

First-Year Composition

ENG-101

FALL 2023 Section 11327 3.00 Credits 09/18/2023 to 12/15/2023 Modified 09/14/2023

Meeting Times

Site Information: Casteel High School/Chandler-Gilbert Community College (Dual Enrollment)
Room Number: A10

Monday/Tuesday/Friday	Wednesday/Thursday (Block Schedule)
Period 1 7:35 - 8:32	Period 1/2 7:35 - 9:26
Period 2 8:37 - 9:34	Conference 9:26 - 9:59
Period 3 9:39 - 10:36	Period 3/4 10:04 - 11:59
Announcements 10:36 - 10:41	Lunch 11:59 - 12:29
Period 4 10:46 - 11:51	Period 5/6 12:34 - 2:25
Lunch 11:51 - 12:21	
Period 5 12:26 - 1:23	
Period 6 1:28 - 2:25	

Students are expected to adhere to their high school's calendar for meeting times, for a minimum of 45 face-to-face instructional hours in a three-credit course. Additionally, college students in the United States are expected to spend two to three hours doing coursework outside of class for every hour they spend in class. For a three-credit course, this means that you should be prepared to spend at least 90 additional hours for reading, writing, research, and completing assignments, which equates to approximately 135 hours during the term, divided by the number of weeks the course meets.

Contact Information

Instructor: Mr. Chumley

Email: chumley.joshua@cusd80.com

Phone: (480) 424-8140

Website: <https://www.cusd80.com/Domain/10155>

If you have any questions in regards to the class, please email me. I will check email everyday and respond within 24 hours during the weekday. During the weekends and/or holidays, expect a response within 48-72 hours.

Office Hours

Tuesday/Thursday: 2:30pm - 3:00pm, A10

Course Description

The refund date for this section of the course is Monday September 25, 2023.

MCCCD Official Course Description

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

Requisites

MCCCD Official Course Requisites

Prerequisites: Appropriate writing placement test score, or (a grade of C or better in ENG091, or ESL097, or WAC101), or (a grade of B or better in ALT100), or (a grade of C in ALT100 and Corequisites: ENG101LL, or ENG107LL, or WAC101, or ENG100A+), or (a grade of C or better in ESL202 and Corequisites: ENG101LL, or ENG107LL, or WAC101, or ENG100A+).

General Education Designation: GE [FYC]

Arizona Shared Unique Number: SUN [ENG1101]

Course Competencies

MCCCD Official Course Competencies

1. Analyze specific rhetorical contexts, including circumstance, purpose, topic, audience, and writer, as well as the writing's ethical, political, and cultural implications.
2. Organize writing to support a central idea through unity, coherence, and logical development appropriate to a specific writing context.
3. Use appropriate conventions in writing, including consistent voice, tone, diction, grammar, and mechanics.
4. Summarize, paraphrase and quote from sources to maintain academic integrity and to develop and support one's own ideas.
5. Use feedback obtained from peer review, instructor comments and/or other resources to revise writing.
6. Assess one's own writing strengths and identify strategies for improvement through instructor conference, portfolio review, written evaluation, and/or other methods.
7. Generate, format, and edit writing using appropriate technologies.

Student Learning Outcomes

The faculty and programs at CGCC are dedicated to effective teaching and successful learning with emphasis in the following areas: communication, critical thinking, literacy, and personal development. Periodically, students will participate in formal and informal assessment activities that will help faculty improve programs and teaching strategies. These activities are designed to facilitate student growth in whatever combination of the above outcomes applies to a course.

Materials

Recommended Supplies:

- Laptop
- Three ring binder with folders and notebook paper
- An assignment notebook for notetaking
- Pencils
- Pens, blue or black ink only
- Highlighters

Third-Party Learning Tools and Technology

In this course, we may use web-based 3rd party tool(s) to complete or participate in assignments, activities and/or access course materials. Students may be required to establish a username or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at risk of disclosure.

