ENGL-1302-301I1/011I1

COMPOSITION II FALL

2025 (8-WEEK 1)

(ONLINE)

Instructor Contact Information

Instructor: Dr. Philip R. Jones

Email: pjones21@com.edu

Phone: 409-933-8214

Office Hours / Location: Tues & Thurs 11:00 A.M. – 1:00 P.M. / Via Teams or E-Mail

Required Textbook/Materials:

No textbook purchase is required for the course. All reading materials, assignment documents, and other instructional documents / materials will be provided without any cost to the student and posted in the **"Content" section of D2L**.

- ❖ **Required Class Resource: Purdue Online Writing Lab**
  (https://owl.purdue.edu/, Free Open Web-Based Resource)

Course Description:

This course involves intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphases are on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. **Specifically, this course will focus on the critical writing and analysis of selected major literary works of prose, poetry, and drama.**

Course Requirements:

Major Assignments: There will be a total of two (2) major literary "thematic" essays required in the course. All major essays will include a "research component" and will require the use of scholarly secondary sources. The third essay will also count as the final exam for the course. All essays must be typed, double-spaced, and display standard 12-size font to receive full credit. All essays should show organization and clarity in their support and delivery of thematic ideas. All major essays should illustrate proper MLA format including proper "in-text documentation" and a "works cited page" at the end of the paper. Daily grades will be determined by selected reading response assignments, several short 2-page critical essay assignments, and other selected analysis activities. **There will also be a final research paper, which also counts as the final exam given at the conclusion of the semester.**

GRADE DETERMINATION / BREAKDOWN:

Your grade will be determined by the following	Details	Points (if applicable)	Percent of Final Average
Major Thematic Essay I	Literary Analysis (2-Pages)		20%
Major Thematic Essay II	Literary Analysis (2-Pages)		20%
Final Research Paper (3-Pages)	Investigation of a Major Author		40%
Participation / Daily Work	Reading / Film Responses		20%
Total:			100

LETTER GRADE ASSIGNMENT:

Letter Grade	Final Average in Percent
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Notes: There may be some adjustments of point distributions, totals, or weights as needed to correct errors or changes in assignments/schedules.

Online Gradebook:

All grades will be entered and stored as a formal record in the **Brightspace Online Gradebook**. The gradebook allows you to review and keep track of completed grades and maintain an overview of your grade. Please note that you are responsible for reading the course syllabus, keeping track of your progress in the class, and keeping up with all assignment requirements and deadlines. Your final grades will be made available through WebAdvisor at the end of the semester. The final grade total / percentage (at the end of the semester) in Brightspace will also be considered official.

You should also not use the grade book area to locate assignments as this can lead to confusion and missed deadlines. You will need to read the course syllabus closely, as well as all individual assignment prompts for individual assignments to be certain that you are fulfilling assignment expectations appropriately. Should you have any questions or need any clarifications on any assignment throughout the semester, please reach out and contact me via email.

Late Work, Make-Up, and Extra-Credit Policy:

❖ **Policy on Late Assignment Submissions, Attendance, & Other Important Class Policies:** **SEE "ADDENDUM" at the end of the course syllabus.**

Communicating with your Instructor:

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Additional Communication Guidelines:

- At some point in the semester, you will find yourself in need of assistance, whether you just have a quick question about an assignment or a more serious issue to discuss with me that might affect your attendance or performance. Here are some tips:

- Communicate early and often. Allowing me to assist you with questions as they arise will prevent you from harboring confusions or concerns that could impact your course grade.

- **Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. My e-mail contact information is at the top of the syllabus.

- Respond to my communication. If I am concerned about your performance in my class, I will initially send you an e-mail message or include comments with your grades via Brightspace, or directly on your assignments. Consider this an invitation to engage in a conversation about your potential success in the class.

- Be honest with yourself and your instructor. You will be able to plan and improve your work more effectively if you examine your abilities and obstacles early on and manage your time accordingly. On a related note, I can help you more efficiently if I have accurate information about your progress and any challenges you might be facing while completing assignments. Communicate with your peers.
Take advantage of opportunities to interact with your classmates
throughout the semester.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.

2. Develop ideas with appropriate support and attribution.

3. Write in a style appropriate to the audience and purpose.

4. Read, reflect, and respond critically to a variety of texts.

5. Use Edited American English in academic essays.

Please note that these learning outcomes are state-mandated.

Secondary Objectives include:

1. Demonstrate knowledge of MLA bibliographic and citation systems.
2. Use technology in the writing process.

Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills (CT): Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesis information.

