English 2322

British Literature: Beginnings to the Eighteenth Century

Course Syllabus

SEMESTER: FALL   YEAR: 2018
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PROFESSOR
DR. JOYCE KERR TARPLEY
EMAIL
jtarpley@dcccd.edu
OFFICE PHONE NUMBER
214-860-8793
OFFICE NUMBER
W-185B
MEETING DATES & TIMES
MWF 8:00-8:55
CREDIT HOURS
3
DIVISION
ARCO
OFFICE HOURS (OPEN)
MW 10:00-12:00
M: 2:00-3:00
TR: 11:00-12:00
NO APPOINTMENT NECESSARY
OFFICE HOURS (CLOSED)
MTWRF 7-8 AM
MW 12:10-2:00
MW 3:00-3:30
APPOINTMENT NECESSARY
DIVISION OFFICE
E-40
DIVISION PHONE NUMBERS
214-860-8624
MVC CLASS WEB PAGE
campus.dcccd.edu

IMPORTANT COLLEGE DATES

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<tr>
<th>COURSE START DATE</th>
<th>MONDAY, AUGUST 27</th>
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<td>MONDAY, SEPT. 3</td>
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CERTIFICATION:
Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending. The certification date for this course is **SEPTEMBER 10, 2018**. Students who are not certified as beginning class are responsible for any payments due as a result of non-certification, to include the dropping of courses.
COURSE DESCRIPTION for ENGL 2322 British Literature
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing.

The course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. For repeatability purposes, students who take ENGL 2321 should not also take English 2322 or 2323.

This course includes a study of the major authors and prevailing themes of the following important literary periods:
Anglo Saxon Literature
Anglo Norman Literature
Middle English Literature in the Fourteenth and Fifteenth Centuries
Sixteenth Century Literature
Early Seventeenth Century Literature
Restoration and Eighteenth Century Literature

The course will also consider the principal social, political and philosophical ideas that influenced these authors and themes. Although the concentration is on literature within the stated periods, this study will necessarily include references to relevant past works within the context of the larger literary tradition of which this literature is a part.

COURSE OBJECTIVES:
As a result of taking this course, a student should be able to:

1. Make connections between British literature and contemporary life in the twenty-first century by emphasizing the strong links between themes and tensions prevailing in medieval, early modern, and seventeenth and eighteenth century English culture and those that continue to be relevant today.

2. Explore the interrelationship of history, politics, religion, philosophy and literature with an emphasis on the unique role of literature: that of representing a mimesis, or an imitation of real world in which the author demonstrates the effects of history, politics, religion and philosophy on the lives of individuals and on the society in which they live.

3. Develop critical thinking and reading skills so that the student can better understand and appreciate college level reading in general and the variety of forms and genres represented by British literature in particular.

4. Develop the ability to conduct research, particularly as it relates to using the Internet and to continue to develop the student’s ability to translate his or her research into coherent writing.
COURSE REQUIREMENTS:

This syllabus is considered a contract between you and the professor. It includes the "rules" for taking the course, including the professor's expectations of your performance and behavior during the course. The professor will honor the specifications of the course as outlined in this syllabus unless unforeseen circumstances make changes to the syllabus necessary. In this case, students will be contacted and changes will be explained in advance.

What you need to take this course:


5. **Suggested Materials**: One 1 ½ inch notebook and TAB DIVIDERS (I suggest 15 dividers, one per week.) The notebook is suggested to keep you organized. Keeping an organized notebook entitles you to give yourself the highest rating (on your self-assessment) in organization and neatness.

6. **Required Online access**: Some assignments will require you to use the Internet. If you do not have Internet access at home, computers are available on campus with access seven days a week. Computers are also available on weekends in most local libraries.

7. **Required ecampus email**: A working email account is available to everyone via ecampus. Please update your email so that it is current on ecampus.