Third-party Tool	Terms of Usage Link	Accessibility Statement
Canvas LMS	Canvas LMS Terms of Use	Instructure Accessibility State
Turnitin	Turnitin Terms of Use (https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?_ga=2.56584675.97425277.1558460380-193730699.1558460380#Terms)	Turnitin Accessibility Statemen (https://www.turnitin.com/about)

Laptop Distribution for CUSD:

With the 1:1 technology initiative, it is the responsibility of the student to bring their fully charged laptop to school every day. Technology is a tool no different than a pencil. Like all school supplies, students are expected to have the supplies needed to learn.

Required Computer Skills:

1. Be able to access and navigate the internet.
2. Be able to use email, including attaching and downloading files. Be able to save and retrieve files on a computer.
3. Be able to use a computer, a keyboard, and a mouse or touchpad. For eLearning courses, this also includes a webcam, microphone, and speakers.
4. Be able to run and operate a variety of software programs, including those for word processing and creating presentation materials (eg, Word or PowerPoint). Be able to organize, copy, paste, name, and rename files.
5. Be able to cut and paste information from one document/program to another.

Required/Recommended Technologies:

1. Access to a computer with an Internet connection. (For eLearning courses, access to an internet-enabled computer or tablet with video conferencing capability, either integrated or using connected external devices. Students should NOT try to complete coursework on their phones or watches.)
2. Microsoft Office or Google Apps for word processing and other academic uses. Both Microsoft 365 and Google G Suite for Education are free to Maricopa Community Colleges students. Find more information at [maricopa.edu/students/student-life/student-perks](http://www.maricopa.edu/students/student-life/student-perks) (<http://www.maricopa.edu/students/student-life/student-perks>).
3. Web browsers: The newest version of [Chrome](https://www.google.com/chrome/) (<https://www.google.com/chrome/>), [Firefox](http://www.mozilla.org/en-US/firefox/new/) (<http://www.mozilla.org/en-US/firefox/new/>), or [Microsoft Edge](https://support.microsoft.com/en-us/microsoft-edge/download-the-new-microsoft-edge-based-on-chromium-0f4a3dd7-55df-60f5-739f-00010dba52cf) (<https://support.microsoft.com/en-us/microsoft-edge/download-the-new-microsoft-edge-based-on-chromium-0f4a3dd7-55df-60f5-739f-00010dba52cf>). Safari is not recommended.
4. Plug-ins: [Adobe Acrobat Reader](http://get.adobe.com/reader/) (<http://get.adobe.com/reader/>), and [Java](https://www.java.com/) (<https://www.java.com/>).
5. Many students also find it helpful to utilize text-to-speech screen reader technology that can be used as browser extensions, such as [Read Aloud](https://chrome.google.com/webstore/detail/read-aloud-a-text-to-speech/hdhinadidafjejdhmfkjgnolgimiapl?hl=en) (<https://chrome.google.com/webstore/detail/read-aloud-a-text-to-speech/hdhinadidafjejdhmfkjgnolgimiapl?hl=en>), [Natural Reader](https://chrome.google.com/webstore/detail/natural-reader-text-to-sp/kohfgcgbkjodfckcackpagifgbcmmimk?hl=en) (<https://chrome.google.com/webstore/detail/natural-reader-text-to-sp/kohfgcgbkjodfckcackpagifgbcmmimk?hl=en>), [WebAnywhere](https://webinsight.cs.washington.edu/wa/) (<https://webinsight.cs.washington.edu/wa/>), or [Apple VoiceOver](https://www.apple.com/accessibility/vision/) (<https://www.apple.com/accessibility/vision/>).
6. Hardware: Webcam with microphone and speakers
7. Maricopa adopted Cisco Webex Meetings as the preferred virtual meeting software - [install the desktop application](https://www.webex.com/downloads.html) (<https://www.webex.com/downloads.html>). Log in to create meetings at maricopa.webex.com (<https://maricopa.webex.com/>); use your MEID@maricopa.edu to log in.

