

**This document contains my rules and expectations for this class. Keep this document and refer to it throughout the semester when you have questions about policies.**

English 252: Writing Improvement  
 Schedule # 53156  
 FALL 2011  
 Meets: MTWTH from 12:00-12:50  
 Room: CCI 202

**\*\*\*\*\*What you put into this class is what you will get out of it!\*\*\*\*\***

If you really want to pass this class, make sure you do everything that you need to do to pass this class from this day forward!

- Come and see me in my office often to get help on your papers.
- Come to class always and be prepared.
- Take your work seriously.
- Take responsibility for your actions or lack of actions.

Do not come to me at the end of the semester saying that you **MUST** pass the class in order to get financial aid or for any other reason.

Do not come to me the last three weeks of the semester asking what you can do to pass the class. If you really must pass this class, you need to work hard from this point on. I **DO NOT** assign extra credit.

“Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” – Anonymous

<b>Who is my instructor?</b>	Lori Levine
<b>How do I contact you?</b>	Office: A- Annex 6 (see attached map) Phone: 638-3641 ext. 3246 (Leave a message if I do not answer. Talk slowly and repeat your phone number twice.) Email: <a href="mailto:lori.levine@reedleycollege.edu">lori.levine@reedleycollege.edu</a> (If I don't email you back within 24 hours – except for the weekends—email me again.)
<b>What do I do if I need your help?</b>	Come to my office hours. My office hours are: Monday and Wednesday from 1 to 2 p.m. and Friday from 11 to noon.  During these hours, I am available to you to discuss your work. I am also available at other times. If you can't come to my office during these hours, let me know and I will be happy to meet you at another time.
<b>What must I do when I send you an email?</b>	1. When you email me, please, please, please, fill in the subject line with the <b>course section and class number</b> . Also, make sure you <b>sign</b> your emails.


	<p>2. All emails must be proofread. Because this is an English class, I maintain strict standards for all written communication</p> <ul style="list-style-type: none"> <li>• No IM or text message abbreviations.</li> <li>• All email must contain proper grammar including proper punctuation and capitalization.</li> <li>• If your email is sloppy and looks like a text message, I will send it back to you asking you to revise it! Again, this is an English class and I expect your best writing always.</li> </ul> <p>3. I know this is obvious, but if I email you, you should email me back, especially since this is my only way of contacting you.</p> <p>4. You must include a message in your email even if you are sending me a paper. If you do not include a message, I will not grade whatever you are sending me.</p>
<p><b>What is my campus email address?</b></p>	<p>All e-mail will be sent to your district e-mail account. It is essential that you activate your e-mail account. Your email account is the lastname_studentID@my.scccd.edu (e.g.: smith_0123456@my.scccd.edu):</p> <p>Step by step directions on how to activate your account:  <a href="http://www.scccd.edu/Modules/ShowDocument.aspx?documentid=1289">http://www.scccd.edu/Modules/ShowDocument.aspx?documentid=1289</a></p> <p>See the VIDEO on how to activate your account:  <a href="http://www.scccd.edu/redirect.aspx?url=http%3a%2f%2ftegrity.fresnocitycollege.edu%2ffcc%2frw010%2fStudentEmail%2fStudentEmail.html">http://www.scccd.edu/redirect.aspx?url=http%3a%2f%2ftegrity.fresnocitycollege.edu%2ffcc%2frw010%2fStudentEmail%2fStudentEmail.html</a></p>
<p><b>Do you post documents on Bb?</b></p>	<p>I will occasionally post documents on Bb.</p>
<p><b>What is the attendance policy?</b></p>	<p>You are in this class because you need to improve your writing skills, so it is important to attend class daily. When you miss class, you miss valuable information on how to write essays, information for which I will hold you responsible. Also, not attending class will affect your grade; if you are not in class, you will not be able to participate and complete daily assignments.</p> <ul style="list-style-type: none"> <li>• <b>I DO NOT excuse absences. You might be sick, in the hospital, or taking care of a sick relative, but your absence will still not be excused.</b></li> <li>• If you miss any of the first week of class, you will be dropped.</li> <li>• You can miss up to 1 week (4 days non-consecutively) before you run the risk of being dropped.</li> <li>• If you come to class more than 5 minutes late, you will be considered absent. (You should still come, however, so that you don't miss valuable information/work.)</li> <li>• Three tardies (coming to class 0 to 5 minutes late) = one absence</li> <li>• It is your responsibility to find out what you missed and to turn in your work</li> </ul>