2. Communication Skills (CS): Develop, interpret, and express ideas through written, oral, and visual communication.

3. Teamwork (TW): Consider different points of view and work effectively with others to support a shared purpose or goal.

4. Personal Responsibility (PR): Evaluate choices and actions of others or one's own and relate consequences to ethical decision-making.

Academic Dishonesty:

 ❖ **Policy on Academic Dishonesty / Integrity: SEE "ADDENDUM" at the end of the course syllabus.**

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information provided above. If, after discussing your concern with me, you continue to have questions, please contact Dr. Brian Anderson – Department Chair of Humanities at (409) 933-8186 or BAnderson@com.edu.

Course Instructional Outline

Week 1

MON 8/18
READ & REVIEW COURSE SYLLABUS: Introduction to texts and explanation of class procedures
- ❖ **Review and become familiar with proper MLA documentation and formatting at the "Purdue Online Writing Lab" website:** https://owl.purdue.edu/

Tues 8/19
Review the YouTube *Instructional Videos* on **"Citing from a Movie / Film or documentary Production"** and **"General MLA Essay Formatting"** in preparation for upcoming dramatic film literary essay assignments. **See "Instructional Videos"** located in the **"Modules"** section.

Wed 8/20
2-Page Diagnostic Essay Due on selected topic over literary background – (See "Diagnostic Essay Prompt" in the **"Content"** section.) **Submit to course assignment dropbox by 11:59 p.m.**

Fri 8/22
Review PowerPoint presentation on "Literary Analysis" located in the **"Content"** section

Week 2

Mon 8/25
Read Katherine Mansfield's "Miss Brill." **See PDF Document in** the **"Content" section**. Complete response Questions (1-8) at the end of the story and submit to assignment dropbox by 11:59 P.M. .

Thurs 8/28
Read Raymond Carver's **"Cathedral." See PDF Document in** the "Content" section. Complete the "Explorations of the Text" Response Questions (1-5) and Question Number (2) under "Ideas for Writing." Submit to assignment dropbox by 11:59 P.M.

Week 3

Mon 9/1   **Labor Day Holiday – No Class – College Closed**

Wed 9/3   **Read** Joyce Carol Oates' "Where Are You Going, Where Have You Been?" **See PDF Document in the "Content" section. Complete the Response Questions (1-5) on page 1029 and submit to course assignment dropbox by 11:59 P.M.**

Fri 9/5   **Read & Watch** William Faulkner's "A Rose for Emily." *Full Movie"* **(26:31).** www.YouTube.com **See PDF Document in the "Content" section. Complete the Response Questions (1-6) on pages 480-481 and submit to Canvas assignment dropbox by 11:59 P.M**

Week 4

Mon 9/8   **Drama – View** *"Othello"* (1965 – **with LAURENCE OLIVIER Derek Jacobi (2:38:49)** www.YouTube.com and type in the title and the production should pop up. (See *"Othello"* essay prompt in the **"Content"** section.)

Wed 9/10   *"Othello"* **Continued.** (1965 – **with LAURENCE OLIVIER & Derek Jacobi (2:38:49)** www.YouTube.com and type in the title and the production should pop up. (See *"Othello"* essay prompt in the **"Content"** section.). **Submit 2-Page essay response to course dropbox by 11:59 p.m.**

THURS 9/11   **Work on Major Thematic Essay I**

Fri 9/12   **Work on Major Thematic Essay I**

Sat 9/13   **Major Thematic Essay Due. Submit to course assignment dropbox by 11:59 P.M.**

Week 5

Mon 9/15   **Drama** *"A Raisin in the Sun"* **(2:52:39)** (1989 – Danny Glover & Esther Rolle) www.YouTube.com and type in the title and the production should pop up. (See "A Raisin in the Sun" essay prompt in the **"Content"** section.)

Wed 9/17	**Drama** *"A Raisin in the Sun"* **Continued (2:52:39)** (1989 – Danny Glover & Esther Rolle) www.YouTube.com and type in the title and the production should pop up. (See "A Raisin in the Sun" essay prompt in the **"Content"** section.) **2-Page essay response due. Submit to course dropbox by 11:59 p.m.**
Thurs 9/18	**Drama** Henrik Ibsen's *"A Doll's House"* **(2:18:08)** (By Center Players). Go to www.YouTube.com and type in *A Doll's House –* Full Play by Center Players and the production should pop up. (See "A Doll's House" essay prompt in the **"Content"** section.
Sat 9/20	**Drama** Henrik Ibsen's *"A Doll's House"* **(2:18:08)** (By Center Players) **Continued.** Go to www.YouTube.com and type in *A Doll's House* – Full Play by Center Players and the production should pop up. (See "A Doll's House" essay prompt in the **"Content"** section.) **2-Page essay response due. Submit to course dropbox by 11:59 p.m.**

