



ENGLISH 100 F: COLLEGE WRITING



(Scan this QR code with your smart phone to capture information about this course.)

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<p>CRN # 11515 (ALPHA SECTION) CRN # 10763 (BETA SECTION)</p>	<p>T TH 9:30 a.m. - 11:35 a.m. T TH 11:45 a.m. - 1:50 p.m.</p>	<p>Room 1721 Room 1721</p>	
<p>Catalog Course Description: This is a college level course in composition designed to develop the reading, critical thinking, and writing strategies necessary for academic success. The emphasis is on reading and writing expository essays. The course includes research and documentation skills. (CSU) (UC) (Degree Credit) AA, GE, CSU GE, IGETC</p>		<ul style="list-style-type: none"> • Units earned: 4 Units. • Class hours: 4 lecture. • Grading Options: Traditional or CR/NCR. • Preparation Hours per week: 9 hours. • Prerequisites: Recommended score on the English Placement Test or a grade of "Pass" in ENGL 060 F or a grade of "Pass" in ENGL 099 F or a grade of "C" or better in ESL 186 F. • Advisory: Concurrent enrollment in READ 142 F. College Reading is strongly encouraged to enhance your ability to pass ENGL 100 F. 	
<p>Add Deadline:</p> <ul style="list-style-type: none"> • Monday, 19 Aug. 2016 		<p>Drop Deadlines:</p> <ul style="list-style-type: none"> • without a "W" grade: Monday, 5 Sept. 2016 • with a "W" grade: Sunday, 13 Nov. 2016 	

Introduction:

English 100 F is a college-level transfer course in writing non-fiction expository essays. Fiction and poetry are forms of writing that, unfortunately, we will not compose in this course. However, you should think of the essay as a genre of writing that is an art form like that of the novel, poem, or drama. For when written well, when infused with creative verve and thoughtful imagination, and when guided by rational, skeptical, critical inquiry, essay writing is indeed a form of prose to appreciate just like a novel or poem. This course, therefore, is an introduction to a type of writing that is commonly used in academic settings to express thoughts, opinions, arguments; to challenge, question, and reflect on the universe of ideas and assumptions. To accomplish these ends, we will involve ourselves with several "rhetorical" modes of organizing our prose by writing unified, coherent, logical essays. This freshman course in college writing is designed to give you an opportunity to work on your writing, critical thinking, and research skills so that you will succeed both in college and in the professional world. Upon completion of

this course, you should be able to discern between logical and fallacious arguments, think more clearly and in greater depth, breadth and detail, and be a little more self-reliant in perceiving good from mediocre prose.

This course promises to be an interesting but challenging 16 weeks during which your writing will improve, your intellect will expand, and your life will be enriched. When this course is over, you also will learn much more about your learning style, valuable information that you will use throughout your college career.

English 100 F Student Learning Outcomes:

Students completing this course should achieve the following outcomes as a result of their active learning in the course:

- *Employ appropriate methods of development for sustained expository essays.*
- *Use sufficient, relevant information from outside sources to develop their essays.*
- *Integrate information and ideas from sources effectively in their own writing.*
- *Conform to the conventions of the MLA documentation system.*

Humanities Student Learning Outcomes:

In addition to the course objectives, the Humanities Division at Fullerton College has compiled six learning outcomes it strives to achieve for all of its students who complete courses in our division:

1. Use language skills effectively in reading, writing, listening, or speaking to achieve personal, academic, or vocational goals.
2. Use critical thinking skills to examine information, events, and ideas from a broader perspective.
3. Recognize the significance of language and culture in human experience.
4. Apply principles of academic honesty and integrity.
5. Work cooperatively and collaboratively with others.
6. Use campus and/or community resources to participate actively in their own education.