Activate and Access Your Maricopa Student Email and Applications

All students attending a Maricopa Community College are assigned a Gmail account. This is separate from a personal Gmail account, or one through your high school. To get started, using your MEID and password, you can login to your Maricopa student email account at google.maricopa.edu (<http://google.maricopa.edu/>). Your Maricopa student email account starts with your MEID and ends with "@maricopa.edu." Maricopa Enterprise IDs have the format of either "XXX9999999" or "XXXXX99999" where "X" is a letter and "9" represents a number.

Beginning May 23, 2023, all student applications will require Duo two-factor authentication when logging in to password-protected systems as an added security measure. For more information or technical assistance, visit MCCC's [Stay Safe with Duo](https://www.maricopa.edu/students/technical-support/duo-two-factor-authentication) (<https://www.maricopa.edu/students/technical-support/duo-two-factor-authentication>) page.

If it has been more than a year since you last used your MEID, then you will need to reactivate it and reset your password. If you have used it within the last year and have forgotten your password, then you can do a self-service password reset. This [MEID page](https://tools.maricopa.edu/Support/FindMeid) (<https://tools.maricopa.edu/Support/FindMeid>) has instructions for reactivating your MEID and resetting your password. [Student Email and Sign-In Help](https://www.maricopa.edu/students/technical-support/email) (<https://www.maricopa.edu/students/technical-support/email>) is also available.

In addition to the Google Tools that come along with your email account, Maricopa Community Colleges provides a [variety of tools](https://my.maricopa.edu/tools) (<https://my.maricopa.edu/tools>), including Microsoft Office 365 to every current student free of charge. Find instructions at [Maricopa's Microsoft 365 support page](https://my.maricopa.edu/help/microsoft-365) ([maricopa.edu/students/technical-support/microsoft-365my.maricopa.edu/help/microsoft-365](https://my.maricopa.edu/help/microsoft-365)). Maricopa also purchased Sophos antivirus software, the award-winning market leader in virus, malware, privacy, ransomware, and exploit protection, for all students; for more information and download instructions, visit Maricopa's page on [Sophos Antivirus software](https://district.maricopa.edu/information-technology/information-security/antivirus) (<https://district.maricopa.edu/information-technology/information-security/antivirus>).

The Longman Writer

Author: Nadell, Langan, and Coxwell-Teague

Publisher: Pearson

Edition: 9th

ISBN: 0321914139

Students do not need to check out this textbook. It will only be used in the classroom and a class set will be accessible.

Grading

Grading Scale

- The English Department grades on a 40-40-20 scale each semester.
- For example: Quarter 1's average will contribute 40% of the grade, Quarter 2's average will contribute 40%, and the final exam will contribute 20%
- Missing work will be noted using an "M" in Infinite Campus and be recorded as zero points

Course Work

Weekly—Each week will consist of completing formative assessments that will help students learn the necessary skills to strengthen their writing and build upon those skills until they are asked to complete a summative assessment. Furthermore, students can expect to read various selections of literature and devote time to vocabulary, grammar, punctuation, and sentence structure.

Quarterly—Students can expect to work on summative assessments that will come in the form of various essays and projects. These assignments/assessments will provide students the opportunity to better understand their ability to write and how they can continue to improve their skills.

Each semester—A final examination will be given that assesses the cumulative skill development acquired throughout the semester.

Website and Absent Work

- An overview of what was completed in class will be posted on Google Classroom each day. If you are absent or unable to attend either digitally or in person, it is your responsibility to find out what you missed that day. Please refer to Google Classroom and/or access Infinite Campus to identify missing work.

Submitting Assignments: Assignments will be completed in person and digitally via Google Classroom unless otherwise noted. When utilizing Google Classroom, you must type your assignments and then add/upload it as an attachment to the assignment module. Again, be sure to keep copies of all your work. You should submit your work in a standard typeface and size. Please use either 12 Times New Roman or 12 Arial in all Word documents.