Week 6

Mon 9/22	**Watch** Edgar Allan Poe's "The Fall of the House of Usher – 1950 – Gwen Watford" **(1:10:24)** on www.YouTube.com. See **critical essay response prompt located in the "Content" section.**
Tues 9/23	**Watch** Edgar Allan Poe's "The Fall of the House of Usher – 1950 – Gwen Watford" **Continued**. **(1:10:24)** on www.YouTube.com **Complete the (2-Page) critical essay response located in the "Content" section. Submit to course assignment dropbox by 11:59 P.M.**
Wed 9/24	**Drama** Tennessee Williams – "The Glass Menagerie" **(2:14:44).** Go to www.youtube.com and type in the title and the full movie should pop up. **(See "The Glass Menagerie" essay prompt located in the "Content" section).**
Thurs 9/25	**Drama** Tennessee Williams – "The Glass Menagerie" **Continued. (2:14:44).** Go to www.youtube.com and type in the title and the full movie should pop up. **(See "The Glass Menagerie" essay prompt located in the "Content" section).** Complete the **2-Page Essay Response** and **Submit to assignment dropbox by 11:59 p.m.**

Fri 9/26	**Work on Major Thematic Essay II**
Sat 9/27	**Work on Major Thematic Essay II**
Sun 9/28	**Major Thematic Essay II Due. Submit to course assignment dropbox by 11:59 P.M.**

WEEK 7

Mon 9/29 – Sun 10/5	**Final Research Paper / Final Exam Prep / Study Days**
Wed 10/1	**"W Day" 1st 8-Week Semester Drop Date – Last day to drop a class or Withdraw**

Week 8

Mon 10/6	**Final Research Paper / Final Exam Due (3-Pages). See prompt in the "Content" section. Submit to designated assignment dropbox by 11:59 P.M.**

Institutional Policies & Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/student-handbook.html. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here https://www.com.edu/community-resource-center/. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

ADDENDUM

Policy on Late Assignment Submissions – Major Essays, Daily Work Assignments & Other Class Policies

- ❖ All assignments including *Daily Assignments*, *Major Essays*, and the *Final Research Paper / Final Exam* MUST be completed and submitted to the designated assignment dropbox by the designated due date and time stated on the course syllabus. **No late submissions of any assignments within the above categories will be accepted beyond the noted due date and time indicated on the course syllabus.**

- ❖ Any assignments including *Daily Assignments*, *Major Essays*, and the *Final Research Paper / Final Exam Assignment* not submitted to the designated assignment dropbox by the designated due date and time indicated on the course syllabus will be issued a grade of zero and no make-up will be allowed!

- ❖ Please note that once an assignment is submitted into the dropbox **(early or on time),** once it is graded, it cannot be revised and resubmitted for a different grade. **Once an assignment is initially graded, that grade MUST stand!**

- ❖ All assignment dropboxes are set to **"Multiple Submission Attempts"** considering common unexpected technology glitches, or submission errors that often occur when submitting assignments, ultimately creating a necessity to submit multiple drafts of your assignment.
Please be aware that if you submit multiple drafts, only **"ONE"** submission attempt, your **"LAST" and "MOST RECENT"** submission will be graded. Therefore, please note that it is your responsibility to ensure that your **"LAST SUBMISSION ATTEMPT"** is indeed the one that you wish to be graded.

❖ Any **"In-Class"** *Individual* or *Group Assignments* given in the form of **"class handouts"** or **"verbal instruction"** MUST be completed and submitted during the respective class session given. **No late submissions of any "In-Class Assignments" will be accepted!**

❖ Any **"In-Class Assignments"** not completed and submitted during the respective class session given will be issued a grade of zero and no make-up will be allowed!

❖ Please note that in this modern day of technological advancement and access, failing to complete and submit assignments by the stated due date in the course due to lack of technology (computer, tablet, etc.), lack of Wi-Fi access, outside employment obligations, family obligations, or any other areas of a personal or professional non-college related nature are NOT acceptable excuses and will NOT be honored under any circumstances!

<u>Official Day of Record – Assignment Submission Policy</u>

❖ <u>**For "In-Person" Classes,**</u> if you have not "physically" and consistently attended class, as well as completed and submitted an official class assignment from the course syllabus to the designated dropbox by the **Official Day of Record,** you will be marked absent and officially withdrawn from the course. Completing only the **"Introduction Discussion Forum"** does not qualify as an assignment completion. Moreover, please note that simply logging in and submitting assignments to the online platform and failing to "physically" attend class, does not qualify as attendance for an "in-person" class.

