



Apply standard writing conventions, basic MLA  
format and documentation of sources

Final drafts, rubric



**Satisfactory Progress on Written Assignments:**

In order to pass this class, students must receive a passing grade (60 percent or higher) on the following

**Point of View:** In academic writing, use the third-person point of view (he, she, it, or they). If you are writing about a personal experience, it is permissible to use first-person point of view (I), but use this *sparingly* and only when it adds to your paper. **Do not use second-person point of view (you) in academic writing.** Also, do not use contractions in academic papers.

**Peer Review:** Peer review, or peer evaluation, is an important part of your growth as a writer. You will exchange papers with peer reviewers in order to get constructive feedback on your work. On peer review days, you must have a completed draft ready to exchange. You will only receive credit for peer review assignments if you have a complete draft for exchange and

so be sure to save that ID when you report your issue. You can reach a representative:

by phone at (877) 587-6534  
through our [online form](#)

**Attendance and Late Work:** Class participation is an essential part of English 101, so attendance and keeping current with the assignments is required.

If you miss more than 3 classes, you may be dropped from the class.

Attending part of a class session is considered an absence.

**You must receive a passing grade on every essay assignment and complete all assignments and required tutor reviews in order to pass this course.**

**Conferences:** During the semester, we may have conferences to discuss the development of your essays. Missing a scheduled conference counts as an absence.

**Withdraws:** If you must withdraw from the course for any reason, it is your responsibility to do so before 60 percent of the class is completed. Check the GBC calendar each semester to find the deadline for dropping a class. If you fail to withdraw, your instructor will

**Revisions:** You may revise an essay once to improve a grade, but the revision must be **substantial** and well thought out. Revisions must be turned in within a week from the time I return your essays to you with the original draft attached. I will not accept revisions that do not include the original version and the original grading sheet as an attachment. The final grade is an average of the two essays. This policy

assignment and/or a failing grade for the course. You should be aware that at other schools you will risk failing courses and potential suspension/expulsion for academic dishonesty, which is considered a very serious offense. If you are ever uncertain about your use of another person's work (ideas, language, data, etc.), you must come to see me about it.

Acts of academic dishonesty include, but are not limited to, the following:

CHEATING--unauthorized copying or collaborating on a test or assignment, or the use or attempted use of unauthorized materials;

TAMPERING--altering or interfering with evaluation instruments and documents;

FABRICATION--falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used;

PLAGIARISM--representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own;

ASSISTING--assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

In this era of the Internet, it is always tempting to use others' ideas and words from the vast resources on the available on-line. Do not give in to this temptation unless you are willing to cite your sources completely. Remember, if you found something on the Internet, chances are I can find it too.

**Turnitin.com:** Major assignments are automatically submitted to a plagiarism prevention Website called Turnitin.com. You will have the opportunity to revise your paper to correct problems with citations. **If any portion of a paper or assignment is found to be plagiarized, it will result in failure of the course.**

### Student Conduct Policy

Students are expected to follow the Student Conduct Policy for students in the Nevada System of Higher Education (NSHE) outlined in the *Great Basin College Catalog*. Students will specifically be held accountable for behaving in a civil and respectful manner toward other students and the professor in their classroom and online communications such as e-mail messages, discussion postings, and written assignments.

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**Pay particular attention to those last four words.** Any student who behaves rudely to another student or to me will be dropped immediately. During the first week of class, students will be required to sign an acknowledgement that they have read the Academic Integrity Policy and Student Conduct Policy and understand that they will be dropped from the class for violating it.





**Assignments (see detailed calendar for due dates):**

1. Three formal written essays:

### **How to Succeed in this Class:**

Purchase and read the required texts. There are no exceptions to this. Do not expect to pass this class without buying the textbooks.

Come to class alert and ready to participate.

Complete all assigned writing and reading on time.

Actively participate in class and complete all in-class work, including group activities and quizzes.

Participate in peer critique assignments conscientiously.

Adhere to MLA standards for formatting papers.

**Turn off all electronic devices during class. This includes I-pods and cell phones.**