Late Work

- All assignments have a specific due date
- Any work not turned in on that specific due date will incur a penalty
- A 10% penalty will be incurred for each day the assignment remains missing (1st week)
- A 50% penalty will be incurred if the assignment is turned in the 2nd week it is missing
- No late work will be accepted beyond the 2nd week of the assigned due date
- No late work will be accepted during final exams
- Extra credit will not be offered

Breakdown

Assignment Type	Percentage Value
Formative (Quizzes, DQs, Writing Assignments)	40%

Summative (Tests, Essays, Projects)	60%
Total	100%

Final Grade

A = 90 -100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 0 - 59%

* Course Policies

Attendance

In accordance with college and district policies, students are expected to attend and be actively engaged in their classes. In this course, students are allowed a maximum of 10 unexcused absences; after the 10th unexcused absence, a student may be withdrawn from the course by the instructor. [MCCCD Administrative Regulation 2.3.2 \(https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#1\)](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#1) provides additional details on what is considered an official absence, and procedures for handling make-up work for approved exceptions.

Students who have excused absences have at least one day every day they are absent to make up the work they missed. Excessive absences can result in the loss of a credit for the course.

Tardy Protocol:

Students are expected to be in their seats when the bell rings and ready to learn. If a student is tardy to class, teachers will follow this process to rectify students being late to class:

- A warning on their first and second offense.
- The teacher will email / call home.
- Notify Attendance Interventionist and email / call home.
- On the fifth offense, the teacher will refer the student to our Attendance Interventionist, who can work with families and assign Saturday school if necessary.

The teacher has the option to provide their own lunch detention at their discretion instead of writing a conduct referral.

Conduct

You are expected to treat your instructor and your fellow classmates with respect. In all correspondence whether communicating in person or online, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. Please see the high school's student handbook and code of conduct for more details.

In addition, understand that these rules of conduct apply to both the digital classroom and physical classroom. Failure to follow these rules of conduct may result in disciplinary action and/or a deduction of points. It is the expectation that students hold themselves to high standards. The teacher will address students who are not meeting these expectations. Typical classroom behaviors consequences these are they standard progression for discipline:

- a warning
- a warning with a phone call
- a Parent-teacher conference
- a referral.

Our goal is to work with families to ensure that all students have a safe and focused learning environment.

ENG101 Course Outline

Persuasive Writing Unit

*Evaluate examples for evidence of rhetorical strategies, audience influence, and determine whether they are classified as sympathetic, resistant, and/or neutral

*Develop an essay map that clearly demonstrates structure and expectancy of persuasive essay topic

*Complete peer editing process in which students are provided a checklist to ensure successful accountability of rubric is fulfilled

*Create a persuasive essay that includes a claim, evidence, and reasoning, in addition to a counter-argument/rebuttal and at least three secondary sources

Research and Presentation Unit

*Research various databases and determine their purpose in relation to specific topics

*Create an annotated bibliography that consists of at least four secondary sources and addresses the following: main idea, author credibility, audience interest, and the source's relationship to other resources

*Analyze videos for examples of beneficial and detrimental presentation habits

*Present a topic to peers (via Powerpoint/Prezi) that explores a problem and suggests a solution

Evaluative Writing Unit

*Review MLA format and its application to secondary sources

*Compare multiple secondary sources and discuss the importance of content, credibility, tone, and usefulness

*Recognize importance of graphic organizers and provide a rationale as to why one is more effective than the other

*Create a seven paragraph evaluative essay that incorporates multiple secondary sources and a primary source that effectively reviews a topic of the student's choosing.

College Essay Unit

*Review college admission prompts from Common App

*Analyze sample admission essays and recognize examples for successful submission

*Read autobiographical excerpts for evidence of personal reflection and how those excerpts can be adapted to relate to students own background

*Create a multi-paragraph college essay that successfully answers the prompt selected from Common App

Outline is tentative and may be altered to accommodate class schedule

Institutional Policies

MCCCD Academic Policies

Academic Honesty/Integrity

Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce original, independent work. Any student whose work indicates a violation of the MCCCD Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Refer to the [Maricopa Administrative Regulation 2.3.11](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11) (<https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11>) for information regarding Academic Misconduct and due process procedures.

