

General Course Guidelines

- Turn off all cell phones and pagers before entering the classroom. I reserve the right to deduct 5 points for each cell phone/pager interruption. A cell phone/pager interruption on an exam will result in a score of 0 on the exam. I also reserve the right to deduct 5 points for each text messaging or leaving class to answer a phone call.
- Make friends with someone in class to get handouts for you if you miss class.
- Roll is taken at the beginning of class and used to decide borderline grades.
- Failure to show up for an oral presentation will result in a **deduction of 10 points** per class meeting. I reserve the right to **deduct 5 points** for each tardy and cell phone interruption on the day of an oral presentation, or during class time. Any legal documentation you may provide to substantiate said absence must be produced at the next date of attendance (police report, jail documentation, hospital admittance form, funeral card, doctor's note, tow receipt, NOT note from mom).
- Protect all of your work. If you have the same work as another person, you both will receive a zero and may be referred to the Associate Vice President of Student Affairs for disciplinary action.
- Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Administrative Code. Some of these sections are as follows: 41301. Expulsion, Suspension and Probation of Students. Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, or placed on probation or given a lesser sanction for one or more of the following causes which must be campus related: A) Cheating or plagiarism in connection with an academic program at a campus. B) Forgery, alteration or misuse of campus documents, records, or identification of knowingly furnishing false information to a campus. C) Inappropriate behavior inside or outside of the classroom.
- Please take all of your trash with you when you leave the classroom.
- Do **NOT** ask me to give you an incomplete when you don't fit the criteria: a major unforeseen circumstance that can be legally documented, passing work up until the time of the circumstance, and only missing a minority of the course work.
- I am here to help you with class work as well as personal challenges, but you need to come to me if you are having difficulties, I can't read your mind.
- **Failure to bring your course pack each day will also result in a 5 point deduction.**

Guidelines for Assignments

- Cheating/plagiarism will not be tolerated and will be recognized by a grade of “F” on the assignment and will be reported to the appropriate campus authority. Please see pages 531 and 532 in the CSUN Catalog for the campus policy on Academic Dishonesty.
- Late assignments will not be accepted—don’t ask me to make an exception for you.
- Plan for those unforeseen problems by starting on your assignments early—I will gladly accept any assignment early. Assignments are due at the beginning of class on the due date. You or someone else **MUST** give them to me personally; they may **NOT** be emailed, faxed, or left in my box.
- Being absent is no excuse for a late assignment.
- Assignments that are not stapled will not be accepted and will result in a final score of 0—don’t ask me for a stapler—I am not your personal Office Depot.
- Assignments must be typed, double-spaced using black ink and white or ivory paper and a 12 font similar in appearance to this one (Times New Roman).
- Handwritten assignments will not be accepted—I can barely read my own writing, don’t expect me to read yours.
- Use a spell checker and have someone read your papers and give you input before you turn them in—give yourself the best chance for the best grade possible.
- CSUN provides a writing lab for students. The tutors will read your paper and give you input on how to improve it. I strongly suggest all students take advantage of this free service.
- Do NOT let them correct your APA formatting. They are English majors and use MLA style.
- Appointments are required for this service.
- Students may earn five points extra credit for utilizing this service on any written paper worth 15 points or more.
- **Turn in the proofread version with markings, the signed paper from the lab, and the final version in which you have incorporated the tutor’s comments. This must be included with the assignment; I will NOT accept it at a later date if you leave it at home (or another location)**
- Assignments must have your name at the top of the first page so I can give you credit for your masterpiece.
- To have your assignment reviewed for a re-grade you must fill out and staple the re-grade form to the original assignment and follow the stated directions.

General Grading Guidelines for Written Assignments

An “A” paper demonstrates critical thinking and application of theory/concepts to the subject. Concepts/terms are defined properly. The paper is well conceived and executed, demonstrating proper use of written English. The paper fulfills all specific requirements listed. The source(s) is(are) relevant to the topic.

A “B” paper presents content clearly and displays a firm grasp of the material. Demonstrates some critical thinking. Most of the concepts/terms are defined. May contain some minor grammatical errors. The paper is well organized. The paper fulfills all of the specific requirements listed. The source(s) is(are) relevant to the topic.

A “C” paper displays a reasonable understanding of the material. Treatment of the topic is general and lacks detail. Concepts are defined and not linked to examples. May contain a few major and or minor grammatical errors. The paper fulfills most of the specific requirements listed. The source(s) is(are) fairly relevant to the topic.