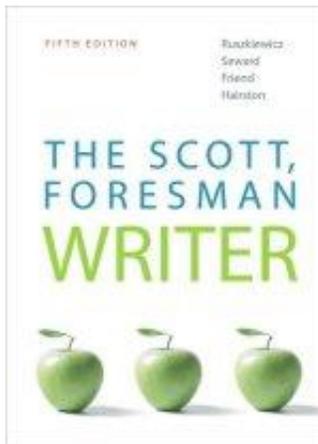
Five Tips for Success:

1. Stay on top of your work; don't fall behind in the readings.
2. Prepare for every class by reading the assigned texts before class and by annotating your readings.
3. Attend every class, ask questions, and participate in an engaging way. It's your class, and you have paid money to invest in your education.
4. Visit me during office hours and take advantage of all the other campus resources.
5. Stay in touch with other classmates and form a study group, either face-to-face or virtual.

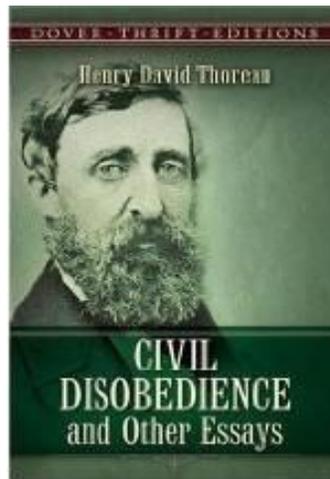
Exchange names, phone numbers, email addresses with some of your classmates:

Name	Phone	Email

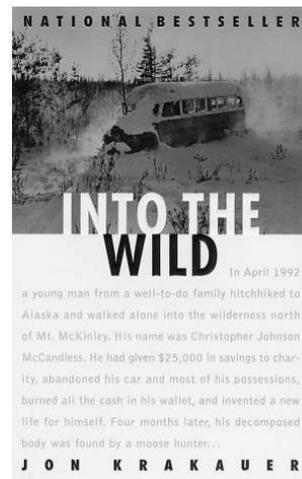
REQUIRED TEXTS AND MATERIALS



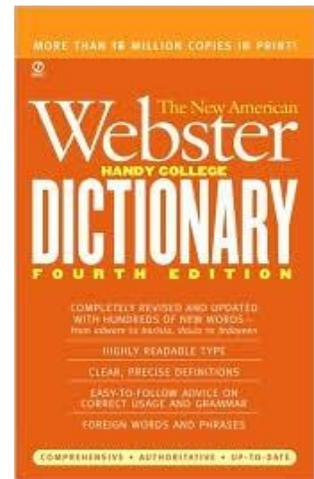
ISBN: 9780205751976
 New; \$100.50
 Used: \$75.50



ISBN: 9780486275635
 New: \$3.00
 Used: \$2.25



ISBN: 9780385486804
 New: \$15.00
 Used: 11.25



ISBN: 9780205773237
 E-book: \$32.99

1. Krakauer, Jon. *Into the Wild*. (1996). New York: Anchor, 1997. **ISBN: 9780385486804**.
2. Ruzskiewicz, John, et al. *The Scott, Foresman Writer*. 5th ed. Boston: Longman, 2011. **ISBN: 9780205751976**.
3. Thoreau, Henry David. *"Civil Disobedience" and Other Essays*. Mineola, NY: Dover, 1993. **ISBN: 9780486275635**.
4. *New American Webster Handy College Dictionary* or any other good college dictionary such as *The American Heritage*, *Merriam-Webster's Collegiate*, or *Random House*.
5. Supplemental readings on the Internet and any photocopied handouts provided.
6. Access to a computer outside of class.
7. A personal Internet account. *AOL accounts are not allowed (unless you can make your profile display your name)*.
8. An FCNet student computer account.
9. Xeroxing money (for conducting research and printing your files).

Computer Proficiency:

This course assumes a minimum level of computer, email, and Web proficiency skills. All your work will need to be word-processed, and many course materials will be available only on the Internet. You **must** be comfortable with the following skills to be successful in this course:

- basic keyboard and mouse proficiency
- word processing (typing, cutting, copying, pasting)
- working with files (opening, saving, "saving as")
- email (sending, receiving, replying, forwarding, attaching documents)
- WWW (navigating the Web and understanding how it works)

If you are not already proficient in all these skills, you should first enroll in the Intro to Personal Computers course (CIS 100 F).

