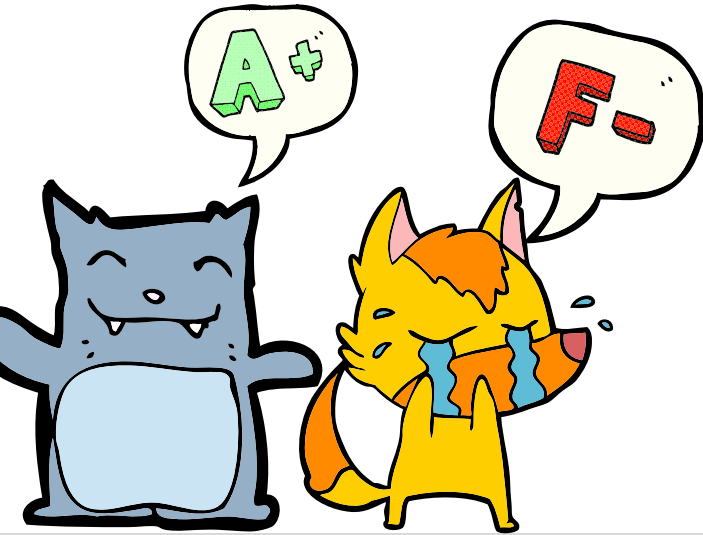


LATE PAPER POLICY!!



Even though your grade isn't set in stone until the final portfolio, you **MUST** turn your papers in on time, otherwise you'll be penalized. For each day one of your major papers is late (Units One, Two and Three,) your final portfolio grade will go down a ½ letter grade (from an A to an A-, or from a B- to a C+). This means that if one of your papers is over a week late, you won't be able to get higher than a D on your portfolio! If it's nine days late, you won't be able to pass the class!

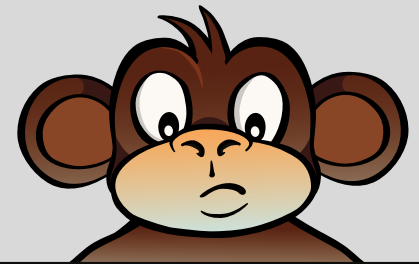
There is an exception to this rule: if you talk to me before the paper is due (and you tell me the truth about whatever's going on,) I'm likely to give you an extension.

Keep in mind that talking to me is not sending me an email the night before a paper is due. To talk to me, you must hear back from me. You don't have to tell me more than you're comfortable with, but please don't lie. **I CAN NOT ACCEPT LATE PORTFOLIOS! NO EXCEPTIONS!!**

WEBSITE: <https://openlab.citytech.cuny.edu/hallfight/>

In the **ENGLISH PORTION** of this class, we do not have any required textbooks (you do in law.) All required texts will be handed out by me, found by you online or at the library, or posted on our course website on OpenLab. You **MUST** sign up to the course website by Thursday! In fact, do it today. Our class website will be used both by us here to do basically everything: this is where you'll find your homework, news about the class, and even your grades. Let me be perfectly clear: **IF YOU DO NOT SIGN UP FOR THE OPEN LAB AND CHECK IT REGULARLY, YOU WILL NOT PASS THIS CLASS.**

Prof. Coughlin will help you sign up for the Open Lab in her class but you will need a CityTech email to sign up. If you don't have a City Tech email, start by going to the Help desk in the library.



Open Lab



Important Dates and Major Deadlines:

(All other homework will be listed both in the unit descriptions and on the website.)

- Sept : 5: NO CLASS
- Sept 10: Unit 1 Rough Draft Due
- Sept 12: UNIT 1 FINAL DRAFT DUE
- Sept 24 : Presentations
- Oct 1: NO CLASS
- Oct 8: NO CLASS
- Oct 10: UNIT ONE REVISION DUE
- Nov 5: Unit 2 Rough Draft Due
- Nov 7: UNIT 2 FINAL DRAFT DUE
- Nov 26: GENRE HOW-TO DUE
- Dec 5: Unit 3 Rough Draft Due
- Dec 10: FINAL DRAFT UNIT 3 DUE
- Dec 19: FINAL PORTFOLIO DUE.