COURSE POLICIES AND RESOURCES

Instructor's Name: Judy Bennington-Dykes

Course Policies

1. This class will be conducted under the regulations defined in the Pensacola State College Student Code of Conduct.

2. Regular, punctual attendance: You must attend class, and you must arrive on time. Tardies and leaving the class meeting early without my permission will be converted to absences. Your grade will be negatively affected if you do not remain engaged in the course throughout the entire semester. You may withdraw from the course before the withdrawal date (see page 1 of the section syllabus). After that date, the instructor must assign you a grade (A, B, C, D, or F). If you stop attending class after the withdrawal date, you may be assigned an F.

3. When or if we do classwork on the computer, you are not permitted to use your personal laptop instead of the lab computer to complete class activities; should you have special circumstances that require a waiver of this class policy, please see me.

4. Persistent talking while the instructor or another student is speaking will result in (1) a warning and (2) your dismissal from the classroom. You are expected to be respectful of the instructor and of classmates.

5. If you are asked to leave the class for violating any of the above policies, you will be counted absent from class and will not be allowed to make up work or tests from that day. Before returning to class, you must meet with me.

6. **Makeup or late work**

Quizzes: You **MAY NOT** make up quizzes you miss due to absence or tardiness. However, I will drop one of your lowest quiz grades.

Writing: Writing assignments will be submitted to a drop box in our course companion site in Canvas (eLearning). I provide a copy of the directions for every writing assignment, so pay close attention to the due dates for these assignments. If a paper is late, points will be deducted. Any paper not submitted within one week of the due date will receive a zero. No work will be accepted after the last regular class meeting.

The in-class timed essay will be announced ahead of time. If you miss the timed essay, you will have one week to make it up, but there will be a ten (10) point late penalty. It must be made up at the Testing Center on campus. You are responsible for contacting the Testing Center and making an appointment by going to [Pensacola State College Exam Selection | Registerblast](#).

7. **Standards for written work**

All papers must adhere to MLA formatting requirements. All papers must be in MLA format (12 point standard font; one inch margins throughout) and be submitted in DOC, DOCX, or PDF format. No others will be accepted.

8. Extra credit is not available. Please keep up with the assignments and due dates.

Resources

1. I am available for assistance (see page 1 of syllabus).
2. The Writing Lab offers free tutoring in a variety of formats (in-person, virtual (via Zoom), and online) for writing and grammar to all Pensacola State College students: https://pensacolastate.instructure.com/courses/1325752
3. The Student Support Services Lab is located on the Pensacola Campus, Building 6, Room 620. It provides free tutoring to students who apply to the program and meet eligibility requirements. (850-484-2028)
4. The Student Resource Center for ADA Services office is located on the Pensacola Campus, Building 6, Room 603. It assists students who have any type of special situation that impacts their learning. (850-484-1637)
5. Student Help Desk for tech support: 850-471-4534
6. Canvas (eLearning) Support Hotline: 855-534-1843
7. Student Resource Guide: https://www.pensacolastate.edu/documents/student-resource-guide/

Turnitin: For this course, when you submit a writing assignment to the drop box in Canvas, your paper will automatically be submitted to Turnitin. Some of you might be familiar with Turnitin. It is used as a plagiarism checker. Although Turnitin is often used to identify plagiarism after the fact, I prefer to use it as a teaching tool. If you submit drafts of your papers to the drop box BEFORE they are due, you will have the opportunity to revise areas of your paper where you might be unintentionally plagiarizing sources and/or not citing them correctly.