REQUIRED COURSE WORK

Time Obligation—9 Preparation Hours Per Week + 4 Classroom Hours Per Week:

For every course unit earned, the College expects you to spend at least 2.25 hours of your own time outside of class preparing. Thus, since this is a four-unit course, you are expected to spend a *minimum* of 9 hours of work outside of our class each week this semester. Think of these as “prep” hours. Your 9 “prep” hours per week will involve reading—lots of reading; planning, drafting, writing, revising, and editing your essays; reviewing your notes from in-class lectures and class discussions; studying for quizzes; and conducting library research. If you find you are having trouble keeping up with the schedule and the amount of writing, *PLEASE* talk to me before it is too late to find options. I will do my best to help anyone who is struggling with the course, but understand that the solution may require extra effort, time, and commitment on your part.

Attendance Requirement:

Your attendance in the course *is required* for you to pass. If your work schedule conflicts with your ability to arrive on time to class, you should drop this course and find another class at a better time.

Absence Policy:

1. You are **allowed two (2) absences** to use any way you desire throughout the semester. Absences are neither excused nor unexcused; they just are. When life intervenes uncontrollably, use an absence. (Authorized absences for campus-related activities do not count against you, but if you know you will be missing a great deal of class, you should find another section that better fits your schedule.)
2. As a courtesy, please contact me via email when you know in advance that you are going to be absent. And, remember, it is always **your** responsibility to find out what you missed.
3. Three (3) tardies (10 minutes) are equivalent to 1 absence.
4. Upon your third (3rd) absence, however, *I will drop you from the course.*

(NOTE: If you are absent on the second class meeting, you will be dropped from the course, so be sure you attend all classes, especially during the first couple weeks.)

Essays:

We'll be writing a combination of in-class and out-of-class essays throughout the semester. Some essays will allow you free choice of topics to write on for each essay assignment; however, the rhetorical skills that everyone practices on the assignments will be the same. When we meet for peer critiques, **your workshop draft must be word-processed.** I will provide a handout with more specifics on “document design and layout.” (*For the correct manuscript layout, you must download and customize the Microsoft Word MLA essay template from the course web pages: www.wiredprof.com/100.*)

In English 100 F, we will learn to use the **Modern Language Association** (MLA) style guide (2016 version). This **MLA** style of formatting and documenting writing is a widely accepted style that you can use in many other academic courses that require writing of you, so this standard will be of value to you beyond this course.

All work in this course must be original, and *you may not submit writing assignments from another course*. Assignments for other classes are course-specific and will not satisfy the assignment's objectives for English 100 F. Ask me for clarification if you have questions.

Writing Center:

You are required to use the Writing Center for help on at least the first two (2) out-of-class essays. Bring a prepared, word-processed draft so that your tutor can better assist you, and bring at least two focused questions that you want to work on. Submit a Writing Center receipt to me to get credit.

Research Project:

This is a guided assignment, and we will work through several stages as you prepare your final paper. You will want to get an early start on this project, for it has three components.

- 1) You will be writing an **abstract**—a half to one-page summary of your essay's purpose, what it intends to do;
- 2) an **annotated bibliography** that is a working list of sources you are tentatively planning to use;
- 3) and the **research essay** itself.

With the exception of some excluded topics, you are free to pick your own subject. The only provision is that you may not submit research papers written for another class; hence your research project must be original and will be approved by me.

Research Skills:

Completion of this course involves learning how to conduct college-level research. That means by the end of the semester you should have learned and mastered the skills to be able to

- look up print sources in a library—like books, periodicals, and reference materials;
- comfortably find and use electronic media—like the Internet (WWW and email), databases, compact disks, video;
- compile a bibliography of these various resources and document your citations of them;
- and successfully integrate these sources with your own essay writing.

Some of your other essay assignments will require some level of incorporating and documenting outside sources into your writing so that you can practice the MLA system of documentation.

Peer Critique Workshops:

For most essays that we write, we will have an opportunity to share our work in small workshop groups. Some of you may have anxieties about publicly sharing your written words, but you'll find that the feedback you receive from your workshop group is an excellent way of "testing" whether your writing is effective. Peer critiques are a **required** part of your participation in the course; attending them will contribute to your writing success and increase your chances of passing this course.

