English 1301 Course Outline

**Course Description**: This course will teach students how to become more efficient writers, readers, and communicators. Over the course of the next semester, students will write at least 6 essays, in varying styles, in order to have a better understanding of the writing process.

See Vernon College Syllabus for a more detailed Course Description

**Attendance:** Students are required to follow the attendance policy set forth in the student handbook; however, if you miss a class, remember that it is **your responsibility** to know what you missed and what is coming up. Talk to me directly; don’t rely on other students.

Students are held responsible for finding out what they missed when they were absent. If a student knows in advance that he or she will be absent on a particular day, it is best practice to come and talk with me about what will be missed—prior to the absence.

***Late Work: As this is a college course, late work will not be accepted. If you miss an assignment due to an excused absence, you will have only as much time to complete the missed assignment as the handbook allows.***

(This policy may be changed at the teacher’s discretion.)

**Procrastination on your part does not constitute an emergency on my part.** Papers and assignments must be turned in by the due date. Hardware and software difficulties are no excuse for late work. If you are absent, assignments may be emailed to my Iowa Park or Vernon College email.

**Grades**: As this is a dual-credit class, students will have two sets of grades. Logging in to Skyward will allow students to view their IPHS grade which will be based on the following calculations:

 Daily Grades: 40%

 Tests: 60%

However, the grade on SKYWARD does not accurately reflect your Vernon College grade, which will not be finalized until the end of the semester and will be based on the following calculations:

 Essays: 60%

 Quizzes: 15%

 Final: 15%

 Participation: 10%

For each of the essays assigned, (with the exception of the final in-class essay) students will turn in a rough draft. After receiving feedback, students will then work diligently on improving the essay (this includes tutorial sessions if desired). Students will then turn in their revised essay as the final copy. Once the essay is turned in as the final copy, that grade will stand as is. The final copy grade will count as a test grade and will not be changed.

**Plagiarism/Copying/Cheating:**

All work presented in this course must be solely the product of the individual student. Copying, cheating, or handing in identical work on any assignments will be considered academic misconduct and will result in appropriate administrative action.

Under no circumstance do students need to access the internet for their writing assignments. Quotes from other persons are not allowed, and if used on an essay, will result in a deduction of points.

Be aware of the following: **Cheating and plagiarism will not be tolerated. There will be NO second chances. I will review every essay and paragraph turned in as original work. If I find that is has been copied or plagiarized in any way, you will receive a 0.**

**Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge.**

**Student expectations/ Classroom Rules**:

  Come to class prepared and on time

  Respect all people and their property

  Listen and follow directions

  No cell phones, tablets, mp3 players or other devices unless instructed

  No food or drink (Clear water bottles are acceptable)

  All school rules as outlined in the handbook are to be followed

**Supplies**:

* Charged Chromebook
* Pencil and or blue/black pen
* Red Pen
* Notebook paper
* A flash drive (optional, though encouraged)
* Any current novel or reading material that has been assigned

Cell phones will not be allowed in class at any time.