Definitions: (from [MCCCD Administrative Regulations 2.3.11](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11) (<https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11>))

1. **Academic Misconduct** - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies, objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
2. **Cheating** is any form of dishonesty in an academic exercise. It includes, but is not limited to: (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
3. **Plagiarism** is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

1. **Warning** - A notice in writing to the student that the student has violated the academic standards as defined above.
2. **Grade Adjustment** - Lowering of a grade on a test, assignment, or course.
3. **Discretionary Assignments** - Additional academic assignments determined by the faculty member.
4. **Course Failure** - Failure of a student from a course where academic misconduct occurs.

Appealing Final Course Grade

Appeals to change a final course grade must be initiated within 60 days of the date on which the grade was issued. See the [Instructional Grievance Process \(https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6\)](https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6) for additional information.

Withdrawing from the Course

Students wanting to withdraw, or drop, from a dual enrollment course must email the Dual Enrollment Department at dualenrollment@cgc.edu (<mailto:dualenrollment@cgc.edu>). Reviewing the [Frequently Asked Questions \(FAQs\) \(https://www.cgc.edu/admissions/high-school-students/dual-enrollment/frequently-asked-questions\)](https://www.cgc.edu/admissions/high-school-students/dual-enrollment/frequently-asked-questions) on CGCC's website is also recommended.

Withdrawal Warning for Non-payment of Fees:

Every term, students suddenly discover that they have been DROPPED FROM ALL THEIR COLLEGE CLASSES because they have failed to pay a lab fee or some other required fee. Please log on to your student account in your MCCCDCD [Student Center](https://redirect.maricopa.edu/student-center) (<https://redirect.maricopa.edu/student-center>) and verify that you have paid all your fees.

If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the department chair and can take a week or more! Also, there is no guarantee of reinstatement after your fees are paid, so please check your account now to be sure that you are not withdrawn for nonpayment of fees.

College and District Policies

Classroom Accommodations for Students with Disabilities

For Dual Enrollment courses, a student's school district will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. This may include submitting appropriate documentation on students with disabilities to the Disabilities Coordinator at the College, and implementing accommodations as required by Federal/State law and as negotiated between the College Disability Resource office and School District. School districts have the primary financial and administrative responsibility for providing and implementing necessary accommodations. Please see your high school for more information on registering, resources, and accommodations.

Addressing Incidents of Title IX Sexual Harassment

Policy 2.4.4 Sexual Harassment Policy for Students was replaced with Administrative Regulation [5.1.16](https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16) (<https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16>) now known as [Title IX Sexual Harassment Policy](https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16) (<https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16>).

Administrative Regulation 2.4.4 was rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies.

In accordance with Title IX of the Education Amendments of 1972, the MCCCDCD prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment, hostile environment, sexual assault, dating/domestic violence, and stalking. This prohibition against sexual harassment - including sexual violence - applies to students, MCCCDCD employees, and visitors to campus.

The policy of the MCCCDCD is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator, as outlined in the policy. MCCCDCD will provide on its [Title IX and Preventing Sexual Harassment](https://district.maricopa.edu/consumer-information/title-ix) (<https://district.maricopa.edu/consumer-information/title-ix>) webpage a link to all [Title IX Coordinators](#)

(<https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>) at the MCCC. Reports may be filed anonymously at: district.maricopa.edu/consumer-information/reporting (<https://district.maricopa.edu/consumer-information/reporting>).

Student Responsibilities

Students are responsible for reading and understanding the information contained in this syllabus and college policies included in CGCC's [Catalog and Student Handbook](https://www.cgcc.edu/academics/course-catalog) (<https://www.cgcc.edu/academics/course-catalog>) and the MCCC [Student Conduct Code](https://district.maricopa.edu/regulations/admin-regs/section-2/2-5#2) (<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5#2>) in addition to your high school's policies and code of conduct. For an indexed overview of policies by topic or area of concern, the [Rights & Responsibilities](https://www.cgcc.edu/admissions/admissions-records/rights-responsibilities) (<https://www.cgcc.edu/admissions/admissions-records/rights-responsibilities>) page on CGCC's Admissions & Records website is a useful quick reference to the full set of [MCCC Catalog Common Pages](https://my.maricopa.edu/academics/catalog-common-pages) (<https://my.maricopa.edu/academics/catalog-common-pages>) all students should know.

