# English 1302.61001

## Instructor Information

<table>
<thead>
<tr>
<th>Professor</th>
<th>DR. JOYCE KERR TARPLEY</th>
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</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:jtarpley@dcccd.edu">jtarpley@dcccd.edu</a></td>
</tr>
<tr>
<td>Office Phone Number</td>
<td>214-860-8793</td>
</tr>
<tr>
<td>Office Number</td>
<td>W-185B</td>
</tr>
<tr>
<td>Office Hours (Open)</td>
<td>MW: 2:00-3:30</td>
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<tr>
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<td>TR: 11:00-12:00</td>
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<tr>
<td>Office Hours (Closed)</td>
<td>MTWR 7-8 AM</td>
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<td></td>
<td>MW 12:30-2:00</td>
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<td>MW 3:30-5:00</td>
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<tr>
<td>Division Office</td>
<td>E-40</td>
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<tr>
<td>Division Phone Numbers</td>
<td>214-860-8624</td>
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## Course Information

<table>
<thead>
<tr>
<th>Course Title</th>
<th>ENGLISH COMPOSITION</th>
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<tr>
<td>Course Number</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td>Section Number</td>
<td>61001</td>
</tr>
<tr>
<td>Semester/Year</td>
<td>FALL 2019</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Class Meeting Time/Location</td>
<td>MW 8:00 IN W-60</td>
</tr>
<tr>
<td>Certification Day</td>
<td>MONDAY, SEPTEMBER 9</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>THURSDAY, NOVEMBER 14</td>
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## Course Prerequisites

ENGLISH 1301
**Course Description**

This course is designed to enhance personal appreciation of literature, hone critical thinking skills, in order to provide instruction in the MLA research paper. Introduction to Literature presents the major literary forms and their distinctive characteristics and conventions, principle literary themes, and different critical approaches. This introductory course prepares students for further literary study. This course includes reading, speaking and writing competencies. Three contact hours.

**Student Learning Outcomes**

[List the things students should know or be able to do after completing your course. For many courses, these outcomes are mandated by the state. For general education courses, see the state’s Lower Division Academic Course Guide Manual. For career and technical courses, see the state’s Workforce Education Course Manual. If in doubt, ask your coordinator for the official SLO/Objective list for your course.]

This is a QEP Writing Intensive Course, which means the course is eligible for Honors Credit. To earn Honors credit for the course, you must have an “A” average and complete the Honors Project—earning no less than a 90.

At the close of the semester, each student will submit an essay, according to the guidelines designated by the QEP Committee. The guidelines for this essay, which is your final exam essay, are as follows:

**Texas Core Objectives**

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Required Course Materials**


**REQUIRED INSTRUCTIONAL MATERIALS**

1. **REQUIRED:** One 1½ inch notebook, three-ring ed

2. **REQUIRED:** One set of 15 dividers, one for each week in the semester (REQUIRED)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Summary of Graded Work**
Final Grade

**FINAL EVALUATION**

Your final 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

Please note: the grade average must be no less than 70 (not 69.9) in order to count as a passing grade.

**Description of Graded Work**

You will use the writing process for every writing assignment. It is depicted in the graphic below, and it is explained on pages ________ of the *English 1302 Study Guide, 7th edition.*
Writing Process I grades will be based on group work, quizzes over readings. This grade will be based partly on your own sense of your performance, partly on prewriting grades for you may earn for daily assignments, including quizzes, group assignments, and individual assignments. I will assess your revision of your first draft.

You will upload most parts of the writing process to ecampus—including prewriting, outlines, first drafts and final drafts if directed to do so. These grades may be posted on ecampus, or they may be graded and returned to you. If the latter, you will have to turn in the assignment with your writing process, so you must keep up with all the parts of your writing process that you assess—preferably filing each assignment in your notebook behind the divider for that week. You are responsible for this grade. If you do not complete and turn it in, you will receive a zero.
The combined writing process grades for all of your writing assignments will comprise ________ of your overall grade.

WRITING ASSIGNMENTS

You will complete five to six writing assignments, including the final exam. All of these writing assignments will utilize both a primary source—usually a literary text—and secondary sources, which may include both print and online texts.

TESTS

You may have a test depending on the unit. The test may include multiple choice and matching questions and may also have a short answer section. The test will be take-home. You will receive a copy of the test to study and complete. Once you have completed the printed copy of the take-home test, you will record your answers to the test online—on your Quia class website. **A test may also be comprised of an average of your prewriting quizzes** over the readings for a given unit of study.

