

San José State University
LLD 100A-English 100A, Section 2 –Writing Competency Through Genres
Course Greensheet – Fall 2014¹

Instructor:	Maria Judnick	Office: Faculty Office Building 115
Email:	maria.judnick@sjsu.edu	Office Phone: PLEASE USE EMAIL.
Course Time/Room:	M/W 10:30-11:45 AM, Duncan Hall 415	Office Hours: M/W 9-10 AM
Canvas:	http://sjsu.instructure.com	& by appt.
Prerequisites:	Passed ENGL 1B or equivalent; taken WST at least twice without passing.	

COURSE DESCRIPTION

Serves as alternative satisfaction of the WST requirement if passed with a C or better (C- or lower will not satisfy the WST). Prepares students for 100W through drafting, feedback, and revision to demonstrate writing competency. Develops ability to analyze written genres used in the students' chosen disciplines as well as write analytical and reflective essays.

COURSE GOALS

ENGL/LLD 100A is one course taught in two different departments. It is designed with the goal of preparing you to succeed in 100W, other upper division classes, and your profession. You will have intensive practice in prewriting, drafting, revising, and editing academic writing. You will be asked to research, analyze, and reflect on various kinds of writing and to produce a **minimum of 5000 words**, including a rhetorical analysis, a report about writing in your chosen discipline, and five critical reflective journals on a book-length work of fiction or non-fiction.

STUDENT LEARNING OBJECTIVES (SLOs) By the end of the course, students will be able to:

- a. Use correct and situationally appropriate sentence structure and grammar;
- b. Utilize feedback from instructor and peers to improve the accuracy and clarity of writing;
- c. Recognize, select, and use basic activities of the writing process, including prewriting, organizing, drafting, revising, editing, and peer review;
- d. Critically self-reflect about the writing process and about making context-appropriate rhetorical choices;
- e. Critically read, interpret, and synthesize multiple texts;
- f. Write well organized, well developed essays with a clear thesis;
- g. Identify how types of written texts in a variety of fields (genres) are influenced by audience, situation, and purpose;
- h. Employ research strategies to collect, analyze, and evaluate data from primary and secondary sources.

REQUIRED TEXTBOOKS AND MATERIALS

- 100a Study Guide: *Rhetoric and Composition*. Please order both print **and** digital. We will use the print version in the classroom and the digital includes links to homework and video lectures. Please order both here: <http://www.magcloud.com/browse/issue/680464>. You will need to set up an account with MagCloud, which takes less than five minutes. Once you have an account, MagCloud stores the Study Guide in your Digital Library, which provides you with 24-7 access via any computer and/or mobile device. **Order Now:** the print copy takes 10 days to deliver.
- Grammar text: *A Commonsense Guide to Grammar* ISBN: 978-0312590536 (sixth edition)
- *East Eats West* Heyday books ISBN: 978-1-59714-138-3
- A college-level English dictionary
- Internet access (you are also required to check your email daily for this course!)

¹ This course has been adapted from a similar one developed by Julian Heather and Fiona Glade at CSU Sacramento.

Suggested Materials

- Writing Guide: *The Art of Revision*. Download here: <http://www.magcloud.com/browse/issue/688275>)

TUTORING AND OTHER RESOURCES

- Writing Center: 1st floor, Clark Hall, http://www.sjsu.edu/writing_center
- Peer Connections locations: <http://peerconnections.sjsu.edu/>
 - 1st floor, Clark Hall
 - Student Services Center 600
 - Living Learning Center, Campus B village, 1st Floor
- Computer hardware and software assistance – please see Help Desk, First floor, Clark Hall

Online Resources

• **Canvas:** We will be using Canvas throughout the course. **Login URL:** <http://sjsu.instructure.com>
Please note that it should NOT have the “www” at the start of the URL like many other websites. It is recommended that you visit the eCampus Canvas website at <http://www.sjsu.edu/at/ec/canvas/>. This website offers a number of Quick Start Learning Guides to help you navigate Canvas tools. Also, detailed guides can be found at <http://guides.instructure.com/>.

Username: SJSU 9-digit ID number.

Password: Self-generated password for your SJSUOne account

- **Turnitin.com:** We will be using Turnitin.com for the main writing assignments. The turnitin software is already embedded within Canvas, so you do not need an additional password to access turnitin.com.
- **Criterion:** We will be using Criterion for the second draft process for each essay. **This is a required step in your drafting process.** We will go through this program together. You will access Criterion through Canvas. It is up to you how much you use it to help you check for grammar and usage mistakes.

