



Syllabus: Writing 101, Section 2 (Writing I)

Course Information

Course Title: Writing I

Course Prefix/Number: WRT 101-2

Semester: Fall 2020

Class Days/Times: Mondays and Wednesdays, 10:30-11:45 a.m. (synchronous Zoom meetings)

Credit Hours: 3

Instructor Information

Name: Dr. Edison Cassadore

Phone/Voice Mail: (520) 383-0103

E-mail: ecassadore@tocc.edu

Office location: (virtual)

Office hours: Mondays and Wednesdays, 9:30-10:00 a.m., and Tuesdays and Thursdays, 10:00-11:30 a.m. and 1:30-2:00 p.m. (**Note:** These office hours are virtual. Please contact the instructor to arrange an appointment.)

Course Description

Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing. May be offered in modules.

Student Learning Outcomes

1. Develop ideas about a topic for the purpose of writing, organizing, selecting, and relating ideas, and develop them in coherent paragraphs and essays.
2. Use a variety of writing styles for different audiences, and improve writing by correcting errors, restricting, and rewriting.
3. Write essays and other works to include drafts, journals, and in-class writing.

Course Structure

This class will use an informal “lecture” format that emphasizes class participation, discussion and questions, and both individual and group work through the Zoom-meeting platform with both synchronous and asynchronous aspects. An electronic journal assignment will be required

based on the reading assignments as well as posted discussions in Canvas and discussions during Zoom meetings. Furthermore, PowerPoint presentations will be provided based on relevant rhetorical approaches to writing.

Class participation and attendance are very crucial for academic success. Please come prepared to discuss issues raised in the course.

Course Learning Materials and Textbook Information

- Kennedy, X.J., Dorothy M. Kennedy, Jane E. Aaron, and Ellen Kuhl Repetto. *The Brief Bedford Reader*. (Fourteenth Edition) Bedford/St. Martin's, 2020.
- Hacker, Diana, and Nancy Sommers. *Rules for Writers*. (Ninth Edition) Bedford/St. Martin's, 2019.
- *Merriam-Webster's Vocabulary Builder* text as well as a dictionary and thesaurus.
- Please bring loose-leaf writing paper for each class meeting to be used for any in-class writing activities, etc.
- Additional Required Materials: A fresh, unused USB flash drive (if necessary); a three-ring binder with tab dividers for coursework; a planner; a dictionary; and, a thesaurus. **Note:** Please use the USB flash drive to save all your essay work for any possible "rewrites."

Online Text:

The OWL at Purdue

<http://owl.english.purdue.edu/owl/resource/557/01/>

(This is an online handbook that will teach you MLA [Modern Language Association] format for college writing. You can also look up punctuation, grammar, writing process ideas, and other useful information such as citing secondary sources. You can also use this resource for *any* class you take that requires writing.)

Course's Outline and Important Dates

- I. Writing college-level essays
 - A. Process of prewriting, writing, revising, and editing
 - B. Organization and outlining
 - C. Writing several essays (minimum 750 words)
 - D. Reading, analyzing, and discussing model writers
 - 1. Professional/academic writings
 - 2. Student writings
- II. Review of basic writing skills
 - A. Mechanics
 - B. Sentence structure and variety
 - C. Paragraph development
- III. Written Works
 - A. Drafts
 - B. Essays
 - 1. Narrative-Descriptive
 - 2. Process Analysis
 - 3. Persuasion
 - C. Journals

WRT 101 Course Assignments and Important Dates
Fall Semester 2020

PLEASE NOTE: Timelines and assignments are an approximation; the instructor may change due dates and assignments as needed because of unforeseen circumstances due to class progress, interests, unexpected college closures, instructor absence, etc. You will be notified of any changes as they occur. Furthermore, because of unforeseen circumstances, any changes in due dates for essays, curricular adjustments, etc., should not be construed as a lessening of academic responsibility and/or rigor. Indeed, academic rigor is not synonymous with rigidity.

Important Due Dates:

| | |
|--------------|---|
| October 19: | Midterm Examination Review |
| October 21: | Midterm Examination |
| October 30: | Short Paper #1 (Narration-Description Method) |
| November 20: | Short Paper #2 (Process Analysis Method) |
| December 4: | Short Paper #3 (Persuasion Method) |
| December 7: | Final Examination Review Session |
| December 9: | Final Examination |
| December 9: | Personal Review Cover Memo/ePortfolio |

Note: Quizzes will be given throughout the semester at various times in Canvas.