THE FINAL EXAM-A REQUIREMENT TO PASS THE COURSE

The final exam essay will be written in class during the final exam week. The final exam is a final test of your ability to use the writing process. In order to be eligible to pass the course, you must take the final exam. If you do not take it, you cannot pass—regardless of your average.

If you fail to take the exam, and you are failing the course, you will receive a failing grade. If you fail to take the exam and you are passing the course, you will receive an incomplete. You will have a specified time period to make up the exam (usually in the next semester).

CUMULATIVE/PARTICIPATION GRADES

You will complete a variety of assignments for your cumulative grades, including quizzes, class assignments, group assignments. Your participation is also assessed by uploading files to Engrade, bringing texts to class, and keeping an organized notebook.
At the end of every two-week period, you will complete a CUMULATIVE self-assessment of your own participation using a form like the one attached to this syllabus. I will collect your self assessment and record your grade.

**You are responsible for this grade. If you do not turn it in, you will receive a zero.**

**These grades will count as 10% of your overall class average.**

See the following page for an example of the cumulative form that you will complete and submit every two weeks.

**Attendance and Your Final Grade**

**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.

**LATE WORK/MAKE-UP WORK POLICY**

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

**Late Assignment Policy**

Unlike high school, neither late work nor make-up work is customary in college. Because you are an adult, your instructors expect you to be responsible for keeping up with your assignments when you cannot attend—see process above—and they expect you to come to class prepared for that day. College students never ask the professor, “What did I miss?” That is a K-12 question. Instead, college students are responsible for knowing what is due, and they are diligent about getting any work from missed classes done and turned in on time.

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 for the unit we are working on (the calendar will be handed out in class and posted online).

B. Since changes may occur at the last minute, IT IS YOUR RESPONSIBILITY TO FIND OUT ABOUT CHANGES in one of the following ways:

1. You will receive an email prior to every class. Be sure to check this email religiously as it will include reminders and updates regarding changes for the class session that day. This email will tell you exactly what is due that day.

2. Check your calendar for the homework or the assignment for the next class. When you are absent you must still complete the homework assignment. Please do not expect to be given make-up work for this college class.

3. If you still have questions, email me at jtarpley@dcccd.edu. BE SURE TO PUT YOUR FULL NAME, the course (ENG.1302) AND THE SECTION # IN THE SUBJECT AREA. Student emails often do not include recognizable names, so I will not know who you are if you do not include this information. Please note, I check for student emails during my office hours, which begin at 7:00 AM every day. I cannot check email when I am teaching, and I do not check email after my office hours. If you send your email after my office hours, I will not be able to respond until the next class day. Please send your email as early as possible.

4. 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 good back up to your email to insure that we connect.)

   When leaving a message
   a. Speak slowly and distinctly
   b. First, say your first and last names.
   c. Indicate which class you are enrolled in (English 1302) and the meeting time.
   d. Indicate the day that you will be missing
   e. Leave a phone number where you can be reached. Say the number slowly and repeat it.
   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: Unless you are requesting permission to turn in work late because of extenuating circumstances that can be documented, 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.

C. 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 and participation is good and call him or her to get clarification about assignments if you are absent.

At my discretion, exceptions to this policy MAY be made for extenuating circumstances. Please see me in my office to discuss your particular circumstances.

Other Course Policies

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) TAKE HAND-WRITTEN NOTES during class, especially when I ask you to do so.
(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) Respect and tolerate opinions that are incompatible with your own; you don’t have to agree with the opinions of others, but please listen and if you choose to verbally disagree, do so in the way you would like others to speak with you (Golden Rule).

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 miss more than TWENTY MINUTES of class time in a MW OR TR class.

However, 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: 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.)

Classroom Etiquette Part I-General Guidelines

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.

3. THE USE OF ALL ELECTRONIC DEVICES ARE 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. (See cell phone policy below)
   b. TEXTING DURING CLASS IS NOT ALLOWED!
   c. PERSONAL LAP TOPS (Please do not use a personal laptop computer during class unless you have spoken to me beforehand).
c. Accessing and/or reading text materials on an electronic device (KINDLE READERS AND OTHERS, iPhones, iPods, iPads, etc.) is likewise prohibited during class.
Please read carefully and sign the cell phone contract at the end of the syllabus.

You will not be eligible for extra credit if you do not do so.
Bring textbooks as requested.