To sign up for Criterion, go to

<http://criterion.ets.org> and follow these steps:

- 1) Create an account as a new user
- 2) Sign up for my class

CLASS RULES AND PARTICIPATION

Once you graduate with your Bachelor’s degree, you will be among the top 1% educated people in the world. From this fact I would like you 1) take pride in this, and 2) don’t take this opportunity for granted. This class may be intensive and difficult for some of you, but remember: learning is a process. You will also find this to be a rewarding class, one in which you grow as a writer and thinker and feel comfortable tackling any school or work assignment in the future. With that being said, to be prepared for the process, here are a few rules to follow:

Participation:

In this class, oral participation is necessary: your thoughts and questions are important to the discussion and our communal growth as writers. The potency of our class depends upon our commitment to reading, discussing, and writing with conscientiousness and consistency. You are expected to participate with flawless preparation and awe- inspiring enthusiasm.

Regular attendance / presence for the entire class period is crucial to your success in this course. Attendance for this course means attending in both body and spirit. (If you are ten minutes late to class, you will be considered absent. If you fall asleep in class, you will be considered absent. If you text or use a cell phone during class, you will be considered absent. If you disrupt the class and are asked to leave, you will be considered absent.) If you fail to attend a class, you are still expected to get details on whatever topics were covered in class, and complete the homework for the next meeting. It is **your responsibility** to **contact a classmate** to see what you missed. Participation is assessed by contributions to in-class exercises, quizzes, and discussions as well as in-class activities (both individual and group). Participation often relies on work done outside of class, including reader responses, homework, and close reading (and will be factored into your grade). **Class participation cannot be made up.**

Email / Office Hours Policies.

Email is not a suitable vehicle for student-teacher conferencing. In office hours, I am happy to give you 10-20 minutes on average of personal guidance. **Also, library, tutoring and mentoring services on campus are free and helpful. Be sure to take advantage of these resources, as well as the Internet.**

Please, use email to schedule appointments or to advise me of an absence. Also, be sure when you make an appointment to see any instructor (including myself!), please be respectful of their time. If you need to cancel, let us know in advance. I will use email to update you on schedule changes or to advise you of my absence. You are responsible for all information emailed to you. It's best to check it every day.

In corresponding via email, be sure to treat the email note as more formal than a text to your friend, addressing your instructor and signing your note with your name (first and last to avoid potential confusion) and the course section.

A note on Office Hours: Often, students mistake both professors and tutors as **editors**. We will not edit your papers. You can expect me to mark the first page or two of your essay drafts, so that you can see your **patterns of error**. It is up to you to learn to notice these errors in subsequent pages of your draft. Expect tutors at the Writing Center and Peer Connections to help you learn these rules, but do not expect them to mark every error you make. It is your responsibility to learn from your mistakes, practice, and start noticing your craft choices in your writing.

Class Policies:

- You will take responsibility for your actions, positive and negative. Remember teachers do not “give” grades, you earn them.
- You are welcome to bring a drink to class but please, no food (unless you're willing to bring enough for everyone). If you do decide to bring a beverage to class, bring one that has a lid / cap so there's less chance of spills.
- All electronic devices will be turned off and stowed before entering class, unless you have an exception from the AEC. Electronic devices used during class will be confiscated for the class period and will lose participation credit.
- **Tech Issues:** Problems with technology are unfortunate but not extraordinary. Be prepared and plan ahead. My suggestion: always email a copy of your essay to yourself – you can always print it using a campus computer if you run out of ink! There will be **NO ACCEPTED EXCUSE** for not having a hard copy of an essay on a workshop or final due date.

