

EVALUATION: Final averages will come from the following:

20% = Test 1

15% = One analytical essay

20% = Test 2

15% = One in-class response paper

20% = Test 3 Final Exam

10% = Five pop quizzes

GRADING SCALE: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

ACADEMIC DISHONESTY AND PLAGIARISM: Academic honesty is discussed in *The University of North Alabama Catalog*. Guidelines on avoiding plagiarism can be found at <http://www2.una.edu/library>. Additional information and links to more sites on plagiarism are included on the English Department's web page, <http://www.una.edu/english/plagiarism-policies.html>.

Penalties for plagiarism at UNA may range from a failing grade for a specific assignment to a failing grade in the course to suspension from the University (in repeat cases). In this course, your instructor will use Turnitin.com and other sources to check essays for plagiarism as necessary. The minimum penalty for academic dishonesty in this course will be a zero on the test, essay, or other assignment.

Students must submit a signed copy of the Plagiarism Awareness Form before submitting any work to be graded. Acts of academic dishonesty (cheating, plagiarism, etc.) will be documented with the Academic Dishonesty Form, and the form will be filed in the English Department.

WAYS TO SUCCEED:

By definition, this course is a *reading intensive* course. The textbooks are essential, and students who do not possess the required anthology will face hardships attempting to keep up with the reading. Students should spend time reading daily to be prepared for each class meeting. Success in the class is directly linked to reading the assigned selections *before coming to class each day*. In addition, class attendance is crucial. Nothing can adequately substitute for the experience of being present in class for the discussion. During class discussion or lectures, students should take detailed notes to study when reviewing for tests. Students are expected to write well on tests and other written submissions. Students are expected to refer regularly to the Angel course website to access materials needed for success in En 211. Grades and attendance records will be available for students on the site. Failure to use the course website will jeopardize chances of passing the course. Students who do not have access to personal computers should arrange time to use computers on the UNA campus.

ATTENDANCE POLICY:

Students are expected to **be on time** and to **attend all class meetings**. "Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit" (*2012-2013 Catalog*). In this class, whenever a student's cumulative absences for any reason – excused or unexcused – equal 7, no credit may be earned for the course. In other words, only 6 absences are allowed in this TR class. In addition, students who are habitually late may have their final grades lowered one letter grade. Students should refer to the withdrawal policy outlined in the *2012-2013 Catalog* and make withdrawal decisions within appropriate timeframes.

MAKEUP/LATE POLICY:

Makeup of major tests and in-class papers will be handled on an individual basis. Students should contact the instructor prior to an absence whenever possible or as soon as possible following an absence. Email is the best way to communicate with Mrs. Dodson about absences. Students requesting a makeup test or paper must provide timely documentation from a doctor, infirmary, court, etc., and the makeup work must be completed within one week of the absence unless the instructor makes other arrangements with students in specific circumstances. Pop quizzes will have only one makeup opportunity at the end of the semester. The *one* makeup quiz will be the grade for all missed quizzes (no documentation required for this).

One essay will be submitted through your Angel course site into a drop box. Submissions one day late receive -10 points. Submissions two days late receive -20 points. Essays will not be accepted more than 2 days late. No email submissions will be accepted. Detailed requirements for the essay will be posted on Angel.

ELECTRONICS: To prevent classroom distractions, turn off or silence all cell phones and other devices and remove headphones/earbuds. Electronic devices should not be visible during class. (Some exceptions may apply for students using digital textbooks, etc. Discuss this individually with Mrs. Dodson.)

ACCOMMODATIONS STATEMENT: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Developmental Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Developmental Services.