

English 102
Summer Session
M-F 8:00-9:30
Instructor: Koreen Nakahodo
Office Hours: Monday and Wednesday, 11:10-12:30 or by appointment.
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Office Number: 735-4863

Phy SSII '00

Course Description

This course is designed to provide instruction and practice in writing short to medium length expository essays and in writing from sources. The course will emphasize skills required for research and research writing such as summarizing, paraphrasing, quoting, evaluating, and synthesizing. The course includes instruction and practice in writing a multi-source research paper of substantial length.

Required Texts

The Contemporary Reader, 6th edition by Gary Goshgarian.
Scott Foresman Handbook for Writers, 5th edition by Hairston, Ruszkiewicz, and Friend.

Required Extras

Access to computer, word processor, or typewriter (all papers must be typed).

Student Responsibilities

Class Attendance

Attendance and punctuality are mandatory. Students are responsible for making up work assigned during their absence from class.

Unexcused Absences

Your final grade will be deducted by 2% for each unexcused absence. Long term unexcused absences may result in a failing grade for the course (see page 50 of student handbook.)

Excused Absences

An excused absence must be documented, signed, and dated by a physician and approved by the instructor.

Tardiness

Excessive tardiness may result in a grade deduction. If a student is more than 10 minutes late for class, he/she will be marked as tardy.

Late Work

Late papers will receive a grade deduction. All late papers will receive a 5% deduction for every day that the paper is late. Papers over a week late will receive a '0' (F).

Class Behavior

In class you are free to express your opinions with respect to the other members of the class. Members who do not comply with these guidelines will be asked to leave the classroom and will be marked as absent (unexcused) for the day.

Plagiarism

Plagiarism is unacceptable. Any student caught plagiarizing will fail the course. Guidelines for plagiarism is on page 50 of the student handbook.

Grading Breakdown

Papers

2 take home papers (10%)	20%
3 in class papers (10% each)	30%
Final Paper	20%
Course Work	20%*
Final Exam	10%

*all assignments must be turned in to receive full credit for this portion of the final grade.

Grading Scale

- 'A' Outstanding scholarship and an unusual degree of intellectual initiative.
- 'B' Superior work done in a consistent and intellectual manner.
- 'C' Average grade indicating competent grasp of subject matter.
- 'D' Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
- 'F' Failed to grasp minimum subject matter; no credit given.

A passing grade for this course is a 'C.'

Papers

All take home papers must be typed, double-spaced, with one-inch margins. Students must also use Times New Roman 12 pt font. All late papers will be subject to a grade deduction.