Note: Journal entries are due to Turnitin throughout the semester at various times.

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|--|--|--|
| Week I: August 24 & 26 | Introduction to the course and to each other. Writing as a Process Review of Point-Illustration-Explanation in Paragraph Development The Essay Structure | For 8/26, review relevant handouts. |
| Week II: August 31 & September 2 Due 9/4: Journal Entry #1 (Mairs) | Critical Reading, Critical Thinking, Analyzing Essays, Examining Visual Images | Chapter 1, <i>The Brief Bedford Reader (BBR)</i> . |
| Week III: September 9 | NOTE: No class meeting occurs on September 7 because of the Labor Day holiday. The Writing Process: Discovery and Drafting The Rhetorical Situation (handout and video) | Chapter 2, (<i>BBR</i>). Recommended: Hacker and Sommers' <i>Rules for Writers</i> , pp. 2-25. |
| Week IV: September 14 & 16 | The Writing Process: Reviewing and Revising | Chapter 3, (<i>BBR</i>). |

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|--|---|---|
| Week V: September 21 & 23 Due 9/25: Journal Entry #2 (Anaya) | The Writing Process: Editing | Chapter 4, (BBR). |
| Fall Break | NOTE: No class meetings occur on September 28 and 30. | Read ahead for next week to Chapter 5. |
| Week VI: October 5 & 7 Due 10/9: Journal Entry #3 (Tan or Alexie) | Narration: Telling a Story | Chapter 5, (BBR). Tan's "Fish Cheeks," and Alexie's "Indian Education" (hyperlink). |
| Week VII: October 12 & 14 Due 10/16: Journal Entry #4 | Description: Writing with Your Senses | Chapter 6, (BBR). Manning's "Arm Wrestling with My Father," and Momaday's "The Way to Rainy Mountain." |
| Week VIII: October 19 & 21 | October 19: Midterm Examination Review October 21: Midterm Examination | Review and study notes from previous class sessions for Midterm Examination. Also, review the study sheet. |

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|---|--|---|
| Week IX: October 26 & 28 Due 10/30: Journal Entry #5 (Staples) Due 10/30: Short Paper #1 (Narration-Description). | Example: Pointing to Instances | Chapter 7, (<i>BBR</i>). Staples' "Black Men and Public Space," and Rae's "The Struggle." |
| Week X: November 2 & 4 Due 11/6: Journal Entry #6 (Sedaris) | Comparison and Contrast: Setting Things Side by Side | Chapter 8, (<i>BBR</i>). McDougall's "So Enid and Dorothy from West Covina Can Hear You" Sedaris' "Remembering My Childhood on the Continent of Africa" |
| Week XI: November 9 Due 11/13: Journal Entry #7 (Lamott) | Process Analysis: Explaining Step by Step NOTE: No class meeting occurs on November 11 because of Veterans Day holiday. | Chapter 9, (<i>BBR</i>). Lamott's "The Crummy First Draft" and Frahm's "How to Write an A Paper." |

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|---|--|---|
| <p>Week XII:</p> <p>November 16 & 18</p> <p>Due 11/20: Journal Entry #8 (Divakaruni or Javdani)</p> <p>Due 11/20: Short Paper #2 (Process Analysis).</p> | <p>Cause and Effect: Asking Why</p> <p>Recommended: Clarity in Writing (Hacker and Sommers): “Tighten wordy sentences”; “Choose appropriate language”; and “Find the exact words.”</p> | <p>Chapter 12, (<i>BBR</i>).</p> <p>Divakaruni’s “Live Free and Starve,” and Javdani’s “Plata o Plomo: Silver or Lead.”</p> <p>Note: Begin generating some ideas about Short Paper #3 (Persuasion) and proceed with all of the steps in the writing process.</p> <p>Recommended: Hacker and Sommers’ <i>Rules for Writers</i>, pp. 166-170; 170-179; 180-186.</p> |