	<p>ahead of time. Again, if you miss 4 days during any of the first 9 weeks of school, you can be dropped.</p> <ul style="list-style-type: none"> <li>● If you leave class early, you will be counted as absent.</li> </ul>
<p><b>What is the course description for this class?</b></p>	<p>In this course, you will develop your writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, you will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and will prepare you for ENGL 125. You must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.</p>
<p><b>What are the goals for this class?</b></p>	<p>By the end of this course, you should be able to,</p> <ol style="list-style-type: none"> <li>A. Write a paper of at least 500 words with an introduction, body of at least one paragraph, and a conclusion. This paper will include: <ul style="list-style-type: none"> <li>○ a thesis statement</li> <li>○ unified supporting details for each body paragraph which begin with a topic sentence</li> <li>○ an evaluation and analysis of ideas at the appropriate course level</li> <li>○ complete sentences which include correct capitalization, spelling, use of homophones, etc.</li> <li>○ an avoidance of major grammatical errors including verb tense issues, subject-verb agreement, pronoun agreement problems, fragments, fused sentences and comma splices</li> <li>○ appropriate use of academic language and descriptive vocabulary</li> <li>○ correct usage of MLA format</li> <li>○ writing that is free from plagiarism</li> </ul> </li> <li>B. Plan and revise with guidance, employing all stages of the writing process when necessary.</li> <li>C. Write an in-class paper with a beginning, middle, and end that communicates a clear idea.</li> </ol>
<p><b>What are the required text books/ materials for this class?</b></p>	<ul style="list-style-type: none"> <li>● <u>English Essentials—Short Version</u> by John Langan, Townsend Press.</li> <li>● Four large bluebooks. You can buy these at the book store. Buy them now and bring them to class with you.</li> <li>● A notebook for your notes and in-class work—You will use your note book to keep notes, to do freewrites, or any other in class work. Every day, you will pull out your notebook, date the next blank page, and use that notebook to take notes. Throughout the semester, I will check your notebooks.</li> <li>● Handouts and a place to put them—you will have lots of handouts!</li> <li>● A method to save copies of your work (I recommend a memory stick)</li> <li>● A positive attitude!</li> </ul>

