

- Asking for help if you are not doing well in class (don't wait until the last minute!).

❖ **Attendance:** Attendance is required every Monday & Wednesday. Scheduled class meetings are synchronous, which means that you must participate by logging into **Canvas** and going to **Zoom** at the scheduled time.

If you are going to be absent during the first two weeks of the quarter, you must notify me. If not, I will assume that you are not interested in the class anymore and drop you. You may be dropped from the course or fail the class if you miss more than one class for any reason during the quarter. Two points will be deducted from your participation grade for each additional absence. Being tardy twice equals one absence.

If for any reason you decide to withdraw from the course, please let me know AND drop the course yourself online through My Portal so that you don't get a failing grade.

- ❖ **Independence and Time Management:** I will be available via email to answer any questions and give help, but it is very important that you stay engaged. Please check Canvas at least a couple of times every week to see what is going on in the class, what you need to do and by when (check all deadlines carefully). You also need good time management skills, which means that you know how much time you will need to do each assignment and start as early as possible.
- ❖ **Homework:** You will receive various homework assignments. Some will be graded for points while others will be complete/incomplete (it will be random), so be sure to do all your homework carefully. We will go over some of the assignments in class while for others, you will check the answers and review on your own. Please don't wait until the last minute, just before something is due! I do not accept late homework, so manage your time carefully.
- ❖ **Make-up:** There are **NO** make-up assignments unless you have an emergency that can be documented, e.g. a receipt from your doctor's office.

GRADING CRITERIA:

Class Participation	20%
Online Practice	25%
Canvas Tasks	25%
Midterm	15%
Final	15%
<hr/>	
Total	100%

GRADING SCALE:

97-	= A+	77-79	= C+
100			
93-96	= A	73-	= C
		76	
90-92	= A-	67-72	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	≤ 59	= F

ACADEMIC INTEGRITY

Except for pair and group assignments, all assignments must be done by yourself. Any form of cheating will not be tolerated in any case. Cheating includes, but is not limited to:

- Copying from another student's homework, quiz, exam or any other material.

- Having someone else do your assignment and submitting it as your own.
- Submitting homework that you've done for another class.
- Getting too much "help" from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program to translate large chunks of texts, e.g. Google Translate.
- Copying any amount of material from a published source (e.g. the Internet, books, magazines) without citing the source. This is called **PLAGIARISM** and is considered a serious crime.

Any student caught cheating or plagiarizing may receive an **automatic 0** for the assignment, and even be dropped from the course and/or reported to the Office of Student Development. Students who help someone else cheat in any way may also receive an automatic 0 and be reported. If reported, the incident may remain as part of your permanent college record. Go to [De Anza College's Academic Integrity](#) for more information.

CLASSROOM ENVIRONMENT

Let's be respectful of everyone and help create a comfortable environment for learning. Even though this is an online class, please dress appropriately, go to a quiet room where you will not be interrupted, and refrain from eating during class. If you have a child at home, make sure the child is occupied elsewhere. Anyone being distracting or disruptive will be asked to leave the class and reported to the Office of Student Development.

ENGLISH ONLY, PLEASE! □

You are in this class because you want to improve your English skills. If you want to achieve your goal, then you must use English as much as possible. Although there may be other students that speak your language, use English only at all times in this class.

OFFICE VISITS

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I will set up weekly office hours via **Zoom**, so I strongly encourage you to visit me at least once during the quarter, even just to say hello. If you're having any difficulty, come see me early in the quarter.

IMPORTANT DATES

- June 27 First day of summer session
- July 2-4 Independence Day - College Closed (No Classes)
- Aug 3 **Last Day of Class**