8. **Required Ecampus access**: You will be required to log on to ecampus (Web site at [http://blackboard.dcccd.edu](http://blackboard.dcccd.edu)) in order to participate in group work, which is part of your grade. Official announcements will be made by e-mail and on Blackboard under announcements.
GRADING POLICY:
Academic honesty is expected. You are expected to do your own work, unless the assignment is specified as a group assignment. You will receive a grade of zero on any assignment for which you do not do your own work or when unauthorized resources are used. Please refer to the statement entitled Academic Honesty located at the end of your syllabus.

Evaluation: For this course you will complete

Cumulative/Participation Self Assessment (completed bi-weekly) (10%)

Cumulative Grades (may include quizzes, short journals, discussion forums, etc.) (20%)

Group Oral Presentations (20%)

Writing Assignments (may include long journals and essays) (30%)

Tests (20%)

Final Exam—the final exam is a REQUIREMENT to pass the course. It may be comprised of an essay and/or a test that will count as part of the essays and tests percentage above.

Please note: If you do not take the final exam

a. I will contact you during the exam session to remind you that you must take it
b. You may be allowed to take the exam during another class’s exam session, if that is possible.
c. If not, and if you have extenuating circumstance, you will receive an incomplete.
d. You will have a designated time period to make up the final exam, which I will set for you within the parameters of the incomplete policy.
e. If you make-up the final exam within these parameters, you will receive the grade you earn.
f. If you do not make up the exam, you will receive a failing grade—regardless of your average in the class.

Your grade for the course will be determined by the percentage of possible points that you have earned for all assignments, and your final letter grade will be awarded according to the following scale:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60
1. Major Graded Assignments: (50%)
You will have a major assignment for each unit (tests and/or essays). Tests may be primarily objective, with questions over the main authors, themes, genres and vocabulary studied in each period. The final exam, which is required to pass the course, is included in these assignments.

2. Group Oral Projects: (20%)
a. You will participate in various group activities, including group presentations and seminars for all units. The grades for the oral presentations will be averaged and the average will comprise 20% of your final grade.

b. Each group oral project will consist of an individual grade (80-90%) and group grade (usually 10-20%) to be averaged together to get the final grade. The majority of your group grade, at least 80%, will be based on your individual performance during the presentation. You will receive an individual evaluation of your part of the presentation.

3. Cumulative/Participation Grades-Self-Assessment (10%)
Every two weeks, you will assess your participation in ten areas, including preparation, time management, thoroughness, perseverance, and others. This grade counts as 10% of your overall average.

4. Cumulative Daily Grades (20%)
a. For EACH UNIT (there will be three to four units), you will receive daily grades, which may include quizzes, short journals, study questions, etc. These unit grades will be averaged together to determine an average. These averages will be combined to arrive at an overall cumulative average for the entire course, which will comprise 20% of your final grade.

b. The grades for the first unit, which is the largest, will be worth more than the other units.

Core Assessment: Core assessment for competency in certain areas is required by the state of Texas. Your core assessment areas for the fall of 2017 are as follows: Rubrics for each assessment will be given to you when the assignment is given. You may also receive sample assignments.

<table>
<thead>
<tr>
<th>Core Assessment Area</th>
<th>Assignment</th>
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<tr>
<td>Critical Thinking Skills</td>
<td>Assignment will be uploaded to ecampus under Assessment.</td>
</tr>
<tr>
<td>Writing Skills</td>
<td>Same as above</td>
</tr>
<tr>
<td>Visual Analysis</td>
<td>Same as above</td>
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Core assessment assignments will not count as part of your course grade. However, core assessment assignments may count separately as a part of your grade; in other words, you may receive a grade for the same assignment that you will upload as your core assessment.

**Extra Credit:** During the semester, extra credit possibilities may be offered for individual assignments or cumulative grades, or other approved activities.

Only students who are eligible may receive this extra credit. To be eligible for extra credit, you must have good participation, meaning that you purchase and bring the required books and study guide to class (you need to have these items no later than the third week of classes), and you must have a good attendance and punctuality record.

Extra credit is a reward for students who have good participation and attendance.

Extra credit is never a means to compensate for poor attendance and punctuality.

