**Chandler Gilbert Community College, Pecos Campus Date/time: \_\_\_\_\_\_\_BLDG/ROOM: \_\_\_\_\_\_\_**

**ENG101 LEARNING COMMUNITY
Course Section**: \_\_\_\_\_\_\_\_\_\_\_\_F2F 16 week 3.0 Credits (linked to GBS151 #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
**Instructor: Miguel Fernandez OFFICE EST202
COMMUNICATION POLICY**: (in order of preference)
 **Emai**l miguel.fernandez@cgc.edu (if sending papers, MUST ALSO CC to: ENG102papers@gmail.com )
Typical response within 24 hours M-F. Weekends and holidays, typically within 48 hours.

 Can leave notes in: English Department Office, E Building 2nd floor for Miguel Fernandez

**OFFICE HOURS**: As announced in class, listed on [www.newclassroom.com](http://www.newclassroom.com), posted on office door (E202) or arranged via email

**TECHNOLOGY STATEMENT**:use of the internet is necessary, as will be use of library. Also see required tech statement below

**SUPPORTING WEBSITE**: www.newclassroom.com (source of some required reading handouts and additional notes )

**TEXTBOOK**: Will be discussed in class

**ADDITIONAL REQUIRED READING**: Various handouts, and as posted on www.newclassroom.com, or otherwise directed

**ENG101 COURSE COMPETENCIES: available online**

**COURSE CONTENT**

**Regarding required course materials**: If you are experiencing an unanticipated financial hardship and expect that it might interfere with your ability to secure a text for this class, please confidentially let your instructor know immediately. Limited scholarship funding through the VPSA's office may be available for textbooks and other daily living necessities. Please be sure to inform your instructor of the situation before the 2nd class session, and schedule an appointment with Yvette Strickling (480.732.7310, yvette.strickling@cgc.edu) in the office of The Vice President of Student Affairs.

 **Prerequisite**: To enter English 101, you need the appropriate writing placement test score, or grade of C or better in ENG091or ESL097 or other MCCCD accepted placement level decision.

**Course Description & Objectives**: Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. After completing the course, student should be able to:

1)Write several types of essays, as discussed in class; 2) Understand different ways of approaching, planning, and writing essays;

3) Have a “refreshed” knowledge of draft + good writing tips; 4) Integrate procedures for writing essays with student’s own creative ideas

**COURSE REQUIREMENTS:**

a) Reading assignments (typically every week)

b) Attendance

 c) 5 final essay types, all to be described in class and done as major class projects

d) 10 HW’s (graded)

e) quizzes related to readings

f) a few group exercises

g) Ungraded in-class assignments

h) MUST have time to use computer and internet

 i) Honor code statement (assurance against plagiarism)
**Contact Hours:** This 3-credit course meets face-to-face for 45 clock hours and students are expected to commit at least 90 additional hours (135 hours total) for reading, writing, research, and completing assignments. If you are not prepared to dedicate at least 135 hours to this course, you should seriously reconsider your enrollment.

**WARNING:** ENG101 is a difficult and demanding course that requires research, writing, ability to stick to very specific requirements over format (paper format, learning goals, etc) and minimum requirements (minimum # of comparisons, min. # of arguments, etc) as given in syllabus, rubric, and classwork communications. If you have left the course for your last semester, or have a heavy semester of other courses, you must make sure to allow for enough time for ENG101 work, and be very, very careful in managing your time and work. Attempts to adapt a previous/other class’ paper to the specific 101 requirements (you \*are\* supposed to be creating original work for the course as required), or hoping that you will not be graded by the same standard as other students/exceptions to rubric etc, or resorting to plagiarism, is often/always disastrous. ENG101, the traditionally last required minimum composition course, is for most time-challenging and should be treated as such.

**CLASS POLICIES: As a learning community, content is linked between ENG101 and GBS151.\*See the GBS151 syllabus for policy details on**: **Class management**, **Disabilities resources**, **Learning Center**

As a registered student in this class you are responsible to know  and understand the syllabus. The instructor is willing to answer any  questions you may have concerning the syllabus. Students are also responsible to know their rights and responsibilities.  You can find these in the College Catalog and the Student Handbook.