Turnitin.com Account:

All essays and other out-of-class assignments must be submitted to Turnitin.com. Early in the semester, we will set up an account if you do not have one and show you how to add yourself to the class section for English 100 if you already have a Turnitin.com account.

Quizzes:

You can expect weekly online quizzes to let you know how much of the material you understand. I reserve the right to conduct in-class pop quizzes that are *unannounced* and are given at the very beginning of class, so be sure that you are in class on time, for these quizzes may not be made up. For the online quizzes, you will have a timed window period during which to take the quizzes. These scores become a small part of your grade (see "**Grade Criteria**"); they are not detrimental but should be taken seriously so that you are able to maintain the course grade you desire. They are mainly meant to give you a sense of how well you are studying and preparing for class on a weekly basis. We'll be using an online tool called Blackboard that I'll discuss the second week of class.

Final Exam:

Anyone who does not complete the final exam will earn an 'F' grade (0 points) and will risk not passing the class. Your final exam will be the last day that the class meets.

Final Exam Dates and Times:	CRN # 11515	Thur., Dec. 8 from 9:30 a.m. – 11:35 a.m.
	CRN # 10763	Thur., Dec. 8 from 11:45 a.m. – 1:50 p.m.

Grading Policy:

Your course grade is based upon how well you fulfill all your student responsibilities, which are the basic requirements for this course. *To receive a passing grade in this course, you must fulfill **all** of the course requirements mentioned above.* Failing to write one essay will severely jeopardize your chances of passing the course: i.e. your course average will suddenly drop approximately one half to one full grade lower than you were **previously** earning. Additionally, you must earn a "C" average (at least 70%) to pass this course.

Criteria for Final Semester Grade & How the Coursework is Weighted:

3 Essays (2@25 pts/ 1@ 30 pts./5 pt: each for 2 required WC visits)	90 pts. (45%)	A = 180 - 200 pts (90 - 100%)
Independent Research Project	45 pts. (23%)	B = 160 - 179 pts (80 - 89%)
Final Exam	20 pts. (10%)	C = 140 - 159 pts (70 - 79%)
Quizzes	20 pts. (10%)	D = 120 - 139 pts (60 - 69%)
Class Participation	15 pts. (7%)	F < 120 pts (<60%)
Peer Critiques	10 pts. (5%)	
Course Totals	200 pts. (100%)	

You must earn a minimum of 140 points to pass the course with a C- grade.

How should I use email for this course?

When you do email me, include the identifier words for your course in the subject line, followed by a colon, and then your actual subject heading. Depending on what section you are enrolled in, please follow the appropriate example below:

If your class is the:	Email subject line example:
TTH 9:30 a.m. section →	To: darrencs@fullcoll.edu Subject: English 100 Alpha : Essay 1 Question
TTH 11:45 a.m. section →	To: darrencs@fullcoll.edu Subject: English 100 Beta : Essay 1 Question

The reason I ask you to include these key words is that my email client software filters my mail and files it into a specific folder for your class, and if you do not use these key words, your message will be marked for deletion and filed as spam.

Please keep these important points in mind when sending me email:

1. Treat emails—for college classes at least—as **professional communications**. Keep your audience in mind.
2. *Always* **use the subject line correctly** by inserting the keywords above for this course, and follow them with additional key words that relate to the body of the email message. It's better to create a new message with a relevant subject line than to merely reply to my same message throughout the semester.
3. *Never* send me **email attachments** with a blank email message; I have no idea what to do with these and usually delete the mail message.
4. *Always* write a **note in the body** of your email.
5. *Always* **sign your name**. A closing salutation signals to your reader that your message is complete and that you didn't accidentally press the SEND button.
6. Though email is an informal communication medium, please observe **standard** rules of written communication. Forgetting to follow standard writing conventions, like using **capitalization** and **punctuation**, will make readers question your communication skills.
7. **Do not use text messaging** conventions in email communications.
8. **Edit** your email. Poorly written prose, haphazardly composed thoughts, and neglect of grammar and punctuation rules reflect on your overall work in the course. If I cannot understand your message, I cannot respond to it!
9. The more clearly written your email communications are, the more quickly I can respond to your messages.