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

Other than the use of computers in the lab, as instructed by the professor, our classroom is a technology-free zone. Please read carefully the cell phone policy below:

Cell phones may not be used in the classroom.
The cell phone policy for this class is as follows:

a. BEFORE ENTERING THE CLASSROOM, put your cell phone out of sight (in a backpack, purse, or pocket.) If you need to use it, please do so in the hallway outside of the classroom.

b. No cell phones should be visible during class—this means you will need to leave it out of sight while you are in the classroom.
PLEASE DO NOT HAVE IT ON YOUR DESK.

c. If you need to make a call, send a text, or look at your cell phone while inside of the classroom, please step outside to do so. While in the classroom—before class begins, during the class time, or after the class ends—please keep your phone out of sight and do not use it.

d. Please put your cell phone in non-audible mode during class.

e. If for some reason, you must have access to your phone during class, you will need to step outside of the classroom.

f. If you do not observe this policy, you will be asked—politely—to leave.

g. If you repeatedly violate the cell phone policy for this class, you will be asked to leave and not to return until you have visited the dean to discuss this policy.

h. Thank you in advance for your cooperation.
Because our class meets in the computer lab, it is imperative that all students observe the rule of using our class computers for assigned lessons ONLY No personal use, including but not limited to the following:
1. No personal emailing
2. No personal emailing during class
3. No surfing
4. No blogging
5. No watching YouTube sites (unless they are specific sites that the professor asks you to watch for instructional purposes)
These and any other non-instructional uses—as defined by the professor—are forbidden before class begins, during the time you are in the classroom—and after the class is over until the instructor leaves.

First-time violators of this policy will be asked politely to leave class and must do so quickly and quietly.
Repeat violators will be asked not to return to class until they have had an appointment with the dean to discuss their violation of this policy.

COMPUTERS WILL BE USED ONLY FOR ASSIGNED LESSONS—

NO PERSONAL USE.

Institutional Policies
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

For a complete listing of MVC and DCCC 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.

Institutional Policies:

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
Students that engage in academic dishonesty will receive an “F” in the course and possibly expulsion from the college.

(See Plagiarism Policy above.)

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.

Withdrawal Policy (See “Withdrawal From Class” Above)
LAST DAY TO DROP WITH A GRADE OF “W” IS THURSDAY, NOVEMBER 14, 2018.

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by NOVEMBER 15, 2018. Failure to do so will result in your receiving a performance grade, usually an "F."

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped, BUT IT’S A GOOD IDEA TO SEE ME BEFORE YOU DROP. LET’S TALK!

PLAGIARISM

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.

Students that 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.

A SPECIAL NOTE ON PLAGIARISM: 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 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, go to this link https://www.indiana.edu/~istd/practice.html for practice identifying plagiarism with feedback. Once you have completed the test successfully, print two copies of your plagiarism certificate, sign one copy and it in to me as documentation. You will only be able to print the certificate if you answer all the questions correctly. I will keep this certificate on file during the semester as a record of your agreement with my standard for what constitutes plagiarism.

Make an extra copy to turn in with your essays.

The certificate must be turned in to me prior to the first essay due date, and you will include your copy in the writing process folder (that I will give each student) with the diagnostic essay (It will be returned to you so that you can turn it in with each successive essay.)

After the diagnostic essay, you will need to submit the SIGNED certificate with each essay. I will return it after grading each essay, so you can use turn it in with each writing assignment.

Every essay will be uploaded to ecampus and submitted for a plagiarism check, which you will be able to see. You will be given in class an acceptable percentage on this plagiarism check; if you go beyond that percentage, you may have to revise the essay before it is graded.

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

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 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.

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.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office (W145) at 214-860-8691.

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:
The instructor reserves the right to amend this syllabus as necessary.

Classroom Policies: (See Above)

Inclement Weather:
Bad weather can occur at any time during the school year. In the event of inclement weather, tune in to local television or radio stations for a report of possible closings or delays of DCCCD locations. You may also call MVC's inclement weather hotline at 214-860-8888 or visit our college Web site – www.mountainviewcollege.edu. Mountain View College is part of the Dallas County Community College District (DCCCD), which includes seven colleges. Reports of closings may use the District (DCCCD) name instead of each individual college’s name.

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.
We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

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.
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.

Mountain View Institutional Policies (http://www.mountainviewcollege.edu/syllabipolicies)

Course Schedule
You will receive a weekly calendar with the readings, in-class activities and homework.

Please note: You will have a MVC Commitment Form to sign in class.