Tips for College Success: (Recommended Information)

1. Communicate with your professor

2. Attend every class meeting

3. Schedule time to study, read, write, and research

4. Know and use campus resources

5. Get involved

6. Develop effective time management skills

7. Establish your academic goals

8. Meet with academic advisors regularly

**1)** **Attendance vs Being Dropped from Class**: As per college policies, students are expected to attend classes (“The faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week.”). **IF you miss 2 HW’s consecutively (meaning you missed late deadline)** without prior email explanation and instructor approval BEFORE/DURING the problem, **or miss two major essays, you will be dropped**. Three or more unexcused absences may lead to withdrawal. You are still responsible for dropping the class – if you do not, you may wind up staying on the roster and getting an F. Work, deadlines, exams,etc missed because of unexcused absences typically CANNOT be made up.

**WHAT ARE EXCUSED ABSENCES**: If there are very good documentable reasons for absences (team event), and arrangements are made **beforehand** and are justified (eg send me an email before being out), then an absence may be excused (permission required) and arrangements made to make up missed in-class graded work. Email is great for this: let me know before you have to be out and as long as you can make up the work and it's not a common occurrence, the absence may be excused.

**2) Online Content/Required Tech Statement**: Mandatory reading handouts may be placed on a web page for student use and printing, on a site such as http://www.newclassroom.com. This is typically not done until at least the 2nd wk of classes. These mandatory readings may also be available (on request) in paper format from the instructor for a student with no computer access, though again, be aware that library use is required for the course, and by extension, use of a computer for research and potential access to these reading handouts via computer is implied.
1. Access to a computer with Internet connection.

2. MS Word or another word processing program that can save and export in RTF or .docx.

3. Web browsers: The newest version of Chrome, Firefox, or Safari.
4. Plug-ins: Adobe Flash, Adobe Acrobat Reader, and Java.

 **Accepting Late Homework/Essay policy**: Each HW assignment is worth 10 points. Late HW, from 1 hour late to 7 days late, = 3/7 pts. **HW’s later than a week or never done are at -10 points**, **NOT zero points**.

**REMEMBER:** MISS 2 CONSECUTIVE HW’s & you are DROPPED from course

**3)Breakdown of Final Grade (subject to change): A=900-1000, B= 800- 899, C=700-799, D=600-699, F< 600**

a) Short quizzes: up to 100 pts (10 warm up reading quizzes 🡪 each worth 10 points)

b) 10 HWs: 100 pts (**each missed HW is -10 pts**, **NOT zero points**!!!!)

c)**Analysis Breakdown** 100 pts

d) **Narrative Essay**: 100 pts At least 3 pages

e) **Process Essay:**  100 pts At least 3 pages

f) **Compare/Contrast essay** 200 pts At least 3 pages

g) **Research Essay**: 200 pts At least 4 pages

h) Presentations 100 pts (from same Presentation done in GBS151)

I) Final Exam \*only if quiz score < 80, 100 pts

\*score less than 80 total on quizzes (eg miss 3 quizzes or miss enough parts of each quiz), and you have to take an inclass final exam out of 100 pts. You keep the highest of the two scores.

**Grading Scale:**

**A=100%-90% B=89-80% C=79-70% D=69-60% F=below 60%**

**4) ) Extra Credit**: Group activities and assessments are among the ways to generate extra credit.

**5) Format of homework assignments**: Neatly handwritten is fine for most homework. Homework may be submitted by email, but must arrive by midnight of the day due.

**The final drafts of essays** **MUST** be typed, double spaced, and have the student's name, section #, assignment name and date, and follow any further formatting requirements as explained in class/in rubric.

**6a) Withdrawals and Drops**: YOU MUST LET ME KNOW (email or note in mailbox is fine) if you are dropping the class. If you simply stop attending classes, you may remain on the roster and may wind up with an F instead of a W. There will be a final date (near end of the semester) after which drops are no longer given.

