

Policies and Procedures
Stephen Felder, Ph.D.
Irvine Valley College

Late Work

Essays all essays must be submitted at the beginning of class on the day they are due. Essays will be docked a third of a letter grade for every day, or part of day, they are late (i.e., an essay submitted 25 hours late is two days late, and would be docked 2/3 of a letter grade).

Exams must be taken during the date and time assigned unless, in extenuating circumstance, PRIOR arrangements have been made with the instructor.

Study Guides

To stay consistent with the practices of most of my colleagues at UC campuses, I will NOT be distributing study guides for each exam. Here are some tips on prepare for the exam.

- Everything I say in class is important, and may be on the exam.
- Read, re-read, and read again every passage that I read in class.
- Think about the themes of the class and ask how those themes are reflected in the assigned works.
- Take good notes . . . don't just copy meaningless phrases . . . and review those notes. See: <http://www.dartmouth.edu/~acskills/success/notes.html>

Classroom Conduct

Disruptive students will be asked to leave the class. I invite your comments and questions, but ask that you raise your hand or otherwise wait to be acknowledged before offering your comments or questions. Talking, texting, or writing notes to other students in the class is considered disruptive behavior and you will be asked to leave the class. After being asked to leave the class for the second time, you will be referred to the college administration for disciplinary action.

PLEASE SILENCE YOUR CELL PHONES.

Talking on your cell phone during class time is absolutely prohibited.

Texting is also prohibited except in the case of personal emergencies or urgent messages from employers. If such a situation arises, you should quickly and unobtrusively deal with the message. If such a situation requires extended and immediate interaction on your part, please quietly leave the classroom to conduct your urgent business. Extensive texting during lecture will lead to my asking you to leave the class for the rest of the day.

I permit the use of laptop computers for the purpose of taking notes. All other uses are prohibited during class time.

I will make every effort to begin and end class on time and I expect you to do the same. I understand that any of us may, on occasion have to arrive late or leave early, but for the sake of the other students in the class I ask you to remain seated during the class period (unless it is an emergency).

If you must leave class early, please sit near an exit and do so quietly.

On Plagiarism

plagiarize /'pledʒ/ (also **plagiarise**)

→ **verb**

[with obj.] take (the work or an idea of someone else) and pass it off as one's own.

• take the work or an idea of (someone) and pass it off as one's own.

- DERIVATIVES **plagiarizer** *noun* .

(From: "plagiarize verb" *The Oxford Dictionary of English* (revised edition). Ed. Catherine Soanes and Angus Stevenson. Oxford University Press, 2005. Oxford Reference Online. Oxford University Press. Irvine Valley College. Accessed: 8 January 2008 <http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t140.e59317>)

From the IVC Academic Dishonesty Policy:

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following.

1. intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, evidence of another.
2. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. paraphrasing or quoting material without citing the source in the text.
4. submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
5. sharing computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. modifying another's work and representing it as one's own work.

Students caught plagiarizing will receive an "F" for the assignment and may be reported to the college administration for disciplinary action.

A NOTE ON EXAMS

Purpose: The primary purpose of the exam is to evaluate your mastery of the texts, concepts, and methods developed in the course. The purpose of the exam is not to see if you are “naturally smart” or a “good test-taker,” neither is it to evaluate what you may have learned in high school, other classes, or on Wikipedia.

Format: You can expect the exam questions to be challenging, requiring you to demonstrate a combination of knowledge, insight, and skill in responding to the questions. You will write a paragraph or two in response to questions that focus on material and ideas covered in class.

Evaluation:

A	<ul style="list-style-type: none">• Sophisticated in statement and insight• Comprehensive; every question is answered completely• Numerous relevant details demonstrating mastery of material• Represents the best responses given to this exam
B	<ul style="list-style-type: none">• Competent, college-level response• Complete; every question is answered competently• Answers supported by details from assigned texts• Represents superior understanding of course material
C	<ul style="list-style-type: none">• College-level response• Relatively complete. Responded to every question, but some questions are incomplete, misguided, or incorrect.• Answers tend to be vague with relatively few supporting details.• Represents minimally satisfactory understanding of course material
D	<ul style="list-style-type: none">• Not college-level discourse• Incomplete. Failed to answer some of the questions or answers are clearly incorrect, vague, or even misleading• Virtually no supporting details; mostly broad generalities• Demonstrates unsatisfactory level of understanding of course material
F	<ul style="list-style-type: none">• Not college-level discourse; incoherent, rambling, etc.• Fails to respond to several questions or response are largely wrong• Contains very few details• Represents a serious deficiency in understanding of course material• or . . . STUDENT CAUGHT CHEATING ON EXAM:<ul style="list-style-type: none">○ copying from another student○ exchanging information with another student○ using electronic devices○ using notes, books, etc. that have not been approved for that exam