**Course Section**: \_\_\_\_\_\_\_\_\_\_\_\_ ENG 102 16 week **SYLLABUS** **Instructor: Miguel Fernandez**

**CONTACT INFO**: (in order of preference) Office in E202

Email [miguel.fernandez@cgc.edu](mailto:miguel.fernandez@cgc.edu) (if sending papers, MUST ALSO CC to: [eng102papers@gmail.com](mailto:eng102papers@gmail.com) )

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 3rd party tool 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

**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

**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, minimum # 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

e) Time to use 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.

**1)** **Attendance vs Being Dropped from Class**: **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**: 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.

**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**](mailto:Miguel.fernandez@cgc.edu) **&** [**eng102papers@gmail.com**](mailto: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://maricopa.edu/google>

**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 Center for Instructional Computing Lab** ( www.cgc.maricopa.edu/cic ) Rm. B-123: Computer and internet access is available. For more information., contact the CIC at 480-732-7226

**7**) **The Learning Center** The CGCC Learning Center's mission is to support students' academic learning by providing free tutoring and resources to reinforce and supplement classroom instruction and to assist CGCC students to achieve academic success. Tutoring services are available to CGCC students on a drop-in basis for selected courses with an emphasis on providing writing, mathematics, and science support. All Learning Center services are free to students for classes in which they are currently enrolled at CGCC. At the Pecos Campus, the Learning Center is located on the second floor of the Library, rooms LIB227, LIB228, LIB229 and LIB237. At the Williams Campus, the Learning Center is located in Bridget Hall, rooms BRID114 and BRID115. The Learning Center also provides instructional support resources in the form of videotapes, software, and print materials. Both the tutoring and resources help students improve in content specific areas as well as in study skills.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: Reda Chambers, <tel:480-726-4094>, [reda.chambers@cgc.edu](mailto:reda.chambers@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](mailto:cgccsvo@gmail.com)   
The opt-in on-campus group or ‘club’ for student veterans, all branches, any status: separated, active, retired, etc. SVO meets regularly (typically once a week) at the Pecos Student Veteran’s Lounge for briefings & discussion of campus going-ons and issues affecting student veterans, as well as to network, orient, and mentor each other. No fees, no hazings or sign-up commitments. They are the best resource for direct opinions and referrals and suggestions straight from other veterans attending 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](mailto: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 .

**9) Disability Support Services Statement** : Students with disabilities are required to register for services in the Disability Resources and Services (DRS) office in the Student Center at the beginning of the semester. Do not wait to visit the DRS office if you want support with any CGCC classes. The DRS office will meet with you to determine accommodations based on appropriate documentation. Therefore, faculty members are not authorized to provide or approve any accommodations for students in this class without written instructions from the DRS office. This must be on file before any accommodation will be provided. You can contact the DRS office at (480) 857-5188.All disabililty-related information provided to DSS remains confidential.

**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!

**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**: **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.

**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 (from F for the course to expulsion from the college. )  
**13)Withdrawals and Drops and incompletes**: Student initiated withdrawals are in keeping with College dates and procedures. An instructor may withdraw a student with too many absences (see attendance rules above). Any student wishing to drop a course (you get a W on your transcript which DOES NOT directly affect your GPA) should go to Admissions and Records or complete the withdrawal process online. Regardless the student should let me know they are dropping the course, so they may be taken off the grading roster. An email or note in the mailbox is fine. 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.

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

**15) Rewrites**: There typically are no rewrites accepted for a "new" grade on submitted final/graded drafts of HW/papers.

**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.

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**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 |

**Statement Regarding Outcomes and Assessment**The faculty and programs at CGCC are dedicated to effective teaching and successful learning with emphasis in the following areas: communication, critical thinking, literacy, and personal development. Periodically, students will participate in formal and informal assessment activities that will help faculty improve programs and teaching strategies. These activities are designed to facilitate student growth in whatever combination of the above outcomes applies to a course.

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>

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.

**CGCC ENGLISH DEPARTMENT POLICY ON PLAGIARISM:**

Plagiarism is defined as presenting the work of another as one's own. More than four consecutive words from a source other than the writer constitute plagiarism when the source is not clearly identified in appropriate documentation format.

From the CGCC Student Handbook:

"Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

**ENG102/THIS SECTION/ENGLISH DEPARTMENT EXTENDED DEFINITION OF PLAGIARISM**

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

• Permanent 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.