❖ <u>**For "Online" Classes,**</u> if you have not completed and submitted an official class assignment from the course syllabus to the designated dropbox by the **Official Day of Record,** you will be marked absent and officially withdrawn from the course. Completing only the **"Introduction Discussion Forum"** does not qualify as an assignment completion. Moreover, please note that simply logging in to the class and failing to complete and submit an official class assignment from the course syllabus does not qualify as attendance for "online" classes.

Policy on Assignment Grading & Feedback:

❖ **Daily Reading & Short Essay Responses:** These assignments are a part of your attendance / daily work grade and will be graded "holistically" on originality (non-plagiarized), your ability to thoroughly, and accurately answer the specified questions in response to the given reading or short essay assignment prompt.

❖ **Short Essay Responses:** These assignments will be graded in a "holistic" fashion using a traditional essay rubric focusing on originality (non-plagiarized), the elements of content, a strongly presented argument, properly integrated secondary sources, accurately presented MLA formatting, grammar, sentence structure, properly formatted in-text citations, and a properly formatted works cited page.

❖ **Major Research-Based Essay Assignments:** All Major Essays including the Final Research Paper / Final Exam will be graded in a "holistic" fashion using a traditional essay rubric focusing on originality (non-plagiarized), the elements of content, a strongly presented argument, properly integrated secondary sources, accurately presented MLA formatting, grammar, sentence structure, properly formatted in-text citations, and a properly formatted works cited page.

❖ In regard to grade percentages, although each assignment is capped at 100%, grades of 100 are not issued on essays or reading response assignments. The only instance where grades of 100 are possible will be if **a "multiple-choice" exam** is given, which means **"exact"** answers are possible.

As English is a **"subjective"** course, there are always opportunities for growth, improvement, and a diverse range of interpretation whereas STEM courses – *Science*, *Technology*, *Engineering*, *Mathematics*, or other STEM related courses are classified as **"objective,"** meaning **Exact, Technical,** and **Definitive** responses are the norm.

❖ Specific and detailed feedback for all assignments will be left in the **"Assignment Feedback Box"** so that you can continuously monitor your grades on each assignment and build on your academic progress throughout the semester.

❖ Overall, in regard to the grade of A, if you are receiving grades in the range of **90 – 95/96**, on any "written" assignment, you are performing at an acceptable level unless I inform you of any assignment deficiencies.

❖ If there are any assignment deficiencies that are negatively impacting your grade, I will explicitly highlight these deficiencies in the **Assignment Feedback Section**.

❖ Moreover, please note that the college is not on a plus / minus system in regard to grades; therefore, **a grade of 90 or 100 only results in a flat grade of an A, not an A- or A+.**

Policy on Assignment Formatting Expectations

❖ All major and short essay assignments, daily reading responses, as well as the Final Research Paper / Final Exam must be typed in proper, current **MLA formatting** and submitted to the designated assignment dropbox as a regular **Microsoft Word Document**.

❖ All assignments must also be typed double-spaced, Times New Roman, and display standard 12-size font. **Submitting handwritten scanned photo images of assignments is not acceptable and will receive an automatic grade of zero!**

❖ For a full review of formal MLA structure and essay formatting expectations, as well as proper "documentation" formatting for in-text citations and the "Works Cited page," which is required for all "research-based essays / assignments, please review the **"Purdue Online Writing Lab" website:** https://owl.purdue.edu/

Attendance Policy for "In-Person" Classes

❖ Class attendance will be taken during each class session for the duration of the semester. All students must remain actively engaged in class for the duration of class time until officially dismissed by the professor of the class. Leaving class early before being officially dismissed will result in your attendance for the day being voided.

❖ For **"Hybrid Classes,"** all students are **REQUIRED** to attend the "in-person" day of the class. Failure to properly attend the "in-person" day of a hybrid class will result in the same penalties applicable to a fully in-person class.

❖ Students must report to class at the official start of class time. Any student arriving 30 minutes late or more will receive a full absence for the day.

❖ Upon acquiring 3 absences, a student's grade will be lowered one letter grade. All subsequent absences will result in the lowering of an additional letter grade.

Attendance Policy for "Online" Classes:

❖ For online courses, attendance will be monitored through your daily logging in to submit your assignments by their designated due date and time.

❖ Logging in only "once" a week is not acceptable and will not facilitate your success in the course. To maintain acceptable attendance in an "online" course, you must log in to the course a minimum of 5 times a week.