**6b)** **Sending email and verifying it was received**: **If papers sent via email: send to** **Miguel.fernandez@cgc.edu** **&** **ENG101papers@gmail.com** **AND make sure you get a ‘paper received’ reply, otherwise your paper was never received and is graded as 0/F!!!!** The instructor typically tries to reply within 48 hrs (possibly longer on weekends and breaks) with an email acknowledging receipt. **If you don't get a reply, try sending the message again**: and don’t forget to CC the email to the backup address: eng102papers@gmail.com Email not received is never allowed as excuse for missing a deadline, etc. Because of junk email filters, ALL EMAIL SENT should have a subject of “ENG101: xxxxxxx”, where xxxxxxx is your question. If you don’t use this subject line, your email may not get through

 **Activate and Access Your Maricopa Student Email**

The Maricopa District provides every student with google-powered Maricopa Student Email upon enrollment. CGCC uses this official student email to send information concerning class enrollment, financial aid, tuition, and other important student information.  Students must activate this email account in order to receive these messages. Activate your Maricopa Student Email now at [**http://google.maricopa.edu**](http://google.maricopa.edu)

**CGCC EMERGENCY ALERT:**The CGCC Alert system utilizes text messaging and email to notify students of emergency situations on or around campus. Students should update their contact information in the Maricopa Online Student Center at my.maricopa.edu in order to receive a CGCC Alert notification in the event of an emergency.

**6d) Computer Lab**

The CGCC Computer Lab is open extended hours to ALL currently enrolled CGCC students. The lab has Windows and Mac computers, scanners, headsets, etc. Staff provide FREE one-on-one walk-in or appointment based assistance with technology questions, Wi-Fi, Canvas, software, and more. Labs are at both campuses Pecos (Bradshaw 123) and Williams (Bridget Hall 116). For more information, please visit [www.cgc.edu/computerlab](http://www.cgc.edu/computerlab) or call 480-732-7221.

**7**) **The Learning Center** The Learning Center provides free tutoring and resources to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis, by appointment, and online. In addition to tutoring, academic support resources include interactive workshops focusing on a variety of topics, and also include textbooks, handouts, calculators, science models, and other assistive tools.

Students must be enrolled at CGCC in the class for which they are seeking assistance. At the Pecos Campus, the Learning Center is located on the second floor of the Library and at Williams Campus, the Learning Center is located in Bridget Hall. For more information, visit [www.cgc.edu/lc or call 480-732-7231](http://www.cgc.edu/lc%20or%20call%20480-732-7231) For a schedule of tutoring hours, additional information, or assistance, students should contact the Learning Center at (480) 732-7231 or visit our website at <http://www.cgc.edu/lc>.

**8) Student Veteran/Reserves/Guard/Active Duty: Support & Responsibilities: ‘Student veterans are DEFINED as any branch/level of prior, active or current military service – active, retired, reserves, guard, combat, support, logistics, with/without GI Bill, attending college as a student’.** Student Veteranshave access to **ALL** standard college student services (tutoring, computer lab, clubs,etc) **plus specific** **veteran support and transition resources.

A)The college operates for all students under the mission of ‘accommodation, not exceptions’** when it comes to course content and grading, college requirements and expectations, and the ‘contract’ of the course syllabus. That said, there are massive assets and support available for all stages and needs of student vets ***transitioning*** to college.

**B)Student veterans are ‘strongly suggested’ to self-identify to the instructor on or before day 1 (privately is fine), especially if seeking awareness for or needing accommodations** including but not limited to **scheduling** (VA appointments, unit activation/deployments possible mid-semester), **course content** (PTSD trigger risk topics or activities, for example), **physical or other service-related needs**(service animal, visual or hearing impaired assistance/ technologies, PTSD, in-treatment status, seating location needs, etc). Some accommodations require confirmation, such as registering with DRS (Disability Resources Services). Contact Office of Student Veteran Services for further information on any questions related to accommodation needs. Reasons for excusable absences for student veterans must be presented as early as possible and may be considered only for previously self-identified veterans
**C) Primary Rallypoint/Student Veteran starter Contact: Office of Student Veteran Services** 480,726.4122, Coyote Center 2nd floor(Services Coordinator: LaTasha Kirksey, tel:480-726-4094, Latasha.kirksey@cgc.edu ).
**Start here** for ‘what do I do next at the college’ questions, Green Zone contacts on campus, referral points, G.I. Bill and other payment processing, enrollment, registration and class-drop status questions, and details on campus orientations.