All enrolled students will receive a test email from me. *Please be sure that the following email addresses are on your "Approved Sender List":*

- darrencs@fullcoll.edu
- dchiangschultheiss@fullcoll.edu

After you receive this test email, send yourself a test email to check the **From:** line of your message. It **must** display your **complete and correct name as listed on my course enrollment roster**. If it is different, it will be filtered as SPAM.

Next, send yourself a test message from all mobile devices you use. The **To:** line must, likewise, display your **full name** correctly as it is listed on my course roster.

If your email profile settings have any problems, please fix them before replying to my test message. This will alleviate a lot of unnecessary mail circulating between you and me during the first week of class.

STUDENT RESPONSIBILITIES AND COURSE POLICIES

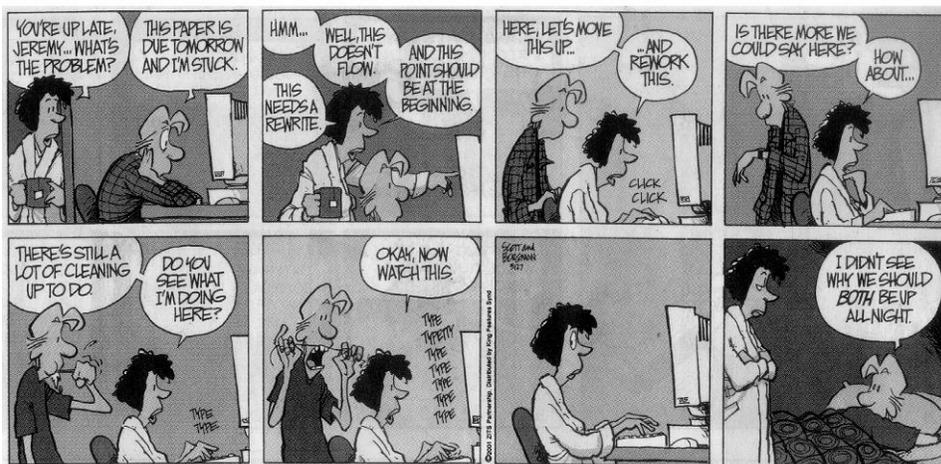
Classroom Participation:

Classroom participation makes or breaks a class. The course might be pretty boring if you have to listen to just me talk. Besides, I will probably run out of things to say. Take control of your educational goals and participate by asking questions, by speaking your mind, by offering insights about the material we're discussing, and by *provoking* the rest of us to think a little bit differently. Far more interesting are your opinions since you are reading and writing about this material for the first time. So, make a decision not to sit vapidly in your seat. Speak out when you have an opinion about the authors we are reading. Let your ideas be known so that the rest of the class and I will benefit from your insights and be encouraged to contribute our own. And remember, participating is an important way of distinguishing yourself from other students when I have to decide between borderline grades at the end of the semester.

NOTE: You must obtain my permission to use any electronic recording devices (tape recorders, computer laptops, video cameras, etc.) during any lectures, discussions, or activities in class.

Academic Honesty:

Zits by Jerry Scott and Jim Borgman (5/27/01)



A brief word about PLAGIARISM: **DON'T**. It is my biggest pet peeve. Plagiarism involves willfully claiming work that was produced by someone other than you. Fullerton College, the English Department, and I take this offense **very** seriously. And the burden of proving the authenticity of any writing in this class is always the student's responsibility. *Anyone caught deliberately plagiarizing will receive an automatic zero (0) grade for that assignment.* Accidental plagiarism will receive an "F" grade worth 50% of the assignment's possible points. Please read the college's policy on "Academic Honesty" (at the end of your syllabus).