Homework / Participation Policies:

- **I do not accept late work. Deadlines are to be honored.**
 - If you have a medical illness or an emergency that requires you to miss a **significant** amount of class, please bring a doctor's note and set up an appointment with me to discuss your excused absences.
 - Any assignment handed in to my mailbox due to an **excused** absence **MUST** be time-stamped by the department or you will not receive credit.
 - Any assignment slipped under my office door will not be accepted.
- I will not accept papers, homework, or in-class work via email unless I specifically request that format.
- All homework must be typed and submitted in a hard copy in a 12-point font, unless otherwise specified.
- **Workshops for First Drafts** are an essential part of the writer's working experience. Your participation in workshops is **mandatory**. These workshops are conducted in class: You *must* bring to workshops 2 typewritten copies of your completed draft, and you *must* turn in to me the 2 workshop copies as well as the final, revised draft of the essay. (You will also be asked to upload a final copy of your paper to Canvas.)
 - I reserve the right to publish your work to the class as part of our workshop activities.
- **Second Drafts:** Second drafts are to be turned into the online program called Criterion. Directions on how to sign up for Criterion and use it can be found on SJSU's Academic Technology Web page. More information will be provided in the first week. <http://www.sjsu.edu/at/ec/docs/StudentCriterionGuide.pdf>

Essay Policies:

- All essays must be turned in on time, as a hard copy (and uploaded on Canvas), at the beginning of the class on the day they are due. Peer-edited essays (when part of the assignment) must be turned in with the final essay or there will be a 10% deduction.
 - The penalty for late, unexcused essays is a 10% deduction for each calendar day late. **No essays will be accepted later than one week after a deadline except in cases of dire emergency and approved by the instructor.**
 - Late, excused essays may be accepted only with a written medical excuse by a doctor or other documentation the instructor deems acceptable. The instructor will set your submission deadline.

Essay Format: All out-of-class essays will follow guidelines described on the assignment. Failure to follow guidelines will result in point deductions. Failure to upload the essay to Canvas will result in a grade of F. **For each day the essay is submitted late to Canvas, I will deduct an additional 10%.**

- Staple and number your papers before coming to class.

Extra Credit.

I may announce in class occasional small opportunities for extra credit. Points awarded on these short assignments will not exceed more than 1% of your total grade and must be submitted by the deadline I assign. If you reach the 1% maximum, no additional extra credit will be allowed. No other work may be submitted for extra credit without prior approval by the instructor.

YOU MUST KEEP ALL COPIES OF YOUR DRAFTS. YOU WILL NEED THEM TO CONSTRUCT YOUR FINAL PORTFOLIO. KEEP EVERYTHING YOU DO IN THIS CLASS, AND HAVE AN ORGANIZED SPACE TO KEEP YOUR WORK IN.

GRADING POLICY AND ASSIGNMENTS

This is a portfolio-based writing class. Your final grade for the course will be based on scores given to your portfolio and your final exam.

Eligibility points: During the first 14 weeks of the semester, you will earn eligibility points for each assignment or activity that is required as well as for participation. The maximum number of points is 100. You must have at least 70 points to be eligible to submit your portfolio and take the final exam. If you have not earned the minimum of 70 points by the end of the 14th week of the semester, you will receive an F in the class and you will not be able to submit your portfolio. The points you receive prior to submitting your portfolio and the feedback you receive from your instructor on your drafts are intended to ensure that you have a complete portfolio, strong participation in the class, and improvement in your writing through feedback and drafting. The points you receive during this time will **not** be calculated as part of the final grade. They are simply an entry ticket that allows you to submit your portfolio and take the final exam.

You are encouraged to use the tutoring services on campus if you or your instructor feels that you need additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

Final grade: In the final weeks of the semester, you will assemble your portfolio, write a brief cover letter, and write an in-class final essay. Your final grade will be based on the scores given to your portfolio and final exam by two readers. The portfolio is worth 70% and the final exam is worth 30% of the final grade. (see grading rubric and grading scale included in this greensheet). To receive a C or higher for this course, you must receive at least 70% out of 100% on your portfolio and final exam combined.

After the portfolio and final exam are scored, the instructor **may choose** to petition a low-pass portfolio or final exam for a higher score if she or he believes the score is inaccurate. To be considered for such a petition, the student must be in good standing in the course and have **excellent, consistent participation** in all classroom activities. Students who fail the portfolio may, on the recommendation of the instructor, have one more opportunity to revise during finals week.

