

HOUSE RULES

- **SAFE, RESPECTFUL LEARNING ENVIRONMENT:** Students have the right to have, as well as the responsibility to foster, a *safe, civil, and courteous learning environment*. Therefore, disruptive behavior of any kind cannot be tolerated and shall result in removal from class and possible sanctions from the Student Development Office.
 - “**Disruptive Behavior**” is defined as manners or actions that hamper the ability of professors to teach and students to learn.
 - Common examples of “disruptive behavior” include (*but are not limited to*) the following:
 - eating and drinking in class; monopolizing classroom discussions;
 - demanding an inordinate or inappropriate amount of time and attention;
 - failing to respect the rights of others to express their viewpoints;
 - talking while other students or (*worse*) the professor is talking;
 - constant interruptions that interfere with the professor’s presentation, overt inattentiveness (*i.e., sleeping or reading other materials in class*);
 - creating excessive noise with belongings and supplies;
 - frequently entering class late or leaving early;
 - abusing **cell phones** (& other electronic/digital devices), chronically failing to turn off cell phones at the start of class, or playing with such devices during class time; and
 - attempting to undermine the professor’s authority
 - misusing lab computers for activities unrelated to coursework, such as surfing the Web, sending instant or email messages, and, worst of all, perusing pornographic material
 - badgering or defaming other students or the professor through social media
 - Extreme examples of “disruptive behavior” may include the following:
 - using profanity or derogatory language; being intoxicated or impaired by drug abuse;
 - taunting, badgering, or intimidating; harassing or stalking; bullying or cyber-bullying;
 - threatening to harm others or oneself; resorting to the use or threat of physical violence (*shoving, grabbing, assaulting, or using or brandishing weapons*).
 - Please **RESPECT** your institution, your classmates, and yourself; otherwise, disciplinary actions definitely shall be taken.
- **FORMAT:** Every assignment done in this class, from journals to essays, will have the same format, which includes a **HEADER** on page 1 (*in lieu of a Cover Page*) with Your Name, My Name, Course and Section Number, Due Date, and Type of Assignment—all of which is printed (*single-spaced*) in the upper *right*-hand corner of the first page. For example:

John Schmigliessa
Dr. Housenick
ENG 555-55
15 Mar. 2025
Effects Essay

Also, for **pages 2+**-you will create a **HEADER** located in the upper *right*-hand side of the page, and it will include your Last Name, no space, a Hyphen, no space, and the Page Number:

Schmigliessa-3

This header, however, will *not* appear on the first page. Additionally, while these headers will be single-spaced, the text of journals and essays will be **DOUBLE-spaced** with a **Font size of 12”** and a **Font style of TIMES NEW ROMAN**. Furthermore, each assignment will be **stapled** *before* it is submitted for grading. Consult the “**WORD 2007 Settings**” handout for set-up.

No paper will be accepted without these conditions.

- **PLAGIARISM:** Cheating in any of its forms will result in failure for the course. Plagiarism, in particular, is the intentional or unintentional use of another's words or ideas as your own. You are guilty of plagiarism if you:
 - include in your essay a passage, an identifiable phrase, or idea that you copied from someone else's work without acknowledging and documenting your source;
 - use the exact sequence of ideas and organization of argument as your source;
 - fail to put an author's words inside quotation marks;
 - fail to cite a source of summarized or paraphrased information;
 - use in your paper sections that have been written or rewritten by a friend or tutor (If the latter is a classmate, then BOTH students fail.);
 - use a paper you submitted for a previous class without my permission (Yes, you can be guilty of plagiarizing yourself!);
 - buy, find, or receive a paper that you turn in as your own work. (Raimes 84-85)
 - ***Students who plagiarize will fail this course without discussion.**
 - ~~To guarantee authenticity, students will submit all essays to Turnitin.com. (*no grade until*)~~
- **PARTICIPATION:** Participation will be assessed by observation of preparedness, contributions to in-class work and discussions, and general cooperativeness as seen in class. This assessment is subjective and entirely at the discretion of the instructor. Obviously, if you are not in class, then this **test grade** will suffer. Also, three late arrivals will count as one unexcused absence. For specific number values, consult the handout.
- **ABSENTEEISM:** If a student misses a class period, he/she is responsible to obtain the covered material from a classmate, for the instructor will not teach the same information a second time. Further, it is the absentee's responsibility to complete assignments due on the absent day or on the returning day. If, for example, an assignment is due on a Monday and the student is absent on that same day, the assignment is considered late and will be lowered one letter grade for every class period until it is handed in. Similarly, if the assignment is due on a Wednesday and the student is absent on the preceding Monday, the work is still expected on that Wednesday, or it will be considered late.

Furthermore, it is the absentee's responsibility to set make up dates for any missed examinations. However, **no quizzes can be made up**; if a student is absent the day of a quiz, then that zero counts as one of the two lowest quiz grades (*probably*) to be dropped (Turnitin quiz grade cannot be dropped).

Additionally, only two reasons exist for an "**excused absence**," and they include a death in the *immediate* family and a *serious* illness. For the former, I require a note (*typically via e-mail*) from the dean of students (whatever the proper title). For the latter, I require a doctor's note. Any other reason for missing class is just an excuse.