In its commitment to academic honesty and accurate assessment of student work, Fullerton College uses Turnitin.com to prevent and detect plagiarism (see *Fullerton College Catalog* pg. 26 for a definition of plagiarism). For each essay, and other designated assignments, all students are required to submit their text file to Turnitin.com, and by taking this course, students agree that all assignments are subject to plagiarism detection processes and plagiarism penalties (see *Fullerton College Catalog* pg. 26 for academic penalties). Assignments submitted to Turnitin.com by the student or instructor will become part of their database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the author. More details will follow in the early part of the semester.

FREQUENTLY ASKED QUESTIONS ABOUT THE CLASS:

What are your expectations about classroom conduct and behavior?

I expect everyone to attend class each day we meet and come prepared to learn. Unlike high school teachers, college professors assume you've completed the assigned reading before you come to class so that you can answer my questions, ask intelligent questions, and offer your insights—all of which contribute to your success as a learner.

I assume everyone is mature enough to take his or her own learning seriously. To that end, please respect others in the classroom who have the same learning goals. Competing conversations while other students or I am talking are distracting, rude, and disrespectful. So when your classmates or I am speaking, please give us the same attention and courtesy you would expect from us when you are talking. Please use respectful language when talking (understanding that you are in a public forum and have a diverse audience); please raise your hand when you have a question or a point to contribute.

Are laptops, tablets, and cellphones allowed in class?

Yes—as long as they are serving some educational value. However, texting is not permitted, nor is Facebook chatting, using Twitter, or other similar apps. If your device becomes

distracting to other students or to me, I'll collect it until class is over.

Can I leave the classroom at any time?

Yes. Although, have a really good reason. Use the restroom before or after class. If you need to leave the classroom for an emergency, minimize the disruption it creates.

How long should I keep graded work?

Please save all your work until the end of the semester in case I make an error entering your grade or in the case of a grade dispute.

Do you allow make-up work?

No.

Do you offer extra credit?

You will have three opportunities to earn extra credit:

1. purchasing and bringing your textbooks to class on the second class meeting;
2. the late essay coupon explained below (read the requirements carefully); and
3. occasionally I'll offer bonus points to individuals in class to encourage reading and participation.

Do you accept late assignments?

Never. But see the Late Essay Coupon Rules below.

Late Essay Coupon Rules:

- You get only 1 coupon for the semester. (You are not required to use it!)
- The coupon is worth 5 extra credit points if you do not use it and surrender it on the expiration date. *These extra credit points are not valid if you fail to complete **any** assigned work in the course.*
- The coupon cannot be used as replacement credit. (See “**Extra Credit**” section above).
- I am not responsible for lost coupons.
- The paper cannot be more than **one week late**.
- The coupons cannot be sold or transferred to other students. (I keep a record of who has used the coupons, so don’t get stuck buying a scalped coupon.)
- Fill out the coupon completely, with your name, student ID, and the original due date.
- Attach the coupon to the **top** of your essay when you submit it.
- The coupon is valid **only** for one of the out-of-class essay assignments and **not** for the final exam, any research project components, or any other assignments.
- Essays that use the coupon will not receive comments, but you should schedule an office visit with me to go over any questions you might have about your grade.
- You must surrender the unused coupon to redeem your extra credit points at the semester’s end.
- See coupon for expiration date.

Some advice: Try to avoid using the late essay coupon for the first essay just out of laziness. You never know what kind of circumstance may pop up unexpectedly later in the semester. I have known students who used their coupon early in the term even though they did not really need to use the coupon. Their semester grade suffered later because they could not write one of the later essays and had to take a zero for a score. Getting an F on a paper means you earn *some* points. Turning in nothing means *zero* points.

OTHER RELEVANT COURSE INFORMATION

Course Content Disclaimer:

While I do not choose readings or other course content with the express purpose of offending students, you need to be aware that you may encounter print, electronic, or visual materials whose language or images *could* offend you. In such a case, I ask that you keep an open mind and consider why such language or images are being used; the author may actually have a purpose. However, do bear in mind that this *is* college and that you inevitably will be exposed to ideas that are inherently controversial; as a responsible member of a democracy, you have a social obligation to prepare and nurture your critical mind beyond the comfort zone of individual safe ideas. If you encounter material that you consider unsuitable to your liking because you find it offensive, please see me, and we will work together to make other arrangements for assignments.