**D) #1 Student Veteran issue: VA Policy if you Stop Attending Class: W vs DROP: ‘**Students who simply stop attending classes will be dropped, with possible consequences related to VA policies and payments’ **(**can range from VA /GI Bill requiring student to repay the course out of pocket, lowered and/or pro-rated living allowance, change in full time student status which may affect benefits). **If you need to stop attending a class, contact the instructor as soon as possible, give a reason, check your options with instructor and Office of Student Veteran Services.**

**E) Student Veteran’s Lounge:** A casual, walk-in, student-vet only ‘safe zone’ for anytime study, computer use, de-stressing, questions & planning, networking, group work, SVO meetings, debriefings and wait between classes.
**Pecos Campus Lounge**: Coyote Center, 2nd Floor. Tel: 480,726.4122. Open 8am – 5pm
**Williams Campus Lounge**: Bluford Hall, Tel: 480.988.8177. 7360 E. Tahoe Avenue Mesa, AZ 85212.

**9a) Information for Academics: Adjustment Needs**

- If you have a documented disability (as protected by The Americans with Disability Act Amendment Act), please contact Disability Resources & Services Office.

- If you are pregnant or parenting (as protected under Title IX) and would like to discuss possible academic adjustments, please contact Disability Resources & Services Office.

- If you are experiencing difficulty accessing course materials because of a disability, please contact your instructor and the Disability Resources & Services Office. All students should have equal access to course materials and technology.

**9b)** **Disability Support Services Statement** /**Information Regarding Disability Services**

**Disability Resources & Services (DRS)**

It is the student’s responsibility to self-identify, and apply for Disability Resources & Services (DRS) by utilizing the new DRS CONNECT Student System. Accessing the DRS webpage:

<http://www.cgc.maricopa.edu/Students/DisabilityServices/Pages/Home.aspx>

will give students a direct connection to DRS CONNECT. If you have concerns or need immediate assistance call 480-857-5188. The DRS Office is located at Pecos Campus, Bradshaw Hall, Room 101. All DRS processes must be followed for academic accommodations to be implemented.

**9C) Information Regarding Counseling Services**

Counseling Services at CGCC offers free, confidential individual counseling for academic, career, and personal concerns to currently enrolled students. Services are offered at the Pecos (BRD101) and Williams (BLU141) campus locations. Connections with community resources and referrals are also available. For contact information, or to schedule an appointment, please refer to our website at www.cgc.edu/counselingservices or call us at 480-732-7158 (Pecos), or 480-988-8001 (Williams).

**10) WITHDRAWALS/DROPS:** There are two kinds of withdrawal: student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in my.maricopa.edu > Student Center > My Class Schedule > (ENG101/Sec #) > Calendar button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. **There will be a final date (near end of the semester) after which I will no longer sign off on drops. Incompletes are not normally given.**

Other relevant dates are listed in the college academic calendar. Failing to submit assignments and maintain steady progress will result in withdrawal by your instructor.

Withdrawal Warning for Non-payment of Fees: (Recommended Information)

Example: Every term, students suddenly discover that they have been DROPPED FROM ALL THEIR CLASSES because they have failed to pay a lab fee or some other fee that is required for an online class. Please log on to your student account at My.Maricopa and verify that you have paid all your fees.

If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the department chair and can take as much of a week or more! Also, there is no guarantee of reinstatement after your fees are paid, so please check your account now to be sure that you are not withdrawn for nonpayment of fees.

**11) NO REWRITES**: There typically are no rewrites accepted for a "new" grade on submitted final/graded drafts of HW/papers. **Once submitted, any late deadlines (if any) are not applicable.**

**12) Recording Classes**: Permission should be asked if/before recording class in any medium. Taped content is only for the student’s use. Instructor retains the exclusive rights to the lesson's copyright and performance. Unauthorized posting is prohibited.

**13) Conferences:** Nature of conferences (one on one questions, look at further drafts, etc) will be discussed in class.

**14) Cellphone and netiquette policy:** If you must take a call/expect a call, set phone to vibrate when possible and leave the classroom to take it. Standard rules of netiquette (proper language, non-harassment, etc) and class civility apply.

**15)Right to change syllabus or policy statement**: The instructor reserves the right to change the syllabus, due dates, policy statements, etc, at any time during the course. An effort will be made to inform students of any such change.

\* \* \* \*

**Support: Coyote Cupboard Food Pantry**

CGCC has partnered with Matthew’s Crossing, a community food bank, to open the Coyote Cupboard Food Pantry, which will provide food and a limited variety of toiletries to students in need on our campuses. A CGCC Student ID is required to obtain services during the days/hours of operations.