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|---|--|--|
| Week XIII: November 23 & 25 | <p>Finding and Documenting Sources: Modern Language Association (MLA) and American Psychological Association (APA) Styles</p> <p>Accessing Library Information</p> <p>What are the distinctions between MLA and APA citation methods?</p> <p>Review of citation chart</p> <p>Recommended: “Reading and writing arguments” in Hacker and Sommers</p> <p>Argument and Persuasion: Stating Opinions and Proposals</p> | <p>Appendix, (<i>BBR</i>).</p> <p>Recommended: Hacker and Sommers’ <i>Rules for Writers</i>, pp. 91-117.</p> <p>Chapter 14, (<i>BBR</i>).</p> |
| Week XIV: November 30 & December 2 | <p>Argument and Persuasion: Stating Opinions and Proposals (continuation)</p> | <p>Chapter 14, (<i>BBR</i>).</p> <p>Is Capital Punishment Morally Defensible?</p> <p>Muhlhausen and Thompson</p> <p>Should Colleges offer Safe Spaces for Students?</p> <p>Martin and Williams</p> |

| Zoom Class Meetings/ Due Dates | Conceptual Topic/Activity, Etc. | Assigned Reading/Homework |
|--|---|---------------------------|
| Final Examination Week: December 7 & 9 Due 12/9: Personal Review Cover Memo/ePortfolio. | Review Session on 12/7. Final Examination on 12/9. | Happy Holidays! |

Evaluations and Grading & Assignments:

90 and above is an A

80 - 89 is a B

70 - 79 is a C

60 - 69 is a D

Under 60 is Failing

Your grade will be determined by the following:

- ***All work handed in as individual work must be done individually.*** This means that you need to be careful in writing your own words rather than “borrowing” words, phrases, or ideas from other students with whom you may have discussed an assignment. See the statement on Academic Integrity below.

Key Performance Areas in Individual and Group Work:

| | |
|--|-----------------|
| a. Readiness Quizzes..... | 60 pts. |
| b. Short Papers..... | 300 pts. |
| c. Journal..... | 80 pts. |
| d. Midterm Examination..... | 100 pts. |
| e. Final Examination..... | 100 pts. |
| f. Personal Review Cover Memo/Portfolio..... | 100 pts. |
| g. Group Work..... | 50 pts. |
| <hr/> | |
| Total | 790 pts. |

- **Semester Points Range:**

790-711 points=A

710-632 points=B

631-553 points=C

552-474 points=D

Below 474 points=F

Explanations of Assignments and Grading in each Key Performance Area

- **Readiness Quizzes:**

Several times during the semester, you will be given a short objective quiz over the reading material you were to have prepared for that day. The quizzes will be given through a timed session in Canvas. Quizzes will only be available for a select number of days in Canvas.

Note: It is best to take quizzes as scheduled in Canvas. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Short Papers:**

Course assigned essays are due at regular intervals during the semester and are to be electronically submitted to the Turnitin system. Pertinent log-in information for how to submit the essays will be provided through an email notification from Turnitin. Log-in information will be provided early in the semester. (**Note:** If you should encounter technical difficulties with Turnitin such as logging in, etc., please raise a service ticket with their staff, immediately. Please refer to this hyperlink regarding raising a technical service ticket: <https://www.turnitin.com/self-service/support-form.html?okay=ok>.)

Additionally, please notify the course instructor and a college IT staff member through email message, immediately, if you encounter a technical issue with logging in, etc., with Turnitin.)

Note: Please do not make it a habit of continually submitting essays or journal entries through Word attachments in email messages or by sharing coursework items in Google Docs. If there is a technical issue that prevents electronic submission, then once or twice is acceptable, but **continual submission through sharing in Google Docs or email Word attachments is unacceptable. Indeed, any technical issues with submitting coursework items should be resolved as soon as possible by the appropriate Turnitin staff member and/or IT staff member from the college.**

Three papers (**three to five full-pages in length**) on assigned topics will be due at regular intervals during the semester, and they are designed to give you practice in developing and sustaining a clear thesis statement, narrating-describing, explaining a process, and defending an argumentative position or a line of thought (e.g., narrative-descriptive, process analysis and persuasion) and to enhance further general writing skills in achieving clarity.

Papers will be marked “A” (superior), “B” (above average), “C” (average), “D” (below average), “F” (failure), and “R” (paper must be rewritten). Appropriateness (whether the essay does what the assignment asks), structure and development of ideas, content, grammar, and mechanics will be considered in evaluating these short papers. A paper must receive a “D” or better to obtain credit.

Here are the following required procedural steps for essays that receive an “R”:

1. Before resubmitting a rewritten paper (“R”), students must schedule a one-to-one Zoom meeting appointment with the instructor to discuss their paper so that their rewriting will be productive and effective.
2. The one-to-one Zoom meeting appointment should be scheduled in a timely manner before one week has elapsed because of the shortness of the semester.
3. Remember, papers marked with an “R” are due one week after you have received a review summary of them through Turnitin.
4. The grade for the rewrite will be the grade the student receives for the assignment.
5. **Please notify the course professor by email message when rewritten essays have been submitted electronically since Turnitin does not provide notifications.**

No paper may be rewritten more than once, and they are due by the stated deadline.