DESCRIPTION OF ASSIGNMENTS

Assignment	Description	Word count	Assessment
Rhetorical Analysis	For this assignment you will analyze a piece of professional writing in your major or field or work, describing the rhetorical strategies that were used by the author and how these strategies contributed to the purpose of the document.	1500	Maximum 25 points
Discipline Investigation	In this assignment, you will write a report about working in your major field. This report will describe an interview you will have with a professional in your chosen field; you will also write about information you collect from at least two outside sources (articles), following appropriate citation and reference styles (APA or MLA).	1500	Maximum 25 points
Five Critical Reading Reflection Journals	Throughout the semester, you will read sections of a full length work (<i>East Eats West</i>) and respond to what you read in a series of reflective journals. Two of these will be timed essays written in class. At the end of the semester, you will place all of these journals in your final portfolio.	2000	Maximum 25 points
Cover Letter	This is a one paragraph letter to readers of your portfolio in which you explain which of the two above assignments is your best work and why.	200-300	Maximum 5 points
Homework, quizzes, & participation	Your instructor will decide how to assign these points to your class work and participation.		Maximum 20 points
	<i>By the end of the 14th week, you must have earned at least 70 points by doing all of the above work, including drafts, peer editing, revisions, etc. If you have not earned at least 70 points, you will not be allowed to submit your portfolio and you will receive an F.</i>		Maximum 100 points; minimum 70 points
Final Portfolio	The portfolio must include the following: <ul style="list-style-type: none"> • The Portfolio Checklist initialed and signed by both student and instructor; • A clean, final draft of the cover letter – 200-300 words • A final, clean copy of two main assignments comprised of at least 3000 words of revised, polished writing (see above); • First and intermediate draft of each of the two main writing assignments which show instructor's comments and a rubric marked by the instructor; • Five CRR journals, including two in-class, handwritten journals; • The assignment sheets for all assignments; 	3200 words of final, polished writing	Scored according to the scoring rubric by two readers. Worth 70% of your grade.
Final Exam	An in-class, timed essay, common across all sections of 100A.	500 words	Scored according to the scoring rubric by two readers. Worth 30% of your grade.

GRADING RUBRIC to be used in evaluating both the portfolio assignments and the final exam.

THE WRITING:

4	<ul style="list-style-type: none"> • meets all expectations in the rhetorical choices of the assignment, including genre, purpose, format, evidence, tone, and conventions. • is well-organized and thoroughly developed. • shows good or superior control of grammar, including syntactic variety, range of vocabulary, etc. • intelligently addresses the assignment.
3	<ul style="list-style-type: none"> • meets most of the rhetorical expectations of the assignment, including purpose, format, etc. • is somewhat organized but may require more development. • contains some grammatical errors, inappropriate word choice, or incorrect usage that rarely obstruct reader’s understanding. • may address some parts of the assignment better than others.
2	<ul style="list-style-type: none"> • meets few rhetorical expectations of the assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows an accumulation of grammar and syntactical errors that interfere with readers’ understanding. • omits or misunderstands major parts of the assignment.
1	<ul style="list-style-type: none"> • fails to meet the rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with readers’ understanding. • fails to address the assignment.

Guide to the four categories

- Rhetorical expectations, including purpose, format, tone, etc.
- Development and organization
- Grammar and syntax
- Addressing the assignment or topic

Letter grade to percentage scale

A+	98-100	<div style="text-align: center;">  </div>
A	94-97	
A-	90-93	
B+	86-89	
B	82-85	
B-	78-81	
C+	73-77	
C	70-73	
C-	66-69	
D+	62-65	
D	58-61	
D-	54 or lower	
F	Not eligible for portfolio and final exam	

Serves as alternative satisfaction of the WST

Does not serve as alternative satisfaction of the WST

Weekly Schedule

Please Note: Once Professor Judnick has reviewed the Diagnostic and Student Questionnaire assignments, she will be offering tailored Grammar and Homework projects on the calendar. It is your responsibility to check Canvas and your email as well as to listen attentively in class to be aware of these changes.

* **All** listed “Intro” days will prepare you for the final portfolio (worth 70% of final grade). If you are late or absent, please note **you are responsible for all information** covered in class. Failure to follow assignment guidelines will affect your points earned. Please follow up with me during office hours or Canvas for missed information.

Be sure you are bringing the appropriate text, as listed, to class.