- **CHILDREN:** (1) Children are not allowed in the classroom. (2) Children are not a valid excuse for missing classes or assignments; you have registered for this class, not the child. Apply this same rationale to taking care of parents, grandparents, siblings, and pets.
- **COMMUTER COLLEGE:** You have enrolled at a commuter college and must therefore find reliable transportation to class. Thus, vehicular problems are not a valid excuse for missing classes or assignments.

- **EXCUSES:** Other invalid excuses for missing classes or assignments include: employment (*priorities*), other classes (*time management*), and sports (*“scholar” comes before “athlete”*).
- **PERFECT ATTENDANCE:** For promptly attending and participating in *every* class meeting, students will be rewarded with **two (2) points** on their final average, in addition to the *possible* “A” grade for participation. Lates and Excused Absences count against perfect attendance.
- **TARDINESS:** Class starts at the time listed at the top of the syllabus, so make arrangements to arrive on time. If your tardiness becomes a problem, either you will withdraw from this class and take one that better fits your schedule or I will not allow you into class until you can respect your classmates and yourself enough to show up punctually. Also, three late arrivals will count as one absence.
- **LATE PAPERS:** Assignments are due at the start of class (*unless otherwise noted*), in hard-copy format. Only late papers resulting from an Excused Absence (*above*) will be accepted, and even then they will be lowered one letter grade for every class period they are tardy. Generally speaking, that results in a **ten-point deduction** from the final grade (89→79). Furthermore, no late paper will be accepted one week after the due date, regardless of the excuse. At that point, the “0” will remain in my grade book.
 - Don’t: rely on excuses like “the computer ate my homework,” blow off class to finish an assignment and then show up at the end of our scheduled meeting time to hand it in, sneak it into my mailbox between classes, submit it only to TII.com, or attach it to an email: These are *still* considered late and will not be accepted.
- **GRADE BOOK:** My grade book will be open to students during the semester if questions arise concerning grades or missing work. Nevertheless, it is the **students’ responsibility** to keep track of their own assignments, for I will not chase students to inform them that they owe me work. Remember, if you have not submitted an essay when it was originally due, then such “0” papers *cannot* be revised.
- **SUPPLEMENTAL ASSIGNMENTS (“extra credit”):** I *may* allow students to *write* essays that will assist their final averages; if so, the following conditions must be satisfied: the subject is worthy of the bonus, the effort is worthy of the points, the student is worthy of the benefit. Regarding the latter provision, what I mean is this: Students should not plan on blowing off classes and/or assignments and then submitting extra credit to make up the difference; such behavior will not be rewarded. Also, each student will be allowed to draft no more than two (2) of these supplemental essays, whose value will depend on the quality. Lastly, authorization and evaluation of this charity remains completely at my discretion.
- **E-MAIL:** E-mail is for emergency use only. It is not to be utilized as a replacement for typical teacher-student one-on-one communications. In other words, if a student has a problem with the course or its work, then he/she must meet with the professor in his office to discuss the matter face-to-face, like adults. Relatedly, while I should not have to remind students of this, I will, nevertheless: **Watch your tone** in these and all correspondences. I know how stressful semesters can get, but that is no excuse to forget your manners. Also, I will neither accept nor grade any unsolicited electronic material, so **do not send papers or other assignments via e-mail** (*unless given explicit permission from the instructor*). I will accept only hard-copy assignments, so do not send them through e-mail or hand them in on a USB drive. Next, if you miss class for whatever reason, please do not send me an email asking, “What did I miss?” As the “Absenteeism” section notes, the onus is on you and not me, so, my response will succinctly be, “You missed class.” Finally, if you have any questions and choose e-mail as your medium to forward such inquiries, please place your **name, course, and section** number in the subject line.... And please **PROOFREAD** your E-mails as you would an essay; you are addressing an English professor!

- **FERPA:** Due to FERPA restrictions (Family Educational Rights and Privacy Act), I cannot discuss with anyone else your work, grades, attendance, attitude, or any other matter concerning your education.
- **INCOMPLETES:** I am *not* in the habit of granting “incomplete” grades, so prepare to complete all the course assignments – by their due dates. In the instance of extraordinary circumstances, you will have to have completed at least 75 % of the course work before you and I will discuss the matter.
- **1984:** Unless you have read the novel, you may not make any references to Big Brother.
- **DECORUM:** Regardless of anything else, this is a **COLLEGE-level course**, and as such students are expected to act accordingly. In other words, students are required to attend punctually all scheduled meetings, to be prepared for each class, to complete assignments by their due date, to choose appropriate academic topics for assignments (*no sex or drugs*), to behave in an adult manner, and to treat fellow students with courtesy and respect.

DISCLAIMER

While this syllabus is as accurate as possible, certain aspects of it are subject to change without notice. For instance, dates and grading may be altered by the instructor as necessary to suit the educational needs of the students enrolled in this course. If any section of the syllabus or any assignment is unclear, it is the responsibility of the student to approach the instructor and inquire about it.