



All formal written assignments must follow appropriate university format, such as neatly typed and **double-spaced** on white bond paper using 12-point font; the right margin should not be justified.

The upper left corner should contain the following **single-spaced** information:

CLBR 087 Academic Reading and Writing  
Your Name  
Date

Class participation is defined as contributing comments and questions, displaying appropriate listening behavior, engaging in course material, completing homework and other assignments on time, and coming to class prepared with books, assignments and supplies.

### **Grading**

In order to pass this class, students must earn C or above. If your grade falls below C, **you will be required to repeat this course the following quarter.** In this case, the letter grade F will appear on your student transcripts, but will not affect your GPA.

Percentage breakdown of grades:	3 Major Assignments	(10 % x 3)	30%
	2 In-Class Essays	(20% x 2)	40%
	Reading Logs		20%
	Quizzes		5%
	Participation/Progress		5%

### **Plagiarism**

Plagiarism is defined as using the ideas and words of other individuals without giving credit or acknowledging their work. It is a serious academic offense if students submit assignments as their own work, but this work in part or whole represents the work of another. In this case, an appropriate course of action or penalties will be determined according to the Policies and Procedures for violations of the Academic Honesty Code.

(See the Academic Integrity Policy for further information.)

**The last day of class is Monday, March 17<sup>th</sup>.**  
**There are no classes on the following days:**  
**Monday, January 20<sup>th</sup> (Martin Luther King Day)**  
**Monday, February 17<sup>th</sup> (President's Day)**

NOTE: This syllabus is only a guideline of course policies and goals. The instructor reserves the right to modify course objectives, concepts, and components during the quarter. If subsequent changes in the course goals or policies occur, students will receive updated information and syllabus revisions.