

Grading Scale:

The following grading scheme will be used in this course:

Alpha Grade	4-Point Equivalence	Percentage	Designation
A+	4.0	96 – 100	Excellent
A	4.0	95 – 90	Excellent
A-	3.7	85 – 89	First Class Standing
B+	3.3	80 – 84	First Class Standing
B	3.0	75 – 79	Good
B-	2.7	70 – 74	Good
C+	2.3	67 – 69	Satisfactory
C	2.0	64 – 66	Satisfactory
C-	1.7	60 – 63	Satisfactory
D+	1.3	55 – 59	Poor
D	1	50 – 54	Minimal Pass
F	0.0	0 – 49	Failure

Notes:

1. This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some of the above topics be omitted or covered in less detail than indicated.
2. Cellular phones MUST be turned off during classes.
3. Work submitted for evaluation must be typed and double-spaced.
4. All work must be submitted personally to me. It is the student's responsibility to retain a photocopy or computer back-up copy of ALL assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
5. Late assignments will not be accepted unless arrangements for late submissions have been made with me at least two days prior to the date on which the assignment is due.
6. Attendance: You are expected to attend all classes and are responsible for obtaining information given in classes you miss. You must check to make sure you received all handouts as this material may be covered on exams as well. I am not able to keep track of who did not receive handouts so be responsible for yourself.
7. Attendance Policy: You are allowed two unexcused absences. These absences require no explanation on your part—they are "freebies." An excused absence needs to be cleared with me and usually requires documentation. Any unexcused absences beyond two will lower your grade, and your participation grade will be affected.
8. Email messages: Feel free to send me email messages regarding course related matters. Because of the large number of emails I receive daily, please allow approx. 48 hours for a reply, and please follow these requirements:
 - Please include your name, course, and section number in the message as this is not always clear from your email address.
 - Remember that your communications with me are occurring in an academic environment. Messages can be written informally—but do pay attention to correct grammar and spelling (especially since you are corresponding with an English professor!)

9. Email attachments: Should you need to send me an assignment as an attachment, please follow these requirements:
 - I can only open attachments if these are sent as a Word document (.doc) or in Rich Text Format (.rtf).
 - I will only open attachments if these are accompanied by a note from you in the email message indicating the name of the assignment, its length, and its formatting. I will not open attachments simply sent without a note from you.
 - I will always inform you upon successful receipt of an attachment.
10. Students are advised to read the 2006/2007 Calendar for the rules regarding Registration, Withdrawals, Academic Misconduct including plagiarism, and Appeals.
11. The instructor reserves the right to use electronic plagiarism detection services.
12. Please see the College Policy on plagiarism under “Academic Conduct” in the Calendar. Plagiarism is never allowed. Plagiarism includes representing the ideas or words of another person as your own without proper acknowledgment and extends to the work of other students, the Internet, books, magazines, journals, TV shows, films, etc. This would not only include direct copying without citing the source but paraphrasing as well. You may not submit work for this class for evaluation you have submitted in other classes.
13. Class records related to this course will be maintained for one year after the last day of classes for the course. These records will then be destroyed in a secure manner.