Wait Time for Late Instructors:

If, due to unforeseen emergencies, I do not arrive at the scheduled start time for class, campus policy states that students are to wait for fifteen (15) minutes (*unless otherwise notified by the division or instructor*). If they do not receive notification to wait for their instructor to arrive, after fifteen (15) minutes, the students may leave with no penalty for absence or assigned work due for that class meeting.

ADA Statement:

Pursuant to the American Disabilities Act, any student with an identified disability is eligible to be registered with the Disability Support Services program. If you are a disabled student and you have need of special services, it is your responsibility to alert your instructors. Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

Emergency Response Statement:

Please take note of the safety features in and close to your classroom, and study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes, the recommended response is to duck—cover—and hold until the shaking stops. Follow the guidance of your instructor. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Grievance Procedure:

Be aware of the grievance procedure at Fullerton College if you have been the victim of discrimination, sexual harassment by anyone on campus, or any other academic issues. You can read more about this information in the current *Fullerton College Catalog* under the section called "Policies, Regulations, and Procedures."

Fullerton College Catalog and Class Schedule:

The *Fullerton College Catalog* and the *Class Schedule* contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website, www.fullcoll.edu.

Staying in Contact:

The best way to succeed in this course is to stay in touch with me. On the front of this syllabus, you will find my office hours, phone number, email address, and Skype address. When you have questions, contact me; when you are confused or need some extra help, give me a

call, stop by my office, or send me email. My office is always open, and I will do whatever I can to assist you throughout your semester at Fullerton College. So, make an effort to come by my office at least once to say “hello” or to ask about your grades, to get help, or just to have a cup of coffee. You will find that stopping by for a little help on an assignment can really be an asset to your college experience on this campus. I am frequently in my office beyond my “official” hours, so come by and drop in.

Skype and Office Hours:

If you wish, you can set up a free Skype account (www.skype.com) and communicate with me by voice or instant messaging during my office hours or if you see me online. Skype uses Voice over Internet Protocol technology (VoIP), so after setting up your free account, downloading the free software, and purchasing a headset with microphone, you can place a Skype call to me to discuss your paper or any questions you might have. My Skype address is on the front of the syllabus.

Course Website:

During the semester you should visit the course website (www.wiredprof.com/100) for any information regarding this course. You will be able to find a copy of this syllabus, a copy of the course schedule that lists reading assignments and essay deadlines, and so forth. The course website is the best place for me to disseminate news about the course or any changes in the schedule. Remember, it is your responsibility to access the web on a regular basis (2-3 times per week, **and definitely the day of class**) to check for updates. Check the “last updated” date to determine whether there is any new content you should be aware of.

Writing Center:

The Writing Center, located in LLRC 808, is a resource where students can receive help on their compositions. Particularly, you can bring your essay to the Writing Center and work on a specific skill, such as refining a thesis, organizing your paragraphs, expanding your ideas, or tightening your sentences just to name a few. While the tutors will not “clean up” or “fix” your essay, they can assist you in spotting *patterns of mistakes* that you make so that you can learn how to find and fix them yourself. Additionally, the Writing Center offers workshops in skill areas such as punctuation rules, the writing process, developing your ideas with more details, sentence fragments, and run-ons. To view this semester’s hours of operation, please visit the hyperlink to the Writing Center on the English Department’s Web pages at:

<http://writingcenter.fullcoll.edu>

Periodical Databases:

At the Fullerton College library’s web site, library.fullcoll.edu, you will find a link to periodical search engines like *EBSCOHost service*, *CQ Researcher*, *Twayne’s Authors Series*, *Opposing Viewpoints in Context*, *JSTOR*, *Project Muse*, and others. All of the databases are accessible from off campus by logging into your myGateway account and adding the FC Library Database Channel. These resources will give you a list of print and online articles that you will find useful for this and other courses. I will talk more about this later in the semester.

Essay Rubric

Below you will find the criteria for essay grades. The criteria qualitatively describe what each essay grade looks like. Pick a grade that you want and aim for fulfilling the criteria.