	<p>You must have these items by <b>the end of week 1</b>. There is a text book on hold in the Library for you to use. This book must stay in the library.</p> <p><b>If you do not have the materials listed above during every class period, you are not prepared. If you are not prepared, you will be kicked out of class and counted as absent.</b></p>																																																												
<p><b>How are the grades calculated?</b></p>	<p>You must earn a “C” (70%) or better to pass this class. The class is graded Credit (CR) or No-Credit (NC). This means that you will not get a grade for this class. Rather, you will receive a CR (credit for a letter grade of A,B, or C) or NC (no credit for a letter grade of D or F).</p> <p>Grades will be posted on Micrograde. After I post the first grades, you will be given a username and a password so that you can check your grades. You are responsible for knowing your grade at all times!</p> <p>Here are the points for this class. I reserve the right to change the assignments or points as I see fit. If necessary, I will add assignments or take away assignments.</p> <p>571-635= A  508-570= B  446-507= C  381-445= D  0-380= F</p> <table border="1" data-bbox="443 1125 1468 1879"> <thead> <tr> <th>Assignments</th> <th>Total Points</th> <th>Your Points</th> <th>Approximate Due Dates</th> </tr> </thead> <tbody> <tr> <td>In-Class 1</td> <td>10 points</td> <td></td> <td>Week 2</td> </tr> <tr> <td>Out of Class 1</td> <td>100 points</td> <td></td> <td>Week 5</td> </tr> <tr> <td>In-Class 2</td> <td>25 points</td> <td></td> <td>Week 6</td> </tr> <tr> <td>Out-of-Class 2</td> <td>100 points</td> <td></td> <td>Week 9</td> </tr> <tr> <td>Grammar Midterm</td> <td>25 points</td> <td></td> <td>Week 9</td> </tr> <tr> <td>In-class 3</td> <td>25 points</td> <td></td> <td>Week 10</td> </tr> <tr> <td>Out-of-class 3</td> <td>100 points</td> <td></td> <td>Week 13</td> </tr> <tr> <td>In-class 4</td> <td>25 points</td> <td></td> <td>Week 13</td> </tr> <tr> <td>Out-of-Class 4</td> <td>100 points</td> <td></td> <td>Week 16</td> </tr> <tr> <td>Out-of-Class 5</td> <td>50 points</td> <td></td> <td>Week 17</td> </tr> <tr> <td>Grammar/Concepts Final</td> <td>50 points</td> <td></td> <td>Wednesday, Dec. 14 from 12 to 1 p.m. in CCI 202</td> </tr> <tr> <td>Participation</td> <td>25 points</td> <td></td> <td>On Going</td> </tr> <tr> <td><b>Total points</b></td> <td><b>635 points</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Assignments	Total Points	Your Points	Approximate Due Dates	In-Class 1	10 points		Week 2	Out of Class 1	100 points		Week 5	In-Class 2	25 points		Week 6	Out-of-Class 2	100 points		Week 9	Grammar Midterm	25 points		Week 9	In-class 3	25 points		Week 10	Out-of-class 3	100 points		Week 13	In-class 4	25 points		Week 13	Out-of-Class 4	100 points		Week 16	Out-of-Class 5	50 points		Week 17	Grammar/Concepts Final	50 points		Wednesday, Dec. 14 from 12 to 1 p.m. in CCI 202	Participation	25 points		On Going	<b>Total points</b>	<b>635 points</b>						
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<p><b>What are the in-class and out-of-class essays?</b></p> <p><b>When are there mandatory conferences?</b></p>	<p>During the semester you will write essays in-class essays that will then be turned into out-of-class essays.</p> <p><b><u>IN-CLASS ESSAYS</u></b></p> <ol style="list-style-type: none"> <li>1. The in-class essays will be completed over two or three days. We will prep for the essay day 1 and 2, and then you will write the essay day 3. <b>You can make up only 1 in-class essay. If you miss the prep work for an in-class essay, however, you will not be able to make that up.</b></li> <li>2. After you write your in-class essay, you will have a <b>mandatory conference</b> with me to discuss that essay so that you can revise it and turn it into an out-of-class essay. If you miss this conference, you will receive a zero on your in-class essay.</li> <li>3. Please contact me if you will be late to your conference. Occasionally, I will let you reschedule it if an emergency arises, but YOU MUST call me before your conference.</li> </ol> <p><b><u>OUT-OF-CLASS ESSAYS</u></b></p> <ol style="list-style-type: none"> <li>1. All out-of-class essays must be typed and in MLA format (see below)</li> <li>2. Out-of-class essays must be turned in on time. If you are having problems, please talk to me ASAP. I do have a one week grace period for turning in out-of-class essays, but turning in an essay late will limit your time to revise it.</li> <li>3. Out-of-class essays must be turned in with all brainstorms and drafts, including a reviewer sheet if appropriate (see below). You also must turn in the blue book with your essay.</li> <li>4. Out-of-class essays will also be turned in through turnitin.</li> <li>5. PLEASE BRING ALL OF YOUR WORK WITH YOU TO EVERY CLASS PERIOD. If you are not prepared to work on an essay, you might be asked to leave and will be counted absent for the day. Sometimes we will have unscheduled time to work on an essay.</li> <li>6. If you turn in an assignment and it does not look like it has been proof-read, you will be marked down significantly.</li> </ol>
<p><b>What must I do if I get help on an essay?</b></p>	<p>If you get help from anyone during the writing process, you must have them fill out the form at the end of this syllabus each time you get help, and attach it to the draft someone helped you on. Make extra copies of the form as you will use it often throughout the semester. All of your drafts, along with your brainstorms and any work we do in class, must be attached to your new essay.</p> <p>If someone, including me, helps you, make sure you take notes regarding their comments. Don't waste your time and theirs by not writing down their suggestions.</p>
<p><b>What must I do if I want to revise an</b></p>	<p>You are encouraged to revise your out-of-class essays for a better grade.</p>

