**English 100W Policy Addendum**

**Overview:** In the interests of saving paper, I deleted some paragraphs from your original syllabus that I have always included, intending to post a fuller version of my policies online. For some reason I didn’t. Sorry about that. The policies below apply to this class, though. Please note especially the sections on **Academic Integrity**, **Late Work** **policy**, and **Absences,** as the main reasons students fail are plagiarism and missing a lot of class and/or deadlines.

**Academic Integrity** The University’s Academic Integrity policy, located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit, **or submitting your own work that you wrote for another class**) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student submitting them unless otherwise specified. **Turniti.com:** To receive credit, all essays for this class and all extra credit must be submitted to Turnitin.com. Late submissions to Turnitin could be penalized—if I have to keep asking. . .

**Classroom Protocol**

**Attendance and Participation: It is very important that students come to this class regularly and come prepared to participate.** This means that reading assignments should be finished before the class period when they will be discussed, and that students should get to class on time to turn in homework and/or take quizzes. There will be frequent, unannounced in-class writing of some sort, and these cannot be made up by students who miss class, even for illness or some other reason beyond your control. Poor attendance and weak participation will significantly reduce your learning experience and your grade.

**Absences**: If you are not in class, please try to contact classmates to get assignments, directions, handouts, notes, etc. before you send me a “did I miss anything?” email. Please don’t make your absences extra work for me. With 4 classes to teach and several hundred student essays to grade, I already have as much work as I can manage.

**Professionalism and maturity:** Perhaps this should go without saying, but students will be expected to treat each other and their professor with courtesy and respect. This includes the little things, like getting to class on time, turning your cell phones off in class, and refraining from toying with electronic devices and chatting with buddies in class. Professionalism also involves the more serious matter of avoiding rude or hostile remarks. We will be discussing some emotionally potent issues, so it will be important for us all to express ourselves carefully and try to keep our cool. Students who fail in this regard might be asked to leave the classroom.

**Late work**: I realize everyone has emergencies now and then—I might have some as well-- but accepting late homework opens the door to chaos. Therefore: quizzes and other in-class writing CANNOT BE MADE UP. LATE HOMEWORK WILL NOT BE ACCEPTED. In some cases I will take **late essays**, but the **grade will be reduced** a grade for every day they are late, and one week late is the limit. This policy provides incentive to meet deadlines, which are even more crucial in the workplace than in school. **All assignments are to be submitted on paper** (not electronically) in class, not slid under my office door or into my mailbox. **Please do not ask for exceptions to these policies** because you put me in an awkward position and provoke the ire of your classmates. One reduced grade on an essay or a couple of missed quizzes will not destroy your grade. Doing extra credit assignments will protect your grade from occasional lapses.

**Extra Credit**: To soften the no-late-homework policy and to encourage you to seek enriching extra learning experiences, I will periodically urge you to attend campus cultural events and write about those for extra points. Film comparison write-ups from an approved list will also be accepted. There is a 30-point maximum per semester, per student. (The other assignments will be worth 1000, total). Extra credit can be turned in any time, but it will be graded when I have time. Please do not nag! The final deadline for extra credit is the last day of regular class.