



**Evaluation of Student Performance:**Calculation of Grade:

Paper #1 (Fiction)	15
Paper #2 (Poetry), or	
Paper #3 (Drama)	15
Section Tests (3)	45
Quizzes	10
Participation, written responses	15
<i>Total</i>	<i>100%</i>

**Course grades will range from A to E:**

A	range 90 –100	superior
B	80 – 89	good to very good
C	70 – 79	fair to average
D	60 – 69	minimally acceptable
E	59 and below	(Fail)

Performance Ranges (see attachment for more complete criteria):

**“A” Range:** All assignments and course requirements completed on time and done exceptionally well; full participation and near-perfect attendance; *superior work*

**“B” Range:** All assignments and course requirements completed and done well; good participation and near perfect attendance; *good to very good work*

**“C” Range:** All assignments completed and done satisfactorily; good participation and attendance. You’ve done all the work for class and submitted it on time; *fair to average work*.

**“D” Range:** Unsatisfactory performance or effort in one or more of the above areas; *below average work*

**“E” Range:** *Failing*

Please note that the “C” to “B-“ range of grades is considered by SUNY Cortland to be average. To earn a “B” or above in the course, you must consistently produce work that is basically mistake-free and clearly above average in quality. I do not support social promotion or grade inflation. I do not adjust grades to meet your GPA, your expectations, or the dreams of parents or coaches. If you want a good grade, earn it through performance.

**Course Attendance Policy**

Mandatory attendance is a requirement of this course. Two excused absences will be allowed, but since your not being in a class would cause you to miss that day’s discussion and participation, why would you view allowable absences as a gift or a “gimme”? Final grades will be adjusted downward for each absence over two, in conformance with College policy as set forth in the College Handbook. In case of major problems that prevent you from coming to class, contact the associate dean or other appropriate official so that your absences can be legitimized. However, an excused absence is still an absence. Having an excuse for an absence does not mean that you are still not responsible for completing all assigned work and submitting it when due.

*At least be sure go to the writer to find his meaning, not to find yours.*  
- John Ruskin

**Participation and Commitment**

I expect you to participate actively in class, and to spend a considerable amount of time and effort outside class reading, rereading, thinking about, and writing about what you have read. The participation grade includes punctuality, timely completion of assignments (preparation), involvement in classroom activities, and classroom demeanor. In other words, active participation in class and on-time submission of work will have a salutary impact on your grade.

**Course Requirements and Grading***1. Quizzes*

To determine student reading preparedness and comprehension, both announced and unannounced quizzes will be given at the start of class intermittently throughout the semester. No make-ups are allowed. Your lowest score (or an absence for a quiz) will be dropped when the quiz averages are calculated (10% of overall grade).

*2. Essays (two, by genre)*

You will be expected to write a polished 4-5 page essay for two of the three genres we study (15% each). You are expected to know requirements for documentation and formatting. We’ll use MLA documentation.

### 3. Section Tests (three, by genre)

Tests will be given at the conclusion of each genre study, and will be based on content, literary terms, and analysis of works studied (15% each; 45% overall).

### 5. Participation and Critical Responses

You are evaluated on your preparedness and your active participation in class discussion. However, you need to avoid grandstanding, going off-topic, and “hogging” a discussion. Conversely, even if you are a shy, back-row student, find a way to participate consistently and productively. You will also develop and submit as requested word processed responses (15 overall) based on prompts about assigned texts and theories (15% of grade).

*“To pass judgment on people or on characters in a book is to make silhouettes of them.”*  
- Cesare Pavese

## Additional Course Requirements and Information

### Books

Bring your own texts to class; no sharing.

### Tardiness and Classroom Demeanor

I frown on coming late to class or conference; tardiness (during or after my taking attendance) is rude and disruptive. I reserve the right to mark absent any persistent (tardy more than once) latecomers and to refuse latecomers entry to the classroom. Repeated tardiness will also be negatively reflected in the participation evaluation. I will not play the “disrespect” game. If a student is late, or talks off topic in class, or challenges the instructor verbally or physically (harassment), or is otherwise rude or disruptive, that student is “disrespecting” of both the instructor and the rest of the class. And that student can expect my attention to be drawn to that behavior quickly and publicly.