Note: If the re-written essay is unsuccessful or not completed, then it shall receive either a grade based on not completing revisions or a grade of “F” at the course professor’s discretion.

The rewrite must be electronically submitted to the Turnitin website. Finally, the grade for the rewrite will be the grade the student receives for the assignment if a rewrite has been submitted after meeting with the course professor.

If you have any concerns regarding any essay assignment, please communicate in a timely manner with the course professor **before the deadline**.

I will distribute a style format handout before these assignments are due.

For backup purposes, please make sure that you save all your short papers on a USB flash drive and/or make photocopies of your written work or saved with some other electronic means. In addition, please consider emailing yourself by placing the completed assignment (i.e., essays) in a Word document attachment.

All essays (including rewrites) must be submitted electronically to the Turnitin website. If there is a technical glitch with an essay submission, please notify the course instructor immediately to make other submission arrangements before the specific deadline until the technical glitch is resolved.

Note: Indeed, repeated submissions through an email attachment in a Word document for essays are strongly discouraged.

Finally, two essays of your choosing and your Personal Review Cover Memo will comprise your ePortfolio for the semester (see below).

Note: It is best to submit all essays on time as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.

Supplemental documentation may be required and points deducted. Only rarely will late work will be approved for credit.

- **Journal**

For most weeks during the semester, a specific topic prompt will be assigned for you to write on as an entry in your journal to practice forming opinions through writing and clarifying thinking about a topic. The main intent, indeed, of the journal entries is for you to track your own development as a writer and to enhance writing skills. Hence, it will serve as the major source for writing the final Personal Review Cover Memo in the electronic Portfolio (i.e., “ePortfolio”). The electronic journal entries will be considered as in-class writing assignments (related to weekly discussions) that you complete as

homework, and they will be due at various times throughout the semester. Specific instructions will be distributed regarding this assignment.

For backup purposes, please make sure that you save your journal on a USB flash drive and/or make photocopies of your written work. In addition, please consider emailing yourself by placing the completed assignment (i.e., essays) in a Word document attachment.

Individual journal entries must be submitted to the Turnitin website in Word format only.

Note: Please notify the course professor by email communication when a specific journal assignment has been submitted.

If there is a technical glitch with any electronic journal entry submission, please notify the course instructor immediately to make other submission arrangements before the specific deadline until the technical glitch is resolved.

Note: It is best to submit the electronic journal assignment entries as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Midterm Examination**

Through Canvas, the timed midterm examination will assess your comprehension of the course material from the beginning to the approximate midpoint of the semester. The exam *may be* composed of the following sections: multiple choice; true or false; and, definitions.

Note: It is best to take an exam as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Final Examination**

Through Canvas, the timed final examination will cover course material from the approximate semester midpoint to the end. The exam *may be* composed of the following sections: multiple choice; true or false; and, definitions.

Note: It is best to take an exam as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Directions for the Personal Review Cover Memo/ePortfolio**

The Personal Review Cover Memo for the ePortfolio is an opportunity for you to explore your development as a writer and a person throughout the semester. Thus, students will analyze and evaluate their own voice and how it develops.

Use quotations from your short papers, the journal, and any other relevant sources that show changes or continuities in your writing style, voice, attitudes, beliefs, and subject matter.

This cover memo (see relevant page[s] in Hacker and Sommers text for physical formatting of a memo) will be submitted along with two essays of your choosing and other items like the checklist (see below).

This constitutes the **ePortfolio** for the semester. Specific instructions will be distributed to students before the assignment is due. Finally, please maintain objectivity by fairly analyzing your experiences that influenced your writing voice and refrain from expressing overly personalized bias.

Mandatory Minimum Requirements:

- I. A specific assignment sheet and/or checklist will be distributed for the Personal Review Cover Memo/ePortfolio. The electronic portfolio checklist must be included in the submission per the specific instructions for its placement.
Writing ePortfolios that do not include the checklist will not be accepted.
- II. The cover memo **must** be word processed and submitted electronically to Turnitin along with the other requested documents. **Cover memos handwritten in ink or pencil will not be accepted.**
- III. Each subheading (see below) must be answered with a minimum of three sentences.
- IV. As with all writing assignments (e.g., journal entries, essays), please **proofread** the Personal Review Cover Memo for grammatical, spelling, and punctuation errors.
- V. In addition, you may be asked to rewrite the cover memo if it does not address the six questions below.

