



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.

13. I understand that I should keep an organized, up-to-date loose-leaf binder containing the required textbooks, papers, etc. solely for my English class.
14. I understand that cell phones and “Head Phones” should be OFF and SHOULD NOT BE VISIBLE in the classroom unless they are being used for instruction purposes.
15. I understand that “side talk,” speaking when not called on, speaking out-of-turn, carrying on a conversation during a lecture or class work, singing or humming, clowning, eating or drinking, leaving class consistently for telephone calls, sleeping, excessive bathroom use when it is NOT an emergency, using laptops or other electronic devices for other activities, loud personal laughter, reading materials unrelated to the class, and directing questions to others are **UNACCEPTABLE** behaviors in a college classroom.
16. I must complete **all** assigned work, meet assignment deadlines, and come to class prepared to participate with the necessary textbooks and materials. I understand that **no** grade will be dropped. I will strive for a higher grade the next time. Also, I understand that all work must be completed and it is my responsibility to ensure completion of **all** assignments, even if I have missed an assignment/class.
17. I understand that I should not commit any acts of plagiarism which will result in an “F” for the assignment. Continued plagiarism will result in an “F” for the course.
18. I understand that up to 10 points may be deducted every day that an assignment is late, including weekends, unless otherwise instructed by the professor. After the third day, the assignment **will not** be graded. However, the assignment should still be completed and placed in the binder.
19. Late assignments must be handed directly to the professor, at which time the assignment will be noted as overdue.
20. I also realize that excuses are futile. I cannot claim that I left my **finished** paper at home or that my computer and/printer malfunctioned. I must be clever enough to begin my assignments earlier and find alternative ways to meet deadlines. In the event that problems do occur, I will speak with the professor prior to class, if possible, but **never** as an interruption in class.
21. I must save copies of all final papers in the event that my paper **mysteriously disappears**. Therefore, I can still receive credit for any **lost** paper. It is wise to always develop a backup plan such as saving onto a flash drive or emailing all assignments to myself.
22. I understand that I am responsible for monitoring my absences. When absent, I should also check E360 for assignments and keep up with the Learning Modules. When returning from an absence, it is my responsibility to provide documentation from Student Affairs for excused absences and to check on missed assignments, quizzes, etc. within 48 hours. I may have one more chance for make up as long as I have contacted the professor to make arrangements. If I forget, I will receive a zero for that assignment. **THE RESPONSIBILITY FOR MAKE UP WORK RESTS ON ME.**
23. I understand that seats are not assigned. They are selected on a first come basis.
24. I understand that I can be dismissed from class because of disruptive behavior, use of profanity, absences from class, breach of dress code, etc. I understand that my professor can write a letter of referral to the department chair and the appropriate actions will be taken as cited in the Student Handbook.
25. I understand that the use of **electronic devices**, i.e. cell phones, iPads, laptops tablets, etc. as well as **social media**, including but not limited to Twitter, Facebook, electronic games, etc. **are prohibited in the classroom** unless they are being used for instructional purposes.

PRINT THIS PAGE ONLY TO SUBMIT TO THE PROFESSOR



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My signature indicates that I have read and understand the class policies and procedures outlined above and, in addition, the grading policies and information outlined in the course syllabus.

Signature _____

Date _____

Print Your NAME _____

Jaia Talton