



Benedict College Freshman Institute
English 131/132
CLASS POLICIES AND PROCEDURES

1. I understand that **ATTENDANCE** is extremely important. As a guide, I understand that beyond a maximum of three (3) absences, I may risk failing the course. The rubric indicates the grade I will receive at the end of the course based upon the number of absences.

Absence Rubric

<u>Semester Courses</u>	<u>Block Courses</u>
100= 0	100= 0
90= 1-2	90= 1-2
80= 3-4	80= 3
70= 5-6	70= 4
60= 7-8	60= 5
50 = 8+	50 = 6+

2. I understand that this course requires completion of assignments in-class, online, and out of class. I am responsible for completing all in class, online, and out of class assignments on time as the work helps with skills review and class preparation. If I miss assignments, I may risk my success in this course.
3. I understand that failing the Eng 131 course means that I will not progress to ENG 132. I will have to re-take ENG 131 before enrolling in Eng 132.
4. I understand that I must bring the required textbooks and working materials to class daily.
5. I understand that if I am tardy for class, I should enter **QUIETLY**, handle the door quietly, and sit in the closest seat available without walking across the classroom to my preferred seat. It is my responsibility to speak to the professor *after* class to have my tardy/absence removed.
6. I understand that I must **REMOVE** my cap before entering the classroom and dress appropriately and responsibly as an educated professional student.
7. I understand that I must cover my mouth when coughing or sneezing.
8. I understand that I must not raise my hand to discuss personal concerns in class; but I may do so after class or in the professor's office.
9. I understand that I should not, because of safety reasons, bring children into the classroom.
10. I understand that all work should be submitted on time and as directed by the professor (i.e. E360 Dropbox, typed hard copy, in-class written, etc.) and I must use blue or black pens for all written work, unless otherwise instructed by the professor.
11. I understand that because I am an adult that I do not have to interrupt the professor to be excused for personal reasons. I must leave, and return, quietly.
12. I understand that I must respect my classmates at all times – no poking fun, negative remarks, etc.