A “D” paper demonstrates lack of clear understanding of the topic and a weak grasp of the material. Concepts are not defined, or defined incorrectly, or not linked to illustrative examples, or no concepts are given and the paper is merely a description. Reads poorly and contains major and minor grammatical errors. The paper does not fulfill the requirements listed. The source(s) is(are) not relevant to the topic.

General Grading Guidelines for Orals

An “A” oral demonstrates critical thinking and application of theory/concepts to the subject. All major concepts are conveyed to the class. All material is relevant to the topic. Examples are given to illustrate the concepts. It is well conceived and executed in an organized and smooth manner. Participants may display nervousness, but are enthusiastic about the topic. Participants don’t read to the audience.

An “B” oral demonstrates some critical thinking and application of theory/concepts to the subject. Some major concepts are conveyed to the class. Most of the material is relevant to the topic. Some examples are given as illustrations. It is fairly well conceived and executed in an organized and fairly smooth manner. Participants may display nervousness, but are enthusiastic about the topic. Reading is kept to a minimum.

An “C” oral demonstrates a reasonable understanding of the material. Treatment of the topic is general and lacks detail. Most of the material is relevant to the topic. No examples are given as illustrations. It may not be completely smooth in delivery, but demonstrates some preparation. Participants may display nervousness. Some participants are enthusiastic about the topic. There is some reading.

A “D” oral demonstrates lack of clear understanding of the topic and a weak grasp of the material. It demonstrates a lack of proper preparation for the presentation. Participants read their presentation.

Important things to know

Attendance and participation will be noted and used to decide borderline grades (grades within 1% of the next grade). It is *your* responsibility to be marked in if you arrive after I take roll. It is *my* perception of participation. Failure to bring your course pack each day is non-participation. Text messaging or leaving class to answer phone calls is non-participation.

I will excuse students from class to participate in religious or cultural holidays (yours, not someone else's), however, if anything is due on that day it must be turned in prior to that class meeting and you must inform me of your absence prior to the absence

Please check your grades online periodically throughout the semester. You will be given a three digit code located on my website to check your grades. Please do NOT email me after the semester ends to ask me to reconsider your grade unless I have made an error on the final exam/project grade.

Please do NOT email me to tell me that another person in your class got the next higher grade and only had ½% more than you or even ½% less (think about your attendance and class participation). If you have an 89.9% you have earned a B+. If you have *not* been absent and *have* participated in the class discussions, I will bump your grade up to an A-.

Back up all of your work on the computer. I am not responsible for computer or printer malfunctions or loss of electricity. Save all of your graded work until your grade for this class is posted to your record. In fact, you should save everything until your diploma is in your hand.

Grading Scales

I strongly suggest that all students check their grade progress periodically during the semester. Grades are posted at my website.

	B+ 87-89.9%	C+ 77-79.9%	D+ 67-69.9%
A 93%+	B 83-86.9%	C 73-76.9%	D 63-66.9%
A- 90-92.9%	B- 80-82.9%	C- 70-72.9%	D- 60-62.9%

If you decide you do not want to continue in this class, it is your responsibility to drop the class prior to the drop date. Failure to do so will result in a grade of "F" in the class.

Writing Checklist

- Don't use no double negatives.
- About them sentence fragments.
- Try to not ever split infinitives.
- Verbs has to agree with their subject.
- Correct spelling is essentail.
- When dangling, watch your participles.
- Avoid clichés like the plague.
- Don't use commas, that aren't necessary.
- between You And i, Case Is Important.
- Proofread you writing.
- Use your apostrophe's correctly.

Our Agreement

- By remaining on the official class roster and by continuing to attend this class, you acknowledge that you have read and understand the requirements set forth in the syllabus for this course. This is our contract.
- You also acknowledge that you are responsible for asking for clarification about assignments, exams, and due dates.
- You promise to turn off (not place on vibrate) your cell phone/pager before you enter the classroom so that you will not disturb other students.
- You will not leave class to answer or make calls.
- If you have an anticipated emergency that necessitates use of your phone/pager, you will inform me prior to class.
- You are in college because you want to learn.
- You will conduct yourself in a manner consistent with your status as a college student.
- You are in charge of your learning experience and understand that you can get no more out of it than you are willing to put in.
- You understand that my promise to you is that I will do my best to facilitate your learning experience.
- I will be available in person, by email, or by phone.
- If you have any problems or concerns please come and see me about anything, early and often.