

# Jeas assignment



**ASSIGN  
BUSTER**

Testing: The first (Midterm) graded timed writing and the final exam (timed writing and objective test) must be taken at a proctored site. On the ETC campus, the testing center is located within the OPAC building. If you cannot come to the ETC campus, please follow this link for a list of remote (off campus) testing sites. \*\*\*elf testing off-campus, you must complete the remote site testing application which can be found on Tic's Testing Center page. If you have trouble finding this form, please call Tic's Testing Center.

Submitting Assignments: Almost all assignments will be submitted electronically through assignment links in b. Follow this link for a tutorial. You may not fax papers to me. If I ask that you submit an assignment via email, always send the document (your completed assignment) as an attachment and always put your last name and an abbreviated version of the assignment title in the file name. Also, be sure your full FIRST and LAST name are on the document itself. Example: Taylor. Jurinal . Doc or Smith. Essays . Doc

Within the essay: Sally Taylor or Bob Smith In other words, I should be able to identify the writer and the assignment at a glance. If you do not do this, I will return the paper to you asking you to resubmit it in the proper format and possibly causing the paper to be considered late. Posting of Grades & Feedback: Posting of Grades: All grades will be posted on the Blackboard course site in ' My Grades' within two business weeks. Feedback: If you see an underlined grade in ' My Grades,' this means your instructor has added comments and/or uploaded a document to your submitted Homework assignment.

Click on the grade and read your instructor's comments. Click View if your instructor states that you are to read the attached document for further comments or to see your grading rubric. You can also view comments in the grade book by clicking on the View Comment button to the right of your grade. Wrong file or corrupt file submitted: Students are responsible for ensuring: (1) the submitted assignment file is both correct and is readable, (2) submitted work is in the required file format, and (3) a lock image is not displaying in the grade book for submitted work.

Please be aware that ETC uses WORD as its choice of word processors and your files must be compatible with it. You may call the help desk at 201-8545 if you have questions. Assignments: Assignments for the following week are posted on Sunday. They are provided in both an announcement and in an email and you will always find them under the Assignments tab. Assignments for that week are due by 12 p. M. The following Sunday unless an alternate date is provided. You are always welcome to submit assignments early! 0 Grading Policy: All essays and timed writings must be completed for a grade of C or higher to be awarded.

Grading Point Breakdown (subject to instructor modification as need be) You must complete the " Course Activities Requirements" (ONCE 1102 Master Syllabus, page 2). Essay 1, Rhetorical Analysis 150 points 200 points Essay 2, Regain Argument Essay 3, Position Argument ? Each essay includes documented proof of the drafting/revision process through smartening responses, peer reviews, and self-reviews. Discussion Board, Short Writings Workshop activities Group Projects on Fallacies and Appeals \*Midterm Timed

Writing 100 points 50 points \*Final Exam (short answer/MAC + Timed Writing) \*proctored Total Points = 1, 000

Late Papers/Assignments: Late work will receive 50% credit. After one week, the grade will be recorded as zero. Attendance Policy: Students are expected to submit assignments/papers and to participate in activities. I will take attendance (for our purposes, “ attendance” means you have logged on to the course and are participating by submitting assignments as directed) the first week of class, and each time as required by ETC, to determine if a student is actively participating in the course.

This information will be obtained by viewing the statistics of your access to the course and submission of assessments. \*ETC requires each instructor to submit each student’s record of attendance for financial aid, and other, purposes. College Policies: All college policies concerning withdrawal deadlines, incomplete, audits, academic dishonesty and other policies are in effect for this course. All students are advised to be aware of and to carefully follow these guidelines located in the ETC Student Handbook.

Note on Netiquette Please exercise respect for your classmates and instructor by avoiding vulgar/obscene language in public posts, e- mails, and writing assignments. Disrespectful, incendiary, and objectionable engage in any correspondence (electronic, phone, face-to-face) is grounds for immediate dismissal from the course. Discussion Boards Discussion Boards will be opened for writing introductions, brainstorming ideas, and sharing claims. Course Withdrawal and Administrative Withdrawals: The instructor

will not withdraw students from the class unless asked to in writing from the student.

It is the student's responsibility to be aware of withdrawal deadlines and to withdraw him or herself from the course should the need arise. The last day to withdraw from a class and receive a W in the 2014 Fall Main Session is Monday, November 3rd. Incomplete Policy: Incomplete are granted only upon documented proof of a student's or immediate family member's hardship that prevented the student from completing assignments and/or attending class. The student must be in good standing in the course to receive a grade of I.

Communication: I will answer all emails within 24 hours Monday through Friday. Smartening: Smartening (SST) is an online resource that provides feedback from online English tutors. I do require submissions to Smartening for the major essays. Late submissions of a SST response are not accepted because they are to be used as a evoking/editing tool and have no meaning if the final draft of the paper has already been turned in. Plagiarism If a student commits academic dishonesty in this class, then the instructor has the right to follow the College's established procedure for academic dishonesty.

This involves two steps: first, the instructor notifies the student that he or she has been charged with academic dishonesty; second, if the student is guilty, then the instructor completes the form Academic Dishonesty Sanctions, a copy of which is placed in the student's disciplinary file. The penalty for the first offense of academic snootiest is either a zero for the

assignment/test or an “ F” in the course if successful completion of the assignment or exam is required for the course.

Sanctions for students found guilty of second or subsequent charges of academic dishonesty will include a grade of “ F’ assigned for the course involved and may include conduct probation, suspension, dismissal, or expulsion. English Department Paper Submission Policy Many ONCE 1102 instructors at ETC use similar essay assignments. Thus, I will require each student to submit major essays to Seafaring, a software system that validates the originality of student writing. No essay will be graded or receive any credit until the instructor has an originality report from Safe Assign.

This process will be explained. Course/Campus Resources: The Online English Handbook located under ETC Passport provides links to external sites on the reading and writing process, grammar practice and review, and links to the Library and Learning Commons’ reference materials. Specifically, the handbook features a climbable menu on the left, an alphabetical quick-find index of commonly searched terms, a list of comprehensive grammar sites, and a compilation of grammar handouts in PDF form.

The Learning Commons provides one-on-one tutoring services, research assistance, and technological assistance. Also see the button on the main shell titled “ Campus Resources. ” DAD Provision Tallahassee Community College is committed to making all programs, services, and facilities accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from the educational experience and to effectively transition to our college environment.