Extra credit is a privilege and not a right.

**During the semester, changes may be made in the number of tests, assignments required and/or point values designated above as student needs and unforeseen circumstances dictate.**

**PLAGIARISM**

Academic Honesty (Plagiarism):

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. **Students who engage in academic dishonesty will receive an “F” in the course and possibly expulsion from the college.**

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm).

**If you plagiarize information in this class, you will fail the entire course.** It is, therefore, important that we agree upon a definition for plagiarism.

Please go to the following link [https://www.indiana.edu/~istd/definition.html](https://www.indiana.edu/~istd/definition.html) and read carefully (This is a requirement.)

1. Definition of Plagiarism
2. How to Recognize Plagiarism
3. Examples of Plagiarism

When you have completed reading and studying the website’s information on plagiarism, please go to this link https://www.indiana.edu/~istd/test.html to take the test on plagiarism. You will take the test for Non-Indiana University students (It’s the first test).

If you do not pass the test, you have two options:

1. Go to the following link https://www.indiana.edu/~istd/practice.html for practice identifying plagiarism with feedback. Then re-take the test to see if you can pass it. Once you have completed the test successfully, print two copies of your plagiarism certificate, sign one copy and it in to me as documentation.

2. If you do not pass the test the second time, you may substitute a signed statement certifying that you have completed the assignments above, attempted the test, and that you understand what plagiarism is and the consequences for doing it.

I will keep either the certificate or the statement on file during the semester as a record of your agreement with my standard for what constitutes plagiarism.

If you pass the test, the certificate may be used to replace a missing or low quiz grade on your one of your cumulative averages; please staple your copy of the certificate to the cumulative on which you want to use this extra credit.

The certificate or statement must be turned in to me prior to the first test, which includes an essay portion. I will not grade your essay without the certificate.

TENTATIVE** COURSE CALENDAR: A detailed course calendar will be given to students in the first week of classes; it will also be available online at ecampus.) Please note: Changes in the schedule are inevitable and this schedule may change based on student needs and other contingencies. These changes will be noted in class and whenever possible, online as well.

Unit 1: Medieval Period: Seventh to Fifteenth Centuries
Primary Genres: Epic (Romance, Drama)
Main Texts/Authors: Beowulf, King Arthur Myth, Sir Gawain and the Green Knight, Chaucer, Everyman

Unit 2: Early Modern Period: Sixteenth Century
Primary Genre: The Dramatic (Tragic and Comic Plays)
Main Texts/Authors: The Bible, Shakespeare’s King Lear and Measure for Measure

Unit 3: Early Seventeenth Century
Primary Genre: The Lyric (Poetry)
Main Texts/Authors: Sonnets of Shakespeare, John Milton, and John Donne

Unit 4: Eighteenth Century:
Primary Genre: The Narrative (Novel)
Main Text/Author: Jane Austen’s Pride and Prejudice

Classroom Policies and Procedures

1. Attendance
Read carefully the following attendance policy. Then sign the MVC COMMITMENT FORM at the end of the syllabus.

Attendance Policy
Class attendance is a necessity. If you miss a class or come to class unprepared, you’re throwing away an opportunity to be fully engaged in lectures, small and large group discussions, and presentations by your peers, not to mention information about tests and essays. Because REGULAR ATTENDANCE AND PUNCTUALITY ARE ESSENTIAL TO CLASS PARTICIPATION AND EFFECTIVE LEARNING, ABSENCE ALONE CAN CAUSE YOU TO FAIL.

THERE IS NO PROVISION FOR MAKE-UP WORK.
THERE IS NO PROVISION FOR LATE WORK.