<p><b>essay for a better grade?</b></p>	<p>To get a better grade on an essay, however, you <b>MUST</b> come to my office and discuss your essay with me. We will talk about what you need to do to make it better. When you revise that essay, you will come back to my office with the new and the old draft(s) (the one I originally corrected plus any other drafts you worked on with a tutor/reviewer and the reviewer sheets). I will read the new essay and decide if I should give you a grade change. This process might continue until the paper has improved enough for a sufficient grade change.</p>
<p><b>What is the participation grade?</b></p>	<p>You will get points for participation during the semester. To get all 25 points, you need to be in class every day as well as do ALL of the homework. While I don't grade the homework, I do mark off that you have completed it. You must also actively participate in class discussions. Failure to do any of the above will result in losing points in this category.</p> <p>Occasionally, you will have quizzes during the semester to see if you understand the material.</p>
<p><b>Will other people read my essays?</b></p>	<p>From time to time, I might share your essays/other work with the entire class, or you will be asked to share with each other. Please, don't write about topics you don't want anyone to know about.</p>
<p><b>What will the midterm and final cover?</b></p>	<p>Your midterm and final will cover grammar concepts and key writing concepts. The final will cover all material from the start of the semester to the end.  <b>Your final is Wednesday, Dec. 13 at 12 pm. Your final must be taken on that day.</b></p>
<p><b>What are the course rules?</b></p>	<ol style="list-style-type: none"> <li>1. Be prepared for class. Bring your books, papers you are working on, notes, handouts, Flash drives, pens, pencils, etc.</li> <li>2. No talking to your neighbors while someone else is talking, including me.</li> <li>3. No cell phones. All cell phones must be turned off upon entering class and must be put into your pocket or in your book bag—no exceptions. Because ALL cell phones will be turned off, I don't need to tell you that if you take a phone call, you will be asked to leave class for the day. If you have kids in day care, give your day care provider the school number and your schedule, and the operator will call the classroom.</li> <li>4. Class time is for doing what I assign and not what someone else assigns. It's not a time to check your e-mail or do any other internet work. If you are not on task, I will ask you to leave class. If you finish your work early, let me know! Also be prepared. I already wrote above that you need to bring your writing assignment work with you every day. If you do not have it, and that is what we are working on, I will ask you to leave and you will be marked absent.</li> <li>5. If you come to class late, come in and sit down quietly. Do not ask your neighbor what we are doing. Do not come up to me to find out what we are doing or to explain why you are late. Wait until a break or until after class to</li> </ol>

	<p>find out what is going on. If you are continually late, we will need to figure out why and how to fix the situation.</p> <p>6. We are in college and you can get up and use the restroom without asking. Our class is only 50 minutes, though, so you should try to use the restroom before coming to class. If you do have to go, wait until I have stopped lecturing. If you have a bladder issue that requires you to leave class every day to use the restroom, then you need to get an accommodation form from DSPS or you will be counted as absent.</p> <p> The first time you don't follow the rules, or are disruptive in anyway, <b>you will receive a verbal warning from me. The second time (and any time thereafter), you will be dismissed from the class with an absence.</b> I will also file a report with the Vice President of Students.</p> <p>Just so you are clear, disruptive behavior includes (but is not limited to) talking, passing notes, arguing, eating food in a loud and disruptive manner, sleeping during class, working on other assignments other than the one being covered in class at the time, receiving cell phone calls during class, text messaging during class, having your cell phone on your desk, not having the materials needed for class, or having your head on your desk.</p>
<p><b>What else do I need to know?</b></p>	<ol style="list-style-type: none"> <li>1. Keep a copy of all your work until the end of the semester.</li> <li>2. Maintain an "I can" attitude – Positive people tend to have positive outcomes (and the opposite is true too).</li> <li>3. Always be prepared for class.</li> <li>4. Showing up is not enough: It's true that being present helps you to learn, but if you do not do the assignments, you will not pass.</li> <li>5. Turning work in is not enough: just doing the assignment does not warrant a passing grade. You need to be doing passing work to pass the class. Makes sense, right?</li> <li>6. If you stop coming to the class, be sure to drop. It is your responsibility to do so, not mine. Forgetting to do so could earn you an "F" or "NC" as a final semester grade. Let me know if you are going to drop so that I don't worry about you.</li> </ol>
<p><b>What is plagiarism and what will happen if I do plagiarize?</b></p>	<p>Use of another's work as though it were your own will not be tolerated. In the current Reedley College Catalogue, plagiarism is defined as follows:</p> <p>Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be</p>

