable print. Avoid putting off the typing and printing of your paper until the last minute to avoid technical hassles. (Thank you for understanding that all assigned papers **must be typed** and readable.)

- A. Each student is required to bring to class a final **rough draft** of each paper for peer review. Individual assistance is available in the **Writing Center**. The rough draft must be included with the final copy. A **penalty** may be invoked if a peer review is not conducted and included also. You are strongly encouraged to use the Writing Center AFTER the class peer review. Most likely, your grade will be enhanced. Thanks!

- B. Handwritten or incomplete drafts (less than 100% of final length requirement) are not eligible for peer review. Also, you must have your draft ready at **the beginning** of class to participate in peer review. If you do not bring your copy, you will not be eligible to participate in the peer review session. **Papers that have not been peer reviewed in class or reviewed by a tutor or the writing Center will receive a lowered grade**, a ten-point penalty most likely. **Evidence** of peer review must be included when the paper is turned in.

The instructor may modify or change the syllabus or calendar as needed. Students will be notified in class and via email.

Please put this page in your notebook and keep it handy for reference!

***Requirements/form for essays: Please note: ALL OUT OF CLASS PAPERS MUST BE TYPED.**

1. Your name **must not** appear on the front page of the paper. The professor grades **anonymously**; please type or print your **name, type of essay, and date** on the back of the last page **near the staple**.
2. Use FONT SIZE 12, Times New Roman. Write / print on one side of the paper only.
3. **Double space only. Avoid** using 1½ or 3 spaces between lines. Ahem! Is that padding????!!
4. Always give your paper a **title** relevant to the content of your essay. Please **do not use sentences or questions as your title**. Discussion to follow on this subject.
5. In the essay, please write complete sentences avoiding fragments, comma splices, run-ons, and fused constructions.
6. Avoid contractions (*can't, won't, others*); slang words; also, avoid “**out there**” and “**whole.**” Use “**entire**” instead of “whole.” Avoid starting a sentence with **IT, THIS, THAT, THOSE, THESE**.
7. Write the **WORD COUNT** at the **bottom** of the last page.
8. Follow MLA style when quoting.