CGCC Academic Supports

Computer Lab

The CGCC Computer Lab is open to ALL currently enrolled CGCC students. The lab has Windows and Mac computers, printers, scanners, headsets, etc. Staff provide FREE one-on-one walk-in assistance with technology questions, Wi-Fi, Canvas, software, and more. Labs are at both campuses Pecos (Bradshaw 123) and Williams (Bridget Hall 116). We are also available online. For more information, please visit cgcc.edu/computerlab (<http://cgcc.edu/computerlab>) or call 480-732-7221.

Learning Center

The Learning Center provides free in-person and online tutoring and resources to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, tutoring services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis, by appointment and online. In addition to tutoring, academic support resources include interactive workshops focusing on a variety of topics, handouts, textbooks, calculators, science models, and other assistive tools.

Students must be enrolled at CGCC in the class for which they are seeking assistance. At the Pecos Campus, the Learning Center is located on the second floor of the Library and at Williams Campus, the Learning Center is located in Bridget Hall. For more information, visit www.cgcc.edu/lc (<https://www.cgcc.edu/lc>), call 480-732-7231 or email tutoring@cgcc.edu (<mailto:tutoring@cgcc.edu>).

Library

The CGCC Libraries are here to help you with your research and to achieve your educational goals. We offer a full-range of library services including access to information in a variety of formats including web-based (online subscription databases), traditional print sources, and multimedia sources. Course Reserves (textbooks) are available at both campuses but not all textbooks for all classes are available.

Drop-in, call, or email the library for more information on whether your textbook is available. Textbooks do not leave the library, are for a 2-hour check-out only, and are based on availability. New this year: Check out CGCC Library's Electronic Reserve Collection for digital editions of text used in courses, with details in the Reserve Materials section of the Library's website at [cgcc.edu/student-resources/library/policies](https://www.cgcc.edu/student-resources/library/policies) (<https://www.cgcc.edu/student-resources/library/policies>). As not all textbooks are available, visit the eReserves page for current offerings: cgcc.libguides.com/digitalreserves (<https://cgcc.libguides.com/digitalreserves>).

We also provide virtual and face-to-face reference services. Stop by the library on either campus or use our [Ask-a-Librarian](https://maricopa.libanswers.com/widget_standalone.php?hash=7c4e97f0237bc84fd87883de478f849b) (https://maricopa.libanswers.com/widget_standalone.php?hash=7c4e97f0237bc84fd87883de478f849b) online 24/7 chat service.

For more information on hours and how to contact us visit our website: [cgcc.edu/student-resources/library](https://www.cgcc.edu/student-resources/library) (<https://www.cgcc.edu/student-resources/library>).

Additional Items

Course Content

Please remember that this is a college course and while the focus will always be upon rhetoric and composition, there are going to be various mediums that are utilized throughout the school year to help expand and better one's understanding of the curriculum and skills being taught; therefore, please do not hesitate to contact me if you would like to discuss what alternative options are available.

Food and Drink

There is no food or drink allowed in the classroom except water.

Final Exam

Finals are not given early. Absent students will receive a zero until they can take the final.

Syllabus Changes

This syllabus is intended to contain complete and accurate information; however, the instructor reserves the right to adjust this syllabus during the course. Students will be notified by the instructor of any changes in course requirements or policies.

Syllabus Signature

Please sign and return the following receipt to acknowledge that you have been informed of the classroom procedures, expectations, and learning requirements for College Prep English (2023-2024). Thank you.

Student Name, Print

Student Signature

Parent/Guardian Name, Print

Parent/Guardian Signature

Please provide your preferred method of communication (email, phone, etc.) by including the following contact information below:

Preferred contact information: _____