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

**ENG102 Course Section**: \_\_\_\_\_\_\_\_\_\_\_\_F2F 16 week 3.0 Credits
**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

**ENG102 COURSE COMPETENCIES: available at:**<http://aztransmac2.asu.edu/cgi-bin/WebObjects/MCCCD.woa/wa/freeForm2?id=51807>

**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**: English 101 with a grade of C or Better. If you failed, got a D, or never took Eng101 you MUST drop this course. Not only is it departmental policy, but you will be lost in class without the skills from Eng 101! This course will not cover in depth grammar, vocabulary, paragraph building, etc, focusing instead on the research paper, topic selection, and information gathering.

**Course Description & Objectives**: Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total, with a focus on persuasive, research-based writing. After Eng102, students should be able to:

1)Understand the need for formal research/written communication, inside/outside classroom, towards specific audiences;

2) Understand the different ways of approaching, planning, and writing essays and papers;

3) Quote, reference, and document sources using acceptable MLA format and understand issues of copyright and plagiarism;

 4) Integrate the procedures for writing papers with the student’s own creative ideas and interests

**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.

**Student Responsibilities and Warning**: Students are responsible for understanding the syllabus and college policies
**WARNING:**

ENG102 is a difficult and demanding course that requires research, writing, ability to stick to very specific requirements over format (paper format, MLA source format, etc) and minimum requirements (minimum # of sources, 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 ENG102 work, and be very, very careful in managing your time and work. Attempts to adapt a previous/other class’ paper to the specific 102 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. ENG102, the traditionally last required minimum composition course, is for most time-challenging and should be treated as such.
**COURSE REQUIREMENTS:**

a) Reading assignments (typically every week) f) Attendance

b) Homework assignments g) Ungraded in-class assignments

c) Time to go to library ( important!) h) in-class assignments and essays

d) group activities i) 2 major research papers and a ‘trainer’ paper

e) Time/active use of computer and internet (library or at home) j) 1 Final Exam w/essay

k) That you get/have an email address (instructions on getting a free email address accessible

from the library or at home, etc, will be given early on, during class)

 l) **requirement checklists and Honor code statement** for papers (assurance against plagiarism)

**CLASS POLICIES**

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 the first major paper, 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.

 **3)Breakdown of Final Grade (subject to change):**

20% homework (including formal proposal essay assignment and paper 0 related work)
10 % final exam or extra credit A

Training Paper (extra credit opportunity)

30% First major paper (4 page absolute minimum)

40% Final Paper (6 page absolute minimum) and associated assignments

**Grading Scale:**

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

**4) Exams and Papers**: **Make sure to read the paper defined handout/rubric pack!**

**\*IMPORTANT:If papers sent via email: send to** **Miguel.fernandez@cgc.edu** **&** **eng102papers@gmail.com** **AND make sure you get a ‘paper received’ reply, otherwise your paper was never received and is graded as 0/F!!!!**

**REQUIREMENTS:** Beyond regular take home assignments and in-class work, there will be a cumulative final exam with essay, a short ‘training’ paper, **and 2 major papers** (a 4 pg min. paper requiring 8 minimum sources, and a Final Research paper [6 page min. requiring 10 min. sources]). Nature of the papers will be discussed in class.Topics must be pre-approved in class.

**ABOUT THE PAPERS: You may NOT use the same topic for both papers**. While you **CAN** propose for approval a religious or controversial viewpoint on a topic (eg the view on abortion, intelligent design vs evolution, the needed social role of Z etc), you cannot use a religious topic (religion X is true because of Y, religion X is better than Y because of Z, etc) or extreme/pseudo-satirical topic (genocide should be considered in the case of Z; cannibalism for population growth of the poor), since the class is centered on standard research only. Again, all paper topics must be pre-approved. Any student without at least one topic approved by the ‘lock topic’ date will be randomly assigned a topic from a sample list of 100 or asked to drop. Rejected topics must be revised and resubmitted for approval. Unapproved topics made into papers are an instant F.

