

PREPARATION & PARTICIPATION

This grade is not based only on attendance (for you cannot participate if you do not attend), but rather coming to class with a copy of the reading, having done the reading, and prepared to be an active participant—this includes: contributing to class discussions, asking questions about readings and assignments, completing in-class writing assignments, as well as participating in peer reviews and other group activities.

Being more than five minutes late to class, leaving early, sleeping, emailing, facebooking, talking, doing work for other classes, and **TEXTING** during class are all examples of behavior that do NOT demonstrate preparation or participation and will result in deductions from your grade. To avoid temptation, *I ask that all phones be placed on silent and put away as soon as class begins.*

ESSAYS

You will be assigned three essays over the course of the semester. Essays will be between 2 and 7 pages in length and must conform to MLA standards. Each essay will have several stages, including drafts, brainstorming, etc. It is important to remember that **ALL** stages of the essay, including Peer and Self Reviews, will count towards your final grade for the assignment. For drafts, you will need to bring two printed, stapled copies of your work to class. Electronic versions of drafts will **NOT** be accepted. Late drafts will NOT be accepted. For final versions, you will need to submit the essay via OpenLab **AND** hand-in the drafts with my corrections at the beginning of class. Detailed assignment sheets with due dates for each essay will be posted on OpenLab.

HOMEWORKS [HWs]

HWs are intended to aid you in reading and preparing for class. HWs are to be handed in at the very beginning of class (with the exception of HWs #1, which will be submitted electronically before class) and will not be accepted more than ten minutes after class has started. If you are absent or more than ten minutes late on the day a HW is due, you will receive a zero. There are NO opportunities to make up HWs.

MIDTERM EXAM

The Midterm Exam will be administered on Wednesday, 3/21 during regularly scheduled class time. You will be required to write a full five-paragraph essay on an article given to you the class before. You will have the entire class period to complete the assignment. You are allowed and *encouraged* to bring a non-electronic dictionary to assist you. More details will be given closer to the date of the exam. If you miss the Midterm Exam, you will NOT be allowed to make up the exam and will receive a zero.

FINAL EXAM

The Final Exam will be administered on Monday, 5/21 during regularly scheduled class time. The exam is the same format as the Midterm. You are allowed and *encouraged* to bring a non-electronic dictionary to assist you. If you miss the Final Exam, there is only ONE departmental make-up exam, date tbd.

**** NOTE: You MUST pass the Final Exam in order to pass the course. ****

OFFICE HOURS

I am available to meet one-on-one during office hours Mondays from 11:30-12:30 in Namm 529. If you are struggling, have questions, or need extra help office hours are your opportunity to talk with me one-on-one.

TUTORING

There is *free* tutoring available to all students in ENG 1101. You may go if you feel you need extra help with an essay, or if I tell you to go for a specific issue. Go to the Atrium Learning Center to schedule an appointment.