	<p>evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.</p> <p>If you plagiarize in my class, I will give you a zero on the assignment even if the assignment has already been graded and I find out that you plagiarized after the fact.</p> <p>Please be careful with getting help on an assignment from people other than me. Often times, we get help from well-meaning friends, family members, or even tutors who rewrite your sentences for you, correcting all of the grammar, making the essay their work and not your work. When this happens, I cannot accurately access the work that you can do, and you will get a zero on an assignment. I need to see YOUR WORK.</p>
<p><b>Are there academic accommodations if I have a disability of some kind?</b></p>	<p>If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. I will work with the DSPS office to make sure that you get the help that you require. <b>In order to get accommodations, you must be signed up with DSPS.</b></p> <p>During the semester, you will take 4 in-class essays, a midterm, and a final. If you are signed up with DSPS and if one of your accommodations is extra time on a test, you need to arrange that through DSPS ahead of time. DSPS will give you a form for me to fill out. You need to bring me that form a few days before the in-class essay so that I can return it to DSPS with the test. Please, do not put it in my mailbox as I do not check my mailbox regularly.</p>
<p><b>What important dates should I know about?</b></p>	<p>August 15 (M) Start of Fall semester        August 15 - October 14 (M-F) Short-Term classes, first nine weeks        August 26 (F) Last day to drop a full-term class for a refund        September 2 (F) Last day to register for a full-term fall class        September 2 (F) Last day to drop a fall full-term class to avoid a "W"        September 5 (M) Labor Day (no classes held, campus closed)        September 16 (F) Last day to change a fall class to/from a Pass/No-Pass grading basis        October 14 (F) Last day to drop a full-term class (letter grades assigned after this date)        October 17 - December 16 (M-F) Short-Term classes, second nine weeks        November 11 (F) Veterans Day (no classes held, campus is open)        November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed)        December 12-16 (M-F) Final exams week—<b>Your final is Wednesday, Dec. 13 from 12</b></p>



	<p><b>pm. Finals must be taken on that day.</b> December 16 (F) End of Fall semester</p>
<p><b>Will the syllabus/schedule ever change?</b></p>	<p>I reserve the right to make changes as necessary for the benefit of the class to change policies on the syllabus or dates on the calendar. Missing class or not checking Blackboard is not an excuse for not being aware of any changes that are made to the calendar or the syllabus. Your weekly calendar and assignments can be found in the "Assignments" tab on our Blackboard site.</p>
<p><b>What is MLA format and how do I do it?</b></p>	<p>For all work you submit, follow MLA formatting (see next page for an example).</p> <ul style="list-style-type: none"> <li>— Essays must be typed in Times New Roman font size 12 with no bold, capitalized, or italicized fonts.</li> <li>— Essays must be double-spaced throughout.</li> <li>— Margins should be 1" on all sides of the paper and justified on the left.</li> <li>— All essays must be stapled in the upper left hand corner.</li> <li>— On the top left hand side of the paper, you should include (in this order): <ul style="list-style-type: none"> <li>○ Your name</li> <li>○ The class (with the section number)-- The teacher's name</li> <li>○ The Essay Number (ie: Essay 1)</li> <li>○ Submission date</li> </ul> </li> <li>— After the class information, put your title, centered, on the next line. Make sure you don't make the title a bigger font than the rest of the paper; don't put the title in quotes, bolded or italicized font. Give your title a creative name (not the name of the assignment).</li> <li>— All pages (including the first) are numbered with the number in the upper-right corner, one half-inch from the top. The page number is preceded by your last name. This information needs to be formatted in the header.</li> <li>— Turn in all work with your final draft (all brainstorming, outlines, and drafts, including the drafts others helped you with. Your final draft will come first, then the rubric, then other drafts in the order you worked on them.)</li> <li>— Staple an English 252 rubric to the back of the final draft of your essay.</li> </ul>