The student is RESPONSIBLE FOR COMPLETING THE HOMEWORK FOR ALL MISSED CLASSES, as there is NO PROVISION FOR LATE OR MAKE-UP WORK. To insure that you can complete the homework for a missed class, follow this procedure:
A. First, check your TENTATIVE CALENDAR (to be handed out the first week and posted online)
B. Always check ecampus to see if assignments have changed
C. Since changes may occur at the last minute and may not be posted, IT IS YOUR RESPONSIBILITY TO FIND OUT ABOUT CHANGES in one of the following ways:
1. Email me at jtarpley@dcccd.edu. Please note, however, that I do not check email after I leave the campus although I check it beginning at 7:00 AM when I arrive for my office hour and throughout the day until I leave.
2. Call me at 214-860-8793 as soon as possible, preferably before your class and LEAVE A MESSAGE with a number that will allow me to leave a message if I do not reach you. (Please note: During the busy week, calling is a necessary back-up to your email to insure that we connect.) When leaving a message
   a. Speak slowly and distinctly
   b. Leave your first and last names
   c. Indicate which class you are enrolled in (English 2322).
   d. Indicate the day that you will be missing
   e. Leave a phone number where you can be reached
   f. Indicate whether you have emailed me.
   g. Indicate if you want me to call back or email you; if the former, be sure to leave your number.
   h. For legal reasons involving privacy, it is best not to give me a work phone; a personal cell phone is best.
   i. PLEASE NOTE: If you have long musical selections or messages prior to your phone message option, because of time constraints, I may be unable to leave a message. Also, Please do not feel compelled to explain your absence; I assume that you have a good reason to miss class; therefore, I don’t expect you to give me details.

D. It’s a good idea to share contact information with your fellow group members, and to get to know someone ( in your group or in class) whose attendance is reliable and call him or her to get clarification about assignments if you are absent.

Extra Credit is NOT a means of making up for missed work because of poor attendance or tardiness. In fact, such students will lose the privilege of earning extra credit. At my discretion, exceptions to this policy MAY be made for extenuating circumstances. Please see me in my office to discuss your particular circumstances.

**Participation:** Participation means engagement; that means that you are an active and Indispensable part of our class community each day that you attend. To achieve this kind of engagement will require that you (a) arrive at or before the class time and get settled quickly; (b) listen carefully during class and ask (and answer) questions; c) respect and tolerate opinions that are incompatible with your own; (d) read assignments completely and critically, marking the texts with questions you would like to consider or points you would like to make; (e) prepare in advance any preview or study questions that are assigned. (f) prepare your assignments carefully, completely, and thoroughly.
Self-Assessment of Participation: Every two weeks, you will assess your level of participation by completing the cumulative/participation form. The goal of self-assessment is self-knowledge, or an understanding of areas of participation where you are weak and strong. This important self-knowledge will allow you to make decisions that will lead to improved participation in the areas where they are needed. This self-assessment allows you to take responsibility for your own learning; it equals 10% of your grade.

A copy of the Cumulative/Participation form form is in the Appendix of your English 2322 Study Guide.

Tardiness: Class will start on time, but I allow everyone a five-minute grace period. However, if I schedule a quiz, it will be handed out as soon as class begins and picked up no later than ten minutes after class has started. In addition, YOU WILL BE COUNTED ABSENT if you are more than FIFTEEN MINUTES late for the MWF class. You are still always welcome to come into class and participate, NO MATTER HOW LATE, as long as you enter class QUIETLY WITHOUT DISTURBING OTHERS.

REMEMBER: WHILE BEING PUNCTUAL IS BEST, BEING LATE IS BETTER THAN BEING ABSENT, EVEN IF YOU ARE COUNTED ABSENT.

MAKE THE RIGHT CHOICE ABOUT ATTENDANCE. These are your choices in order from best to worst.
1. COME TO CLASS PREPARED AND ON TIME (best choice)
2. IF NOT PREPARED, COME TO CLASS ON TIME (second best choice)
3. IF NOT PREPARED OR ON TIME, COME TO CLASS. (third best choice)
4. SKIP CLASS (worst choice—guaranteed to lead to dropping or failing the class.)

Late/Make-Up Assignments: A class assignment will not be accepted late, and there is no provision for make-up work. If you are absent, you are expected to complete the assignment (which should be listed on your calendar) and bring it the next time to class. (See attendance policy stated above.