Pecos Campus, SC 111, Monday-Thursday 12:00 pm to 4:00 pm, Pecos Student Life Contact: KT Campbell

Williams Campus, *Information Desk in Bridget Hall*, Monday 12:00 pm to 4:00 pm & Thursday 12:00 pm to 4:00 pm, Williams Student Life Staff Contacts: Kim Kocak or Jenny Ortega. If arrangements are needed outside those hours please email kim.kocak@cgc.edu or call (480) 988-8525.

**Support: Scholarship for Required Course Materials** If you are experiencing an unanticipated financial hardship and expect that it might interfere with your ability to secure a text for this class, please confidentially let your instructor know immediately. Limited scholarship funding through the VPSA's office may be available for textbooks and other daily living necessities. Please be sure to inform your instructor of the situation before the 2nd class session, or, you may directly contact / schedule an appointment with Yvette Strickling (480-732-7310, or email yvette.strickling@cgc.edu ) in the office of The Vice President of Student Affairs

**Support: Transfer Status of Any Course**

To determine the transfer status (to any of the three Arizona public universities) for any course, go to<http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>

**Statement Regarding Student Learning Outcomes** At CGCC, learning will be assessed in four areas called Student Learning Outcomes: Communication, Critical Thinking, Information Literacy, and Personal Development. Your instructor in this course will explain how one or more of these outcomes will be taught and assessed during the semester. Your participation in assessment activities is vital to the College’s efforts to improve teaching and student learning
.

Student is responsible for the college policies included in the college catalog and the student handbook, and the **student code of conduct**: link at: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

**Policy: Cell Phones**

Turn off your cell phone or use airplane mode (no calls or texts will come through) during class. A violation of the cell phone policy, which leads to classroom disruption or if the policy is violated in an effort to plagiarize or cheat, may require the faculty member to follow the process and apply the sanctions outlined in the Maricopa Academic Misconduct Policy 2.3.11 (<https://district.maricopa.edu/regulations/admin-regs/section-2/2-3>).

**Policy: Common MCCCD Policies**

For printed copies of the regulations for the calendar year you were first admitted and enrolled, visit the Library or Enrollment Services area on your campus or visit [www.cgc.edu/catalog](http://www.cgc.edu/catalog) for the corresponding student handbook and catalog year as well as visit the Administrative Regulations and Appendix (Common Pages) items specifically relevant to students. Admissions, Registration, and Enrollment (such as Withdrawal Procedures), College Environment (such as the Refund Policy), Scholastic Standards (such as Attendance),Students Rights and Responsibilities (such as Copyright REgulation), Disciplinary Standards (such as Student Conduct Code), and Vision. Here are some links which may be most relevant for students:

Attendance - Official Excused Absences

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.3-scholastic-standards/2.3.2-attendance>

Disciplinary Standards

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.1-disciplinary-standards>

Student Conduct Code

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

Sexual Harassment

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.4-sexual-harassment-policy-for-students>

Weapons Policy

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.6-weapons-policy>

Technology Use - Allowed and Prohibited

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.4-technology-resource-standards>

Smoking/e-Cigarettes

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.12-smoke-free-tobacco-free-environment>

Non-Instructional Grievance Process

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/appendices/students/s-8-non-instructional-complaint-resolution-process>

Academic Dishonesty

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.3-scholastic-standards/2.3.11-academic-misconduct>

Instructional Grievance Process

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/appendices/students/s-6-instructional-grievance-process>

**Policy: Course Policy Protocol**

If a student has a question, concern, or issue with a course policy, this is the protocol:

1) Contact the instructor to discuss the question, concern, or issue outside of class.

2) If the issue is not resolved by meeting with the instructor, contact the Division Chair. 3) Finally, if the issue is still not resolved with the Division Chair, contact the Vice President of Academic Affairs.

**Policy: Dress Code (CGCC Student Handbook)**

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes.

If, in the opinion of the faculty or staff member, any student’s dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the Vice President of Student Affairs.