Joe Smith

English 125—Instructor Levine

Writing Assignment 1

January 6, 2007

### Using MLA Format

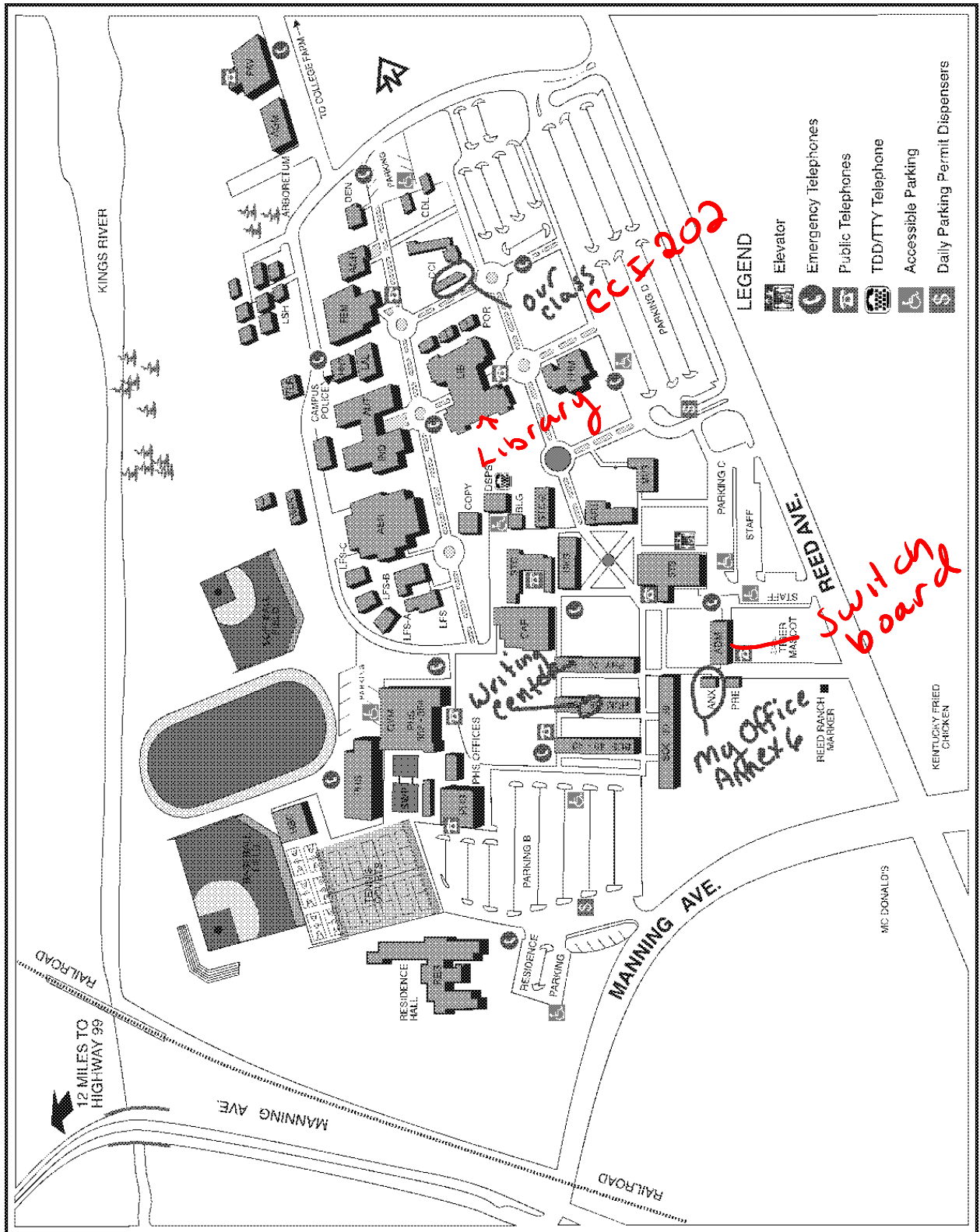
This page shows you what MLA format should look like. It also gives you the rules. Make sure your essays look like this page. The only difference is that your last name will be in the header instead of the word “Syllabus.”

There are certain rules to follow when using Modern Language Association (MLA) rules to format your essay. First, you need to double space the entire essay including your name, class title, etc. Your name, class title, assignment type, and due date should appear in the upper left corner on the first page only. Next, you need one inch margins all the way around. Lastly, you need to include your last name and page number in the right hand corner. This should be included in the header so that it can be seen on every page. Make sure you automatically insert the page number in the header. Do not manually insert it. To do so, go to the Insert tab. Click on the “Page Number” icon. When the pop-out box appears, click on “Top of Page,” and then click on “Plain Number 3.” After you have clicked on it, you will be taken to the header. Type your last name before the page number and click on the space bar. To get back to your text, just double click in the text area.

Do not add extra spaces between paragraphs. If you are using Word 2007 or 2010, you will need to take out the extra space that the word processor has automatically added. If you have already typed your essay, highlight your essay, and then go to the paragraph box in the

Home page. Click on the little arrow in the right hand corner. In the pop-out box, go to the spacing section. Make sure that you have clicked “0” in the before and after box.