Withdrawal from the Class: Literature provides a learning experience that should be pleasurable. Thus, very few students, if any, tend to drop this class. However, if you should find yourself considering such a step, please consider the following before you do so:

1. Are you having a bad week? Sometimes personal or employment concerns make us feel like giving up on everything. When this happens, review your goals and your reasons for taking the course before you drop.
2. Talking with someone can often help you avoid acting impulsively. I hope that you will
make an appointment to discuss your situation in the class with me before you drop, although you are not required to do so. Counselors are available to listen and discuss your options.

3. Students often drop a class because they think their grade is worse than it really is. It’s a good idea to check with me about your grade before making assumptions. Your evaluation is based on many criteria, so if you receive a few bad grades, it doesn’t necessarily mean that you are failing.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

If you are unable to complete this course, you must withdraw by NOVEMBER 15. Withdrawal is a formal procedure, which you must initiate; I cannot do it for you. If you stop attending and do not withdraw, you will receive a performance grade, usually an F.

Classroom Etiquette--General
1. Basic manners apply to classroom conduct at all times. Frequent use of the three most important phrases in the English language-please, thank you and excuse me-will greatly enhance our classroom atmosphere. You are expected to respect other students, yourself and the teacher by taking turns when speaking, tolerating different opinions, and treating others in the way you would like to be treated.

2. Food is not allowed in the classroom. This includes chips or candy, as well as burgers and fries. Gum chewing should also be avoided. If you bring drinks, please limit them to coffee, cokes, juices or water, and help us keep a neat classroom by cleaning up spills and placing empty containers in the trash.

Classroom Etiquette--Technology
1. THE USE OF ALL ELECTRONIC DEVICES IS PROHIBITED DURING CLASS, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
   a. CELL PHONES —these must be turned off or placed in a non-audible mode and stored
out of sight PRIOR TO THE START OF CLASS.
b. TEXTING DURING CLASS IS NOT ALLOWED!
c. LAP TOPS (Please do not use laptops during class without prior approval from me.)
c. Accessing and/or reading text materials on an electronic device (KINDLE READERS AND OTHERS, iPHONES, iPADS, etc.) is likewise prohibited during class.
Pleasing BRING YOUR STUDY GUIDE TO CLASS EACH DAY. It has note-taking pages for you to take notes as well as other important course material.
Pleasing BRING THE DESIGNATED BOOK TO CLASS EACH DAY (I will tell you which book to bring.)

The main focus of our class is a FACE-TO-FACE CONVERSATION
1. First, between you, the student, and your text
2. Second, between you, the student and your peers
3. Third, between you, the student and your professor
Internet technology (texts, tweets, social networking, etc.) is not a part of this in-class face-to-face conversation--except for very specific situations designated by the professor.
Otherwise, our classroom is a technology-free zone.

DISTRICT-WIDE ADMINISTRATIVE POLICIES
Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may/may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at:
https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm

Financial Aid:
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if
necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office.

Religious Holidays: Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Disclaimer Reserving Right to Change Syllabus:
During the semester, changes may be made in the number of tests, assignments required and/or point values designated above as student needs and unforeseen circumstances dictate.

For a complete listing of MVC and DCCCD policies, refer to http://www.tasb.org/policy/pol/private/057501/. The highlighted policies below provide partial listing off the duties, rights and responsibilities of students enrolled in MVC courses.
Name: _______________________________    Section: ________

Course Attendance Commitment English 2322
MVC English Discipline

**Place your initials next to each statement** to acknowledge that (1) you understand the course policy and (2) that you agree to that policy. Initialing also signifies that you will accept any and all policies related to reductions of grades for violating course policies, as required by the course syllabus and other written and course policies.

_____ I have read and understood the course syllabus for this ENGL 2322 course.
_____ I will abide by all stated and written course policies in this ENGL 2322 course
_____ I understand the evaluation policy (how I will earn my grade in the course.)
_____ I understand that there is **no provision for LATE WORK or MAKE-UP WORK in this class.**
       I understand that when absent, it is my responsibility to locate (see course calendar) and complete the assignment that is due and bring it to class on the day I return.
_____ I understand all electronics must be turned off during class unless there is prior
instructor approval.