A Word document will “house” all of the requested items, i.e., electronic portfolio checklist, personal review cover memo, and essays are required materials for the Personal Review Cover Memo/ePortfolio.

ePortfolio items should be placed one after another in the Word document for electronic submission to Turnitin, and they should be placed one after another according to the checklist's instructions and stated order.

The following questions must be used as subheadings in writing this cover memo for the ePortfolio:

1. What concerns (i.e., personal, social) did you contend with this semester?;
2. What skills (i.e., writing, social) did you build on?;
3. What struggles did you overcome?;
4. What efforts are still unresolved?;
5. What moral or academic or social issues remain highlighted for you?; and,
6. How far have you progressed as a student, a writer, and a person?

Please address and answer all of the above questions in your cover memo. **Again, if the six questions are not addressed, it will be returned and it will need to be rewritten and resubmitted.** If you have any further questions about this assignment, please do not hesitate to contact the course instructor.

Note: It is best to submit the Personal Review Cover Memo/ePortfolio as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Group Work**

In the spirit of *I-We:mta* ("Working Together"), students will be assigned to a particular group to help develop analytical skills in relation to the assigned essays. All group participants are expected to be engaged fully by rotating through responsibilities with collaborating, commenting, and leading discussion, etc., when synchronous Zoom meetings occur.

In addition, discussion among group members through the live chat feature in Gmail, or some other electronic communication means, should further comprehension of assigned essays by generating collaborative responses to assigned questions.

Finally, individual paragraph responses to essays will be required to share with your assigned group to help build a consensus-based response for general class discussion through posting to a threaded discussion in Canvas.

Note: Group work comprises a section of your overall course grade, so please fully participate in group discussion and activities through posting to threaded discussions and participation in the synchronous Zoom meetings.

Himdag Cultural Component

Tohono O'odham traditions and cultural beliefs will be discussed as relevant to course topics, and only as appropriate to the Tohono O'odham Nation's traditional standards for sharing information as determined by the Himdag Committee.

Policies and Expectations

Attendance Policy

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a "W" or "Y" will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course. (Note: Unavoidable circumstances directly related to COVID-19 crisis, such as caring for someone with COVID-19 or contracting COVID-19.)
3. The student must have completed over 50% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent), not submitted any assignments, nor taken any quizzes by the 45th day census report, due on October 8, 2020, are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by the withdrawal deadline date that can be found in the Academic Calendar on the TOCC website if you do not expect to complete the class. Otherwise, you may receive an "F" grade.

Special Withdrawals (Y) Grade

The “Y” grade is an administrative withdrawal given at the instructor’s option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. “Y” grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student’s specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

Tohono O’odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students’ academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@tocc.edu.

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O’odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

Additional Course Policies:

- 1) Students are expected to attend each class, arriving on time, except in the case of an excused emergency.
- 2) Students are expected to contact instructor prior to absences, coming late to class or leaving early.
- 3) Unexcused late arrivals or early departures will count against attendance record.
- 4) Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, complete required research as stated on the course schedule.
- 5) Students are expected to come to class prepared for class and having done any preliminary work required as per the course schedule.
- 6) Students are expected to stay in class and work diligently throughout the whole time. Sleeping, frequent/continued exiting from the class meeting during the class period will constitute one (1) absence.
- 7) No cell phone use is allowed during class meetings. Use of cell phones during class, unless permitted by instructor, is a violation of the T-So:son.
- 8) Failure to submit a project results in a grade of zero (0). An F is a better grade!
- 9) No work will be accepted after the last class.

Classroom Behavior:

- Visitors may be only allowed at class sessions or on field trips with instructor approval, visitor's safety and behavior are the responsibility of the student.
- Possession of drugs, alcohol or firearms on college property is prohibited and illegal.
- Food and beverages are allowed in classrooms at discretion of the instructor.
- Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (e.g., calculator, internet access).
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave (or exit a Zoom meeting).
- Student behavior is also detailed in student handbook under Student Code of Conduct Violations.

Make-up policy:

Late assignments that can be made up will be accepted but will be penalized 25%. Laboratories (if relevant) cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations, ask your instructor or the librarian.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.