

**Clarendon College  
Liberal Arts Division  
English 1301  
McLean High School Dual Credit**

Fall, 2010 --- 3 Semester Hours

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**INSTRUCTOR:** Linda Haynes

**OFFICE:** McLean High School—linda.haynes@region16.net

**OFFICE HOURS:** Monday through Friday, 1:00 to 3:30

**COURSE DESCRIPTION:** Improvement of writing skills

**PREREQUISITE:** Recommendation of previous teacher

**COURSE PURPOSE:** This is a dual credit class that satisfies the requirements for graduation from McLean High School and satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

**COURSE VALUE:** Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

**REQUIRED INSTRUCTIONAL MATERIALS:**

\* Blaue, Susan and Kathryn Burak. *Writing in the Works*. Boston: Houghton Mifflin, 2007.

\*(Optional, but recommended!) Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: MLA, 2003.

\*Any good dictionary (Optional, but recommended) i.e. *The American Heritage Dictionary, Webster's Collegiate*

**INSTRUCTIONAL METHODS:** Lecture, overhead notes, additional material for class discussion when needed, possible group work/projects, individual work with students when possible

**STUDENT LEARNING OUTCOMES:** Upon successful completion of English Rhetoric and Composition, you will:

1. write analytically about literature and essays.

2. evaluate sources of information and determine relative value and credibility

## CLASS POLICIES

### Attendance

Attendance must conform to the rules of McLean High School. However, excessive absences can result in the student being asked to transfer from the dual credit class to an academic class.

If you are absent for any reason (even school sponsored events), it is your responsibility to check with me about what you missed. If you do not discuss your absence with me or complete the makeup work, you will have a zero recorded for either the weekly grade or test grade if you miss a test.

### Ringing Cell Phones

**Turn them off! I hear it, I see it, I take it! McLean High School's policy is that cell phones are to be turned off during the instructional period.**

### Course Withdrawal

**Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.**

### Academic Integrity and Classroom Ethics

“Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain an unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or, (10) plagiarism. **Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student. (Clarendon College Student Handbook 2007-2008 – Student Academic Integrity & Classroom Ethics) --- More about plagiarism will follow.**

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of the course will file a report with the Dean of Students when a “cheating” event occurs, whether it be a workforce or academic course. The report shall include the course, instructor, student’s name, and the type of cheating involved. The Dean shall discipline students who are reported as offenders more than once. The Dean will notify all involved parties within fourteen days of any action taken.

**PLAGIARISM:** Please read and make sure you understand the following!

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. Proper documentation **must** include quotation marks and the proper citation.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author’s style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone’s information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone’s ideas, but expresses them in his or her own words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student’s personal effort. If a student borrows or copies another student’s work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in the same work.

The 6<sup>th</sup> edition of the *MLA Handbook for Writers of Research Papers* states that “student plagiarism does considerable harm. . . it damages teachers’ relationships with students, turning teachers into detectives instead of mentors and fostering suspicion instead of

trust. . . . Finally, students who plagiarize harm themselves.” Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

**My policy** is that anyone who commits any of the above infractions will receive a zero on that assignment or test with no opportunity to make up the zero and may be dropped from the course with an “F” depending on the decision of the Dean of Students and/or the Dean of Instruction and the principal of McLean High School. In other words cheating and plagiarism will not be tolerated.

**ASSIGNMENTS:**

Assignments are due in class on the appropriate date. If you are not going to be in class the day an assignment is due, be sure that you have the assignment brought to me or e-mailed to me by class time. If you send an assignment by e-mail, use **only** Microsoft Word. Send as an attachment, not just as an e-mail.

I will not accept late work except under the most extreme circumstances.

Daily grades will be averaged as part of your final grade. Major tests and assignments will be part of your final grade and must be satisfactorily completed in order to pass this course.

**Important:** Outside assignments should be typewritten or done on a word processor. **The MLA format must be used for all typed assignments.** Always keep at least two (2) saved copies of your work. Use disks, CDs, or flash drives. Any lost or damaged data will not be accepted as an excuse for late work.

**GRADING PROCEDURE:**

The final grade in this course will be determined by the following:

Major tests and essays.....50%

Daily assignments.....50%

**ACCOMMODATION STATEMENT:**

Clarendon College provides reasonable accommodations for a person with disabilities. Should you have a recognized disability and require special accommodations, you must notify the Student Services Office to ensure that services will be available in an effective and timely manner.