_______ I understand that I will receive email announcements from the instructor prior to every class meeting, and I am responsible for reading these emails.

_______ I understand that I may receive email announcements, which I am responsible for reading, at other times.

_____ I understand that I am allowed a maximum of six total (two weeks) of free EXCUSED absences.

_______ I understand that beginning with the seventh absence and for each and every unexcused absence thereafter, my final grade will be reduced by 10% (one letter grade).

_______ I understand that I will be counted absent if I miss more than fifteen minutes of the class session.

_______ I understand that I may enter class late as long as I do so quietly.

_____ I understand that I am expected to come to class on time, and I further understand that three lates/tardies will equal one absence.

_____ I understand that leaving the class for more than fifteen minutes at any time during class, with or without prior instructor approval, will count as an absence for my attendance record.

_____ I understand that, at her discretion, the professor may make exceptions to this attendance policy for specific extenuating circumstances, which I am responsible for making known to her.

_____ I will behave respectfully and professionally during class.

_____ I understand that penalties will be assessed for disrespectful and/or disruptive behavior in class.

_____ I will keep up with all course readings as listed on the course schedule.

_____ I will come to class prepared to participate and with pen, paper, textbook, and other materials my instructor requires.

_____ I understand that I need to bring my English 2322 Study Guide to class each day.

_____ I understand that I am expected to take notes daily in the English 2322 Study Guide.

_____ I understand that I am expected to bring the designated textbook to class daily.

_____ I understand the extra credit policy.

_____ I understand the FINAL EXAM POLICY: that I must take the final exam to pass this course and that if I do not take the final exam, I will fail this course.

_____ I understand that if I drop this class, I will not be allowed to participate in group projects or take quizzes or tests.

By signing below, I agree to follow all the written and stated rules.

____________________________________   ___________________
(sign)                                          (date)

___________________________________   _____________________

___________________________________   _____________________
NOTE: If you cannot in good faith sign any portion of this contract, you should immediately discuss your concerns with the instructor.

English 2322                Semester: _____________  Year: ________

Name: ________________________________  Date: _______________

Student Responsibility- It is the responsibility of each student to

1. Carefully read the course syllabus and ask questions if necessary

2. Attend class on time.
3. Obtain the main course texts and study guide as soon as possible but no later than the 3rd week of classes (Friday, Sept. 14).

4. Bring the English 2322 Study Guide and the main course text (Norton Anthology of English Literature 9th edition) to EVERY CLASS SESSION, and other texts as assigned.

5. Do outside assignments when they are given.

6. Turn in assignments when they are due.

7. Be responsible for assignments even if he or she may have been absent when they were made.

8. Understand that being absent is not an acceptable reason for a missed assignment.

(Sign the document below and turn it in.)
### Syllabus Policy

<table>
<thead>
<tr>
<th>Policy</th>
<th>I understand</th>
<th>Student Signature</th>
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<tbody>
<tr>
<td>Evaluation and grading scale</td>
<td></td>
<td></td>
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<tr>
<td>The no late/no make-up assignments policy</td>
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<td>The attendance policy</td>
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<td>The tardy policy</td>
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<td>The class participation policy</td>
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<td>The extra credit policy</td>
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<td>The withdrawal policy (November 15, 2018)</td>
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<tr>
<td>The plagiarism policy (including the penalty for plagiarism, which is failure of the entire course.)</td>
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<tr>
<td>The cell phone policy; the cell phone must be turned off and stored out of sight--not visible--in a purse or backpack before class begins.</td>
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<td>I understand</td>
<td>The electronic devices policy</td>
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<td>I understand</td>
<td>The email announcements policy</td>
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<td>I understand</td>
<td>The final exam policy</td>
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<tr>
<td>I understand</td>
<td>Classroom etiquette policy</td>
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<tr>
<td>I understand</td>
<td>District-wide administrative policies</td>
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