### Emergencies

Most emergencies that keep you from attending classes should be reported to the associate dean so that you can obtain a documented excuse. Unless I am provided with a documented excuse, I will record an absence as “unexcused.” If you miss a class, please don’t try to contact me about what you missed. Ask a fellow student—preferably one who takes good notes.

### Late Assignments

Assignments are due at the beginning of the class or when I call for them. Missing or incomplete assignments will be treated as late papers. Late assignments will be penalized at least one-half letter grade per class day late unless you have an excuse that can be documented and which is acceptable to me. *I will not accept papers unless they are in appropriately labeled folders or stapled depending upon assignment instructions.* Do not email me your work unless I specifically request that you do so.

### Preparation

I expect you to come to class prepared, bringing both appropriate texts and due assignments (stapled and in folders, when required). Lack of preparation will affect your grade. We will not devote class time to stapling or organizing papers, or trying to borrow folders.

### The Distinction Between Effort and Performance

While I certainly appreciate effort and take it into account when I evaluate your work, I am primarily interested in achievement and performance in this class. An athlete who wants to come in first may well exert as much effort as one who actually does come in first. But who gets the ribbon and the recognition?

**Assignments**

You have sole responsibility to get all assignments, and to complete and submit all required work on time. I will not chase after you or your work, and I will not give you a special class or tutorial if you are absent. If you miss class, call a classmate –not me—to find out what you missed. I will post assignments on my website under “ENG 200”: <<http://web.cortland.edu/mitchellh>>.

*“A work has form insofar as one part leads a reader to anticipate another part, to be gratified by the sequence.”*  
– Kenneth Burke

**Academic Dishonesty and Plagiarism (Read the following carefully)**

Plagiarism -- the act of claiming another’s writing as your own -- is a serious offense that can have severe consequences. You are responsible for knowing what needs to be acknowledged and how to do it. Unintentional plagiarism is no excuse. Ignorance of the rules is no excuse. That only means that you, the writer, didn’t take the time to review the conditions of plagiarism and how plagiarism can be avoided. Summarizing or paraphrasing someone else’s work without proper attribution is plagiarism. Using a quote directly or indirectly without proper attribution is plagiarism. As you take research notes, be very careful to isolate the thoughts and words of source writers from your own, and to properly credit the ideas of others. I won’t accept questionable or incomplete attributions. Copying an assignment or part of an assignment from another student is plagiarism. Submitting a paper or part of a paper done by someone else (including a Works Cited page), altering word choice and/or content of an author without documentation, or failing to document paraphrased, summarized, or directly-quoted material can result in failure for the paper or for the course, and could affect your status as a student. Please read carefully the *College Handbook* (hard copy or on SUNY Cortland’s website) for the academic integrity policy.

I reserve the right to require that turn your work (essays and/or responses) to a plagiarism-detection website on a collective or individual basis. Failure to comply with a request to turn in an assignment, to provide evidence of all documentation and origins of source material, or to provide me with an email attachment in Word of that assignment, will result—at minimum--in a failing grade or a “0” for that assignment and for the participation component of your overall grade.

**For English Majors**

The English Department requires all English majors to keep a portfolio on file in which they place the best paper from each English course they complete. For more information, contact the English Department office.

**Miscellaneous**

- Please do not bring food to eat in class.
- If your phone number or email address changes, please let me know, in case I need to contact you.
- Beverages are okay, but discard bottles, cans (and any other trash) in proper receptacles as you leave.
- Turn off all cell phones and put them away. No headsets. No dealy-boppers. No tunes or vibrations.
- Restore desks to their original order before leaving class.
- Please do not write on the board without authorization.
- I will not disclose midterm or final grades early. The registrar will post grades on Banner after I do.

**Course Schedule & Activities: see attached**

These may be modified or changed at any time at the discretion of the instructor.

**Accommodations for Students having Disabilities**

*If you are a student with a disability and wish to request accommodations, please contact the Office of Student Disability Services located in B-40 Van Hoesen Hall or call (607)753-2066 for an appointment. Information regarding your disability will be treated in a confidential manner. Because many accommodations require early planning, requests for accommodations should be made as early as possible.*