Dates	Monday	Wednesday
Week 1 8/25-27	<ul style="list-style-type: none"> • Course introduction • Intro* to key concepts: discourse communities, genres, and rhetorical analysis • Talk about journals; Work on 6 word Memoirs • Student Questionnaire 	Diagnostic essay in-class (Journal 1) Bring a large, blue-green testing booklet and dictionary
Week 2 9/1-3	Labor Day – Enjoy the day off!	<ul style="list-style-type: none"> • Intro Rhetorical analysis assignment (RA)* • HW for next class – bring possible documents for analysis for the RA; begin looking for a person to interview for the Discipline Investigation assignment
Week 3 9/8-10	<i>East Eats West</i> Grammar	<i>East Eats West</i> Grammar
Week 4 9/15-17	DUE date: First draft of Rhetorical Analysis Peer Review Workshop	CRR Journal 2
Week 5 9/22-24	DUE date: Second Draft of RA Conferences	DUE date: Second Draft of RA Conferences
Week 6 9/29-10/1	Introduction to Discipline Investigation (DI)	DUE date: Semi-Final draft of RA Submit online to Canvas & hard copy to me
Week 7 10/6-8	CRR Journal 3	<i>East Eats West</i> Grammar
Week 8 10/13-15	<i>East Eats West</i> Grammar	DUE date: First draft of Discipline Investigation Peer Review Workshop
Week 9 10/20-22	CRR Journal 4	<i>East Eats West</i> Grammar
Week 10 10/27-29	DUE date: Second draft of DI Conferences	DUE date: Second draft of DI Conferences
Week 11 11/3-5	DUE date: Semi-Final draft of DI Submit online to Canvas & hard copy to me	<i>East Eats West</i> Grammar
Week 12 11/10-12	<i>East Eats West</i> Grammar	CRR Journal 5
Week 13 11/17-19	Assign cover letter. Final exam prep.	DUE date: First draft of cover letter / peer review 1-Students notified if they are not eligible for the portfolio and final exam. 2-Portfolio preparation workshop for eligible students 3-Final exam prep.
Week 14 11/24-26	Final Exam in-class	Workshop on RA and DI
Week 15 12/1-3	PORTFOLIO SUBMISSION DEADLINE	100A instructors will be reviewing the portfolios.
Week 16 12/8-10	Portfolios will be returned this week. Students who are allowed to revise their portfolios should check their email to find out the deadline.	

DROPPING THE COURSE

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic calendar web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The Late Drop Policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. If you pass the WST after the drop deadline, you will not be able to drop 100A or withdraw without penalty. You will only be allowed to withdraw for the reasons specified in the late drop policy. Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

GRADING: 100A is graded A-F. CR/NCR is not an option in this course because a "credit" in 100A will not serve as alternative satisfaction of the WST requirement (students must receive a C or better in order to fulfill the WST requirement).

INCOMPLETES: No incompletes will be given for 100A.

OTHER IMPORTANT COURSE POLICIES

1. **Statement of Plagiarism:** The LLD and English Departments would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:
 - 1.2.1 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:
 - 1.2.2 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and
 - 1.2.3 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own. (available at <http://info.sjsu.edu/static/catalog/policies.html> - Student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Should a student plagiarize in any ENGL or LLD 100A course, the instructor will report the student to the University's Office of Student Conduct and Ethical Development. Also, points will be deducted from the assignment/course depending on the severity of the policy violation.

How to avoid plagiarism. It is not always easy to recognize whether you are legitimately citing the work of others or whether you have "crossed the line" into plagiarism. To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention. Students are fully accountable for understanding these policies. www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

2. **Academic integrity statement** (from Office of Judicial Affairs): Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.pdf>
3. **Academic Honesty:** Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other

unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

4. **Campus policy in compliance with the Americans with Disabilities Act:** If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center <http://www.sjsu.edu/aec/> to establish a record of their disability. AEC's phone number is 924-6000.
5. **Consent for Recording of Class and Public Sharing of Instructor Material:** University Policy S12-7, <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.
 - "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
 - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
 - "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."
6. **Time commitment:** SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.
7. **Accommodation to Students' Religious Holidays:** San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.
8. **SJSU Writing Center:** The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

9. **Expectations about classroom behavior;** see Academic Senate Policy S90-5 on Student Rights and Responsibilities. (<http://www2.sjsu.edu/senate/s90-5.htm>).
10. If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU's Academic Integrity policy S04-12 requires approval by both instructors. (<http://www2.sjsu.edu/senate/S04-12.pdf> and academic dishonesty http://sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf).
11. Evacuation plan for the classroom. See posted information in classroom.
12. **SJSU Counseling Services:** The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at <http://www.sjsu.edu/counseling>.