

ESSAY ASSIGNMENTS:

All essays must be typed, double-spaced, and submitted to turnitin through Canvas.

WRITING EXAMS AND QUIZZES:

No make-up exams or quizzes will be given unless documentation for an emergency is provided.

ASSIGNMENTS POLICY:

You are required to complete all assignments by the due date. Ten percent will be deducted for each day an assignment is submitted late. Submissions will not be accepted more than two days late. All rough drafts must be submitted on time to be evaluated.

ESSAY REQUIREMENTS

- Essay Length: Each essay needs to include a minimum of four-five paragraphs with an introduction, body paragraphs, and a conclusion. All essays need to be approximately 800-1000 words in length.
- Format: All essays need to be double spaced in 12 font and include a Works Cited page listing the sources used in MLA format. Indent each paragraph and use one- inch margins for each assignment.

PORTFOLIO

These are the two criteria for passing the class.

1. a score of 70% or better on the coursework
2. a passing portfolio

All portfolios must include:

- One drafted essay (revised) – five paragraphs, about 1000 words
- One writing exam (may **not** be revised) – four paragraphs, about 800 words
- One reflective essay (not revised by instructor) five paragraphs, 1000 words

ATTENDANCE/DROP POLICY:

Online attendance is not marked by your physical presence in a classroom but by participation and engagement with the course activities and assignments. Submit work regularly to show your active attendance. If you do not submit assignments for two modules in a row, you may be dropped for non-participation.

CHEATING AND PLAGIARISM:

Plagiarism is presenting another's work as your own or copying sentences, phrases, or passages from a source without crediting the author. Using any form of AI or machine translation such as google translate to compose assignments is not allowed. Anyone engaging in cheating or plagiarism in any form will receive no credit for the assignment or exam.

SUPPORT SERVICES:

- Writing and Reading Center (WRC) in AT 309 <http://www.deanza.edu/studentssuccess/writing-reading-center/>
- Academic Skills in ATC 302 <http://deanza.edu/studentssuccess/>
- Counseling/Academic Advising <http://www.deanza.edu/counseling/>
- Online tutoring is available through Smarthinking at your MyPortal. See this link on how to use it: <http://www.deanza.edu/studentssuccess/onlinetutoring/>
- Purdue Online Writing Lab (Purdue OWL): https://owl.purdue.edu/owl/purdue_owl.htm

IMPORTANT DATES:

Last day to add twelve-week classes: October 6

Last day to drop without a W: October 6


Last day to drop with a W: November 15


Holidays: November 11; November 28-December 1


Portfolio: Submit your portfolio online by Thursday, December 12, 8:15 pm


Need help with this class?


Student Success Center peer tutors can relate and are ready to help! Go to the [SSC homepage](#) and click on the yellow links for on-campus schedules and Zoom links.

 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions, or just stop by to check it out.

 **Workshops:** Skills Workshops on a variety of topics—managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more!

 **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others...give it a try!

 **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

 **Need after-hours or weekend tutoring?** See the [Online Tutoring](#) page for information about **NetTutor** (accessible via Canvas).

Please [click to Join SSC Resources Canvas](#) This is a great source for reminders about tutoring and workshops and links to De Anza-specific curated resources for many subjects.