Also make sure that you indent the first line of every paragraph and that you use Times New Roman Font size 12.



English 252— Schedule # 53156  
Class Schedule

This is a brief schedule which tells you when essays are due. This schedule is subject to change. Also, not everything is listed as you can see. You can use the blank space to write down daily homework.

<p><b><u>Week 1--Aug. 15-19</u></b>  1. Syllabus  2. Writing Center  3. Writing Process  4. Essay Format</p>
<p><b><u>Week 2--Aug. 22-26</u></b>  In-Class Essay 1</p>
<p><b><u>Week 3--Aug. 29-Sept. 2</u></b>  Conferences for In-Class 1</p>
<p><b><u>Week 4--Sept. 5-9</u></b>  <b>Monday, Sept. 5—Labor Day</b></p>
<p><b><u>Week 5--Sept. 12-16</u></b>  Essay 1 Due Monday, Sept. 12</p>
<p><b><u>Week 6--Sept. 19-23</u></b>  In-Class Essay 2</p>
<p><b><u>Week 7--Sept. 26-30</u></b>  Conferences Essay 2</p>
<p><b><u>Week 8--Oct. 3-7</u></b>  Review for Grammar Midterm</p>

<p><b><u>Week 9--Oct. 10-14</u></b></p> <ol style="list-style-type: none"><li>1. Essay 2 due Monday, Oct. 10</li><li>2. Grammar Midterm Thursday, Oct. 13</li></ol>
<p><b><u>Week 10--Oct. 17-21</u></b></p> <p>In-Class Essay 3</p>
<p><b><u>Week 11--Oct. 24-28</u></b></p> <p>Conferences In-Class Essay 3</p>
<p><b><u>Week 12--Oct. 31-Nov. 4</u></b></p>
<p><b><u>Week 13--Nov. 7-11</u></b></p> <p>Essay 3 due Monday, Nov. 7</p> <p>In-Class Essay 4</p> <p><b>Friday, Nov. 11—Veterans Day—No School</b></p>
<p><b><u>Week 14--Nov. 14-18</u></b></p> <p>Essay 4 Conferences</p>
<p><b><u>Week 15--Nov. 21-25</u></b></p> <p><b>Thursday, Nov. 24-Friday, Nov. 25—Thanks giving—No School</b></p>
<p><b><u>Week 16--Nov. 28-Dec. 2</u></b></p> <ol style="list-style-type: none"><li>1. Essay 4 due Monday, Nov. 28</li><li>2. Start Essay 5</li></ol>
<p><b><u>Week 17--Dec. 5-9</u></b></p> <ol style="list-style-type: none"><li>1. Essay 5 due Thursday, Dec. 9</li><li>2. Review for Final</li></ol>
<p><b><u>Dec. 12-16—Finals's Week</u></b></p> <p>Final Wednesday, Dec. 14 at 12pm. Your final must be taken on that day.</p>

**REVIEWER SHEET**

**RULES**

- **This sheet is to be filled out for EACH DRAFT that you have someone help you with.**
- **Attach the draft you received help with, including all comments or other written work.**
- **If you worked on a computer, print out the draft that you worked with and attach it to this form, and mark any changes you made because of the help you got.**
- **Every time you work on a new draft of an essay, you should attach one of these sheets to that new draft. If you work, for instance, on the same essay 5 times, you should have 5 different comment sheets.**
- **If you or someone else writes on your essay, make sure you turn in that draft.**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Essay Assignment: \_\_\_\_\_

Reviewer's Name Printed: \_\_\_\_\_

Reviewer's relationship to student: \_\_\_\_\_

Reviewer please put a check next to all of the items you helped the student with. Please be accurate.

During this session, I worked with the student on:

<input type="checkbox"/> understanding the assignment	<input type="checkbox"/> taking out information
<input type="checkbox"/> brainstorming/prewriting	<input type="checkbox"/> topic sentences
<input type="checkbox"/> focusing ideas	<input type="checkbox"/> transitions
<input type="checkbox"/> developing ideas with clear, specific, relevant details	<input type="checkbox"/> thesis statement
<input type="checkbox"/> adding information/details	<input type="checkbox"/> grammar
<input type="checkbox"/> working on coherency/unity of ideas	<input type="checkbox"/> MLA format
	<input type="checkbox"/> other: _____

What questions do you have for your instructor?

Other Comments?