**A SUGGESTION ABOUT ‘BAD’ PAPERS: I have a paper killer/ran out of time: now what?
A poor quality paper/retaking the course policy**: You ran out of time. Or length is less than 4 pages for 1st paper or less than 6 pages for 2nd paper (paper is an automatic 0/F). Or you know the paper is going to be bad when you ran the checklist against it. Instead of handing it in, as soon as it looks like you will have one of these paper killer problems by date when due, if possible, withdraw from the course. If too late to do this: take the F (email me that you won’t meet the deadline) but do NOT submit the too short or otherwise ‘paperkiller’ problem paper if you plan on using it/the topic again. Why? If you hand the too short paper in for grading, you get the 0/F \*AND\* you can’t use the topic again/cannot complete the paper later if you repeat the course (with me or someone else – most teachers won’t accept work done for another class). As long as I haven’t graded a paper, you may resubmit the same topic choice if you take 102 with me again, instead of having to choose another topic and start from scratch. Once I have a paper in my hands, for better or worse, it will receive a grade (and suffer all stated penalties)and you CANNOT submit again.

**5)Make up exams:** If a student misses the final, there is a makeup exam who’s grade can replace the missed test. Individual makeup exams for students with verifiable cause presented BEFORE the exam date (student athlete on an event with proper documentation, necessary trip, etc) will be considered, upon discretion of the instructor.

**6a) 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)

**6b)** **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.

**6c)** **Sending email and verifying it was received**: If you send email (request for excused absence, question about a topic, a homework etc), DO NOT ASSUME it was received. The instructor typically tries to reply within 48 hrs (possibly longer on weekends and breaks) with an email acknowledging receipt of your message and further commentary, etc. If you don't get a reply, it was not received/you have a 0/F for the assignment. Hence, you want to check VERY SOON after sending an email if it was received. If a deadline is midnight, and you don’t get a ‘message received’ email, but you didn’t check for it until the next day, you have a 0/F for it. **SINCE missing a paper often means fAILING THE COURSE, if sending via email, send to BOTH EMAIL ADDRESSES LISTED ABOVE.** Try sending the message again: multiple non replies may mean there is something wrong with email. Email not received is never allowed as excuse for missing a deadline, etc. Because instructor uses junk email filters, ALL EMAIL SENT should have a subject of “ENG102: xxxxxxx”, where xxxxxxx is your question. If you don’t use this subject line, your email may not get thru.

**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: F 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.

F)**SUPPORTING POINT OF CONTACT: SVO: Student Veteran Organization:** cgccsvo@gmail.com
The opt-in on-campus group/‘club’ for student veterans, all branches, any status: separated, active, retired, etc. SVO meets regularly at the Veteran’s Lounge for briefings & discussion of campus going-ons & issues affecting student vets, as well as to network, orient, and mentor each other. No fees, no hazings or sign-up commitments. They are a resource for opinions and suggestions straight from other vets @college. Official chapter of **Student Veterans of America (SVA)**Website: <http://www.cgc.maricopa.edu/Students/Veterans/Pages/Student-Veterans-Organization.aspx>

**G)SUPPORTING POINT OF CONTACT: Faculty Liaison for Student Veterans:**
Miguel Fernandez. miguel.fernandez@cgc.edu Faculty member who can orient, refer, advise (informally), advocate and mediate on concerns between student veterans and faculty/courses at the college. Works closely with the SVO. Concerns can be specific or anonymous. Available to **both** FACULTY and Student Veterans for questions .

**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) HWs:**see calendar & instructor for specifics. MISS 2 CONSECUTIVE HW’s & you are DROPPED from course!

**a) Accepting Late Homework policy**: Homework handed in late is accepted up to 7 days later, but at a penalty of minus one letter grade. Any homeworks more than 7 days late will not be accepted/ instantly a zero/F.

**b) Handwritten, typed, and emailed "homework" assignments**: Neatly handwritten is fine for most homework type assignments, unless told otherwise. Homework may be submitted by email, but must arrive by midnight of the day due. Arrival by email cannot be assumed received by deadlines. You must WAIT on a confirmation reply email.

**c) HW GRADING**: An ‘A’ HW is graded as a 90, a ‘B’ as an 80, a ‘C’ as a 70, a ‘D’ as a 60, and an ‘F’ as a ‘0’. The 20% of HW grade is an average of your 10 HW’s. If you never missed an actual deadline for any of the 10 HW’s, your grades are given **a bonus** an your 20% of HW is a 95/A, instead of the standard ‘A’=90.