- A:** This grade marks **excellent** work. It is unique and stands apart from other essays because of its creativity and originality. An “A” paper will have a solid essay structure and an especially incisive thesis statement that guides and controls the essay and that is developed thoroughly in each paragraph. It will be aware of its audience and effectively invoke thought within the reader. This essay will employ unified paragraphs, transitions, and clear topic sentences. This essay will demonstrate adeptness at manipulating language in terms of well-chosen, appropriate diction and a variety of sentence types. This essay has very few and minor errors. The paper is free of sentence boundary errors.
- B:** This grade marks good or **above average** work. A “B” paper will have a clear essay structure and a good thesis statement that is fully developed. It has a sense of audience in that it anticipates questions or issues readers may raise. This essay will employ mostly unified paragraphs, use transitions between most paragraphs, and contain topic sentences. This essay will demonstrate an above average ability to use language in terms of diction and sentence variety. Some errors may be in a “B” paper, but they are ones that do not seriously distract the reader or confuse meaning. The paper may contain a couple sentence boundary errors.
- C:** This grade marks **average** work. Statistically this is where most essays rank. A “C” paper will use an obvious essay structure, but only an adequate thesis statement that is partially developed. This essay uses details, examples, or reasons, but they are not necessarily the best-chosen kind to convey the writer’s thoughts convincingly or forcefully and therefore weakly develop the thesis. This essay will struggle with language expression, and the diction will not be mature. A few sentence errors will mar the paper, and it may contain sentence boundary errors.
- D:** This grade marks **below average** work. A “D” paper will usually contain one or more of the qualities in these criteria: the lack an obvious essay structure; a missing or ineffective thesis statement; the essay’s main body is developed only partially. This essay usually lacks sufficient details, examples, or reasons to fully develop the thesis. If it uses any to develop the thesis, the paragraphs are not consistently developed and contain poor or no coherence. This essay has severe problems with language expression, and the diction will be imprecise and immature for college-level writing. Usually a third or more of the sentences will have errors that mar the readability of the essay, and multiple sentence boundary errors will abound.
- F:** This grade marks **failing college-level** work. An “F” paper indicates one of the following: either a complete misunderstanding of the assignment; insufficient time spent on an assignment so to produce unacceptable work at the college level; or plagiarism.

Fullerton College Policy on Academic Honesty

(excerpted from the *Fullerton College Catalog*)

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as
 - A. stealing or passing off as one's own the ideas or words of another, or
 - B. using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
- submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as

- A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
- B. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an "F" on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

See "Student Conduct" for additional information.

Acknowledgement of English 100 F Syllabus—Chiang-Schultheiss

(Student’s copy—Keep for your records)

My signature below indicates that I have received and read the syllabus for English 100 F and that I understand the student responsibilities and requirements for completing and passing this course. I also acknowledge the course policy on academic honesty, agree that all of my written work will be submitted to Turnitin.com, and pledge **not** to submit any writing that I have plagiarized. Finally I agree that my essays may be used anonymously in the future as examples of student work or in textbook form.

		/		/	
Name (printed)	Signature			Date	
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Non-transferable	Expiration: November 30, 2016
English 100 F-Chiang-Schultheiss Late Essay Coupon	
<p>The bearer of this coupon is entitled to one late essay during the semester. The student may redeem one essay grade by submitting this coupon attached to any essay of choice not later than one week after an essay deadline indicated on the Weekly Course Schedule. (Not valid for replacement points, research paper components, quizzes, or any other assignments.)</p>	
Student Name: _____	Student ID: _____
Essay: _____	
Student Signature: _____	Original Due Date: _____

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Acknowledgement of English 100 F Syllabus—Chiang-Schultheiss

(Instructor’s copy—Bring no later than 2nd class meeting)

My signature below indicates that I have received and read the syllabus for English 100 F and that I understand the student responsibilities and requirements for completing and passing this course. I also acknowledge the course policy on academic honesty, agree that all of my written work will be submitted to Turnitin.com, and pledge **not** to submit any writing that I have plagiarized. Finally I agree that my essays may be used anonymously in the future as examples of student work or in textbook form.

		/		/	
Name (printed)	Signature			Date	