

- Demonstrates an intermediate level of information literacy, including the ability to locate and critically evaluate relevant library and on-line resources.

Class Requirements

Research Paper: You are required to complete a 7-10 page paper by semester's end. Prior to submitting the final paper you will need to compose two drafts, both of which will receive grades. All essays must be formatted as specified in the MLA Handbook for Writers of Research.

Weekly Journals: You are required to keep a writing journal through the duration of the semester. Reading material will be distributed and assigned by your topic instructor. After each reading a one-page typed response is necessary. These are informal essays that will allow you to explore your individual writing process and **analyze** what you have read. These will be collected twice a semester, once after the midterm and at the end of the semester.

In class writing prompts: At the start of class I will give the class a creative writing prompt to free write for the first **five minutes** of class. There are no real guidelines or rules for these exercises so don't hold back—write about anything and everything. I hope these will serve as inspiration for the **extra credit assignment**.

Essay and Journal Submission policy: With the exception of in-class writing assignments, all assignments submitted must be typed on white paper, one-sided, double-spaced, in 12-point Times New Roman font, stapled. Assignments submitted in any other form will not be accepted. Make sure you proofread everything you submit. Remember, take pride in your work.

If you do not have your assignments on the date due, you may submit it during the following class with the understanding that it will result in a full grade deduction. No assignment will be accepted later than the following class after the due date. Failure to submit any assignment within the specified guidelines will result in a zero for that assignment.

Extra Credit Assignment: This is NOT a required assignment but an opportunity to increase your final grade AND to try your hand at creative writing. Write a short story or poem(s) from a topic you have covered during your content seminar. Your creative piece should be three to five pages in length. If you decide to write a poem it can be one long piece or several shorter poems, as long as the total does not exceed five pages. Since you will be free writing at the beginning of each class you can look to these as inspiration. If you realize early in the semester what the focus of your story is, use the free writing exercises as a space to develop it.

Plagiarism policy: Plagiarism is the unacknowledged use of anybody else's material (words or ideas). Any paper with your name on it signifies that you are the author. That the words and ideas are yours, with the exception of quotations and the appropriate citations. In academic environments, where thinking is of primary importance, stealing the thoughts of others and passing them off as your own is not tolerated and is subject to the highest penalties. Evidence of

plagiarism will result in one or more of the following: a failing grade for the assignment, a Z in the course (the college's grade that indicates failing because of academic dishonesty), a report filed with the college, and disciplinary action. For more details see the full version of the CUNY Policy on Academic Integrity at the URL (www.lccny.edu/upload/academicintegrity.pdf) **If you are struggling at all with what may or may not be plagiarism, please come see me.**

Personal Conferences: You are required to see me for a personal conference during the semester. Starting the second week of the semester, students will schedule meetings with me during office hours. Failure to meet at a specified time will adversely affect your grade. My office hours are available throughout the semester unless announced otherwise. Please do not hesitate to stop in even if a conference is not required.

Attendance: You are allowed **two absences per seminar**, totaling **four** for the semester. A **fifth** absence will result in a failing grade. Two instances of tardiness count as one absence. If you miss a class you are responsible for contacting the instructor the day of your absence and for whatever work you may have been assigned that day.

Communication: Email will be the primary mode of contact when class is NOT in session. **It is imperative that you check your email daily for assignments and announcements from both instructors.** Make sure that we have an active email address for you. If you do not have an email address, there are a number of free options available on the web. City College also provides each student with an email address for use as well, and you can set up email forwarding to an address you specify.

Classroom Decorum: Cell phones must be turned off before you enter the classroom. If you answer your phone, make a phone call or text message during class, you will be asked to leave and it will count as an absence.

Be courteous to your fellow classmates. When you come to class I expect that you will offer productive comments and constructive criticism, especially when critiquing peer work. If you make rude or disrespectful comments to anyone in the class you will be asked to leave and it will count as an absence.

You can bring drinks in covered containers to class but no food. Please use the restroom before class. Unless it's an absolute emergency, you should not leave the classroom.

Grading:

Grade range: A: 90-100%
 B: 80-89%
 C: 70-79%
 D: 60-69%
 F: 59% or lower

Assignment Percentage Breakdown:

Attendance/Class Participation = 15%

Journals = 20%

Final Research Paper = 35%

Drafts/Additional Writing Assignments = 30%