**11)MAJOR PAPERS:** See paper description handout/rubric pack for specific requirements.

**a) Use of Quotes**: Some instructors or tutors may demand, suggest, or say it is okay to use only paraphrasing with citations, or that paraphrasing is better than using “direct quotes” as explained in class. This is NOT SO for this class. “Direct quotes” should be at least 50% of your cited source content, and it is fine to have your quotes/evidence as 100% “direct quotes” with citations.

**b)** **Drafts due for editing:** An early draft of each major paper is due BEFORE the final/real deadline, for use for peer review and editing. A class lesson will be devoted to how to peer edit. This draft must by typed/printed – cannot be sent by email. You must have the required amount of your paper ready by this date. Failure to do so will cost you extra credit points and/or points (see below) on your actual graded final draft. Instructor will NOT score this draft towards class grade.

**c)** **Handing in papers by email or online**: **NOT a problem but you MUST!!!!** **make sure you get a ‘paper received’ email within 4 hrs**. **YOU are responsible** for checking your email for this receipt/paper received email. If you didn’t check for the reply and you missed a deadline/paper never got through, you MISSED the DEADLINE!
a)make sure to send in .doc or .rtf format (not just cut and paste into email) NO LATER THAN MIDNIGHT on due date; b)it is suggested you email to at least two email addresses (above) – just in case;

c) email the CHECKLIST, honor code, and any supporting documents. ENTER your name where it says sign here.
**PAPERS submitted online/email CANNOT be in google doc or any CLOUD format. They must be PDF or docx**.
**d) Optional Early submission of papers:** A student may (optionally) submit a final draft for grading, by an early date, as specified in the calendar. An extra credit bonus will be given (as explained in class).

**e) Late papers policy**:First papers missing the deadline can be submitted until a last late day, at -**10 points.** After this late day, no paper is accepted and ANYONE NOT submitting a first paper must drop the course.

Second/final paper will have ONE late day, at -10 points, because of need to submit final grades.

It's close to impossible to pass the class without submitting and passing this final paper.

**12) Plagiarism and having “someone else do your work”:** All papers will be checked for plagiarism and students will attach an honor code. See section below for definition and penalties

**13) 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 > (ENG102/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.

**14)Extra Credit**: There will be an opportunity to gain/lose extra credit points vs final exam. See the separate handout.

 **15) 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.**

**16) 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.

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

**18)** **Paper Killers**: Paper Killers are minimal, crucial, absolutely basic requirements of 102 papers as listed on the checklist (eg no citations, too few sources) that, if missing, instantly make a paper a 0/F. These supercede even the rubric.

**19) 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.

**20)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.

\* \* \* \*

**Extra Credit possibilities and penalties**:

It is possible to get extra credit points towards replacement of final exam!

\*Takes 7 points to buy replacement of final exam–**score of final replaced depends on final tally of extra credit points;**

|  |  |  |
| --- | --- | --- |
| 7 points = 90/A | 10 points = 93/A | 13 points = 96/A |
| 8 points = 91/A | 11 points = 94/A | 14 points = 97/A |
| 9 points = 92/A | 12 points = 95/A | 15 points = 98/A |

\*Negative points are penalties and apply to paper grade if not covered by points;

**HOW TO GET EXTRA CREDIT POINTS**: (There are also activities discussed in class that change each semester)

|  |  |
| --- | --- |
| 0)Clasi extra credits | 0, +1, +2 |
| 1) In-Class Group Paper 0, Death Penalty  | 0, +1, +2 |
| 2)In-Class Group Grade sample paper 1 | +3(exact), +2(within 3), +1(within 6) |
| 3)Don’t submit anything for paper 1 draft 1 at all **or** Don’t show up/don’t hand in at least 1 peer editing report on someone’s paper 1draft1 | -5 |
| 4)Visit to Writing Center  | +1 to +2 (one credited per paper) |
| 5)In-Class Group Grade sample paper 2 | +3(exact), +2(within 3), +1(within 6) |
| 6)Credibility exercise/lesson | +1 |
| 7)Class Assessment survey | +1 |
| 8)Don’t submit anything for paper 1 draft 1 at all **or** Don’t show up/don’t hand in at least 1 peer editing report on someone’s paper2draft1 | -5 |

**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.

**ENG102/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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CLASS: ENG102 Sec #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_