**STUDENT CODE OF CONDUCT: Conduct**

You are expected to treat your instructor and your fellow classmates with respect. In all correspondence whether communicating in person or online, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums

**Academics: Active Learning**

In this course, students may be involved in a wide variety of active learning techniques to supplement class lecture.  These techniques may include, but are not limited to, the following: paired and/or small group discussions, in-class writing, group projects and/or presentations, role plays, electronic polling, objective quizzes, and games

General Statement for Use of Web-Based 3rd Party Tools -Maricopa’s Canvas Instructure Learning Management System employs Learning Tools Interoperability (“LTI”) standards to enhance the learning experience.  Examples of learning applications that use LTI specifications to connect to Canvas include simple communication apps (e.g., “Chat”), learning environments for complex subjects like math or science (e.g., Pearson MyLabs), plagiarism detection apps (e.g., TurnItIn), and other integration tools that may route users to another (vendor) website. MCCCD provides links to these sites. Please be aware that when you use these links, you are leaving the Canvas environment and the protections MCCCD has built in to assure compliance with MCCD’s Data Privacy and Security Standards and other legal compliance. At present, MCCCD has been unable to verify that the vendors' software and systems conform to Maricopa standards in this or any other regard. There is, therefore, some risk that individuals electing to use the products & services made available by these LTI vendors may place any student information shared with the vendor at a risk of disclosure that would concern MCCCD.

**Academics: Honesty/ Integrity**

Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the MCCCD Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Refer to the CGCC Student Handbook for information regarding Academic Misconduct and due process procedures
**Academic Misconduct (from CGCC’s Student Handbook)**

A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/ objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.

B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
**Cheating also includes** altering files or logs after deadline, submitting infected or non-opening files to barter for extensions, and use of technology to disguise content or alter LMS deadlines, grading or structure.

C. Plagiarism is a form of cheating in which a student falsely represents another person’s work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.
***Further definition of plagiarism and consequences are provided below.***

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member’s judgment of the student’s academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments (including redo of exams or essays) as determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

**ENG101/THIS SECTION/ENGLISH DEPARTMENT EXTENDED DEFINITION OF PLAGIARISM**

**and consequences**

 Plagiarism is the act of using another person's ideas, information, or words (phrases, sentences, paragraphs, essays, etc.) and presenting them as your own. Examples of research sources include printed materials (books, newspapers, magazines, etc.), articles and information found on the Internet, emails, information taken from lectures, material taken from records, CDs, videos, DVDs, films, television programs, songs, published, unpublished, private, or public materials and any work created by others. Whether you quote word for word, paraphrase, or summarize material, you

must still give credit to the source using standard documentation. Some, but not all, of the instances which constitute plagiarism or academic dishonesty are listed below:

1. Using all or part of another source (published or unpublished) word-for-word without quotation marks and without
 documentation or acknowledgment in the text.

2. Paraphrasing or summarizing another source without proper documentation or acknowledgment in the text.

3. Using original ideas, concepts, theories, data, or prepared outlines expressed by another, in writing, in speech, or
 in any format without proper documentation or acknowledgment in the text.

4. Borrowing from an anonymous author without giving credit to the source and signing your own name.

5. Copying from another student's paper or allowing someone to copy your work.

6. Buying, downloading, acquiring, submitting as your own work an assignment prepared, in its entirety or in part, by someone else.

7. Having another person correct and edit your paper to the degree that it is not representative of your work.

8. Submitting a paper that was not original work created by you during your time in this class

**PENALTIES FOR PLAGIARISM**

Depending on the specific circumstances of the plagiarism, the CGCC English Department follows the catalog and student handbook policies. What follows is a list of possible sanctions for dealing with plagiarism, depending on the instructor’s syllabus and announcement. They are listed below in no specific order.

• Lowering of assignment or course grade

• Failure or no credit for plagiarized assignment with no possibility for makeup.

• Course failure (i.e. an F in the course and written notification or in-person meeting with the Dean of Student Affairs).

• Written notice to student that s/he has violated the academic code.

• Additional academic assignments as determined by the instructor

• Academic probation

• College suspension

• College expulsion from any MCCCD college.

**OTHER DEPARTMENTALLY UNACCEPTABLE CRITERIA FOR PAPERS AND ESSAYS**

Beyond plagiarism, any paper that meets the conditions below may also be subject to the same penalties as plagiarism:

**1) Not following the syllabus requirements for the assignment, such as choosing or changing topics without prior approval by instructor, or using sources or topics disallowed by the syllabus;**

 **2 )Submitting, without prior instructor approval, a paper that was NOT written specifically for and/or written during your membership in the current English course, for example a paper written in high school or for another class.**

I acknowledge that I have read, understood and agreed to the syllabus and student policies outlined above:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASS: ENG101 Sec #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_