Proper Etiquette in the Online & In-Person Classroom:

❖ No disrespectful commentary will be tolerated at any time under any circumstances. Any student who makes a disrespectful comment to the instructor on any submitted assignment, or to another student during any in-person or online class session, online discussion forum, on writing prompt responses, or on any other assignment or activity will receive a zero for the day's activity.

❖ Any student displaying any form of **"verbal"** or **"written"** disrespectful commentary to their instructor or another student, or any type of offensive commentary **"verbal"** or **"Written,"** including, but not limited to profanity, racially discriminatory comments, discrimination against sexual orientation, general sexually explicit comments, religious discrimination etc. will not be tolerated and referred to a conference with the English Department Chair, the Campus Dean of Students Office, or will be possibly administratively dropped from class.

❖ During **"In-Person Classes,"** any student(s) consistently talking during class, consistently harassing other students for paper, writing utensils, or any other class materials, or engaging in any other type of noisy disruptive behavior that is disruptive to the class lecture, or learning process will be issued **"one"** warning to cease the disruptive behavior.

❖ If the disruptive behavior does not cease after the warning, the student(s) will be asked to leave class, will be referred to a conference with the English Department Chair or the Campus Dean of Students Office, and will be possibly administratively dropped from the class.

❖ At this level, we are all adults; therefore, we must act like it at all times. Juvenile behavior will not be tolerated under any circumstances.

Policy on Academic Honesty &

AI – ChatGPT Generated Assignments

❖ In regard to maintaining **"academic integrity,"** please note that ALL assignments MUST be originally written and cannot be plagiarized on any level.

❖ Please note that on the first incident of academic dishonesty, any assignment found to be written via **"AI – ChatGPT,"** purchased off the internet, or exhibiting any other form of plagiarism will receive an automatic zero.

❖ If the sources used to support a major essay assignment, or any other type of regular daily assignment are found to be FICTIOUS (FAKE) on any level, cannot be located upon being searched, if the specified author is found to have not authored the specified source, or if the URL link accompanying a given source does not ultimately lead to the specified source, the source(s) will not be honored and the assignment as a whole will be issued a failing grade.

❖ On a second incident of academic dishonesty, any assignment found to be written via **"AI – ChatGPT,"** purchased off the internet, or exhibiting any other form of plagiarism will receive an automatic zero, the student will be administratively dropped from the course, and the incident will be referred to college administration for appropriate disciplinary action.

❖ The English department has programs in place to detect plagiarized papers / assignments generated via **"AI - ChatGPT"** or purchased off the internet. Please note that this is a violation of the Houston Community College System policy on academic integrity and will result in severe consequences that can negatively impact a student's academic record on a permanent basis.

Academic Dishonesty:

❖ Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Any form of academic dishonesty is an extremely serious offense that will result in a **grade of zero** on the given assignment, and the student will be referred to the Office of Student Conduct / Dean of Students Office, or other appropriate administrator for appropriate disciplinary action.

❖ *Plagiarism:* Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, or using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero,** and the student will be referred to the Office of Student Conduct / Dean of Students Office, or other appropriate administrator for appropriate disciplinary action.

❖ The plagiarism and academic dishonesty policy applies to all assignments completed and submitted for this class. If you use any form of data from another source, you must document that data properly using MLA standards. Making up quotes, sources, authors, or any other form of falsifying information will be construed as academic dishonesty. Moreover, reusing your own assignments from an earlier class or this class is known as **Self-Plagiarism** and is also a violation and a form of academic dishonesty.

Policy on Instructor Email Response Timeframe
& Proper Student Email Communication

❖ **I will respond to all emails within 24 – 48 hours.**

❖ All emails MUST begin with a proper, professional "salutation," for example, Good Morning Dr. Jones, Good Afternoon Dr. Jones, or Good Evening Dr. Jones. This is proper email etiquette, as well as proper writing.

❖ Any email sent without an appropriate salutation where you simply just start talking, will not be responded to until it is resent, and composed in a professional manner with a proper salutation as stated above.

Other Policies:

1. **Withdrawals:** Please note that I do not normally drop students based on lack of attendance, although this is done automatically for those who do not attend class or participate before Census Day. After that time, students are responsible for withdrawing themselves and for managing their own schedule and how they might be affected by the six-drop rule. See the institutional withdrawal policy below.

2. **Caveat on Grading.** The instructor reserves the right to make subjective decisions on student grades and assessments based on his own expertise and judgment in the subject matter.

3. **Syllabus Changes.** The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be duly notified of any such changes.