

ENG 101 IWF: ENGLISH COMPOSITION I—FALL 2024

DR. HAROLD WILLIAM HALBERT

TTh 10:05 AM - 11:30 AM, South Hall 219



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Office Hours: Blue Bell: Parkhouse 441 MWF 8:30 AM to 9:00 AM Pottstown: South Hall 228, Cubicle G TTh: 9:15 AM to 10:00 AM Additional appointments can be schedule individually via email request. I can do online office hours as well.	Writing Center Hours: Blue Bell Campus: MW 11:30 AM to 12:30 PM

COURSE DESCRIPTION:

ENG 101 is based on the premise that critical thinking generates clear writing. In this course, the student learns to read critically, a skill that involves distinguishing central ideas from supporting material and identifying an author's purpose, assumptions, attitudes, and biases. Additionally, the student in ENG 101 learns a writing process that involves generating ideas, drafting, composing, revising, and editing. The student also learns to locate, use, and accurately reference various sources of information. This course is worth three credit hours.

PREREQUISITE:

Students must have successfully completed or tested out of REA 017 or REA 018, ESL 011 or ENG 011.

LEARNING OUTCOMES:

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Read critically.	Lecture Discussion Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric
2. Evaluate a writing task for purpose, audience, context, and point of view.	Lecture Discussion Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Use a rhetorical strategy appropriate to the writing task to address a topic.	Lecture Readings Discussion Peer Review Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric

<p>4. Locate and use outside information sources with basic proficiency.</p>	<p>Lecture Discussion Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>5. Develop coherent and persuasive essays that present carefully developed and well supported theses.</p>	<p>Discussion Peer Review Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>6. Use formal, standard usage, grammar, and punctuation.</p>	<p>Lecture Exams Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>7. Cite the work of others using a standard model of documentation.</p>	<p>Lecture Peer Review Exams Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>8. Adopt ethical writing standards.</p>	<p>Lecture Discussion Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common</p>

		rubric
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COURSE THEME

While ENG 101 is a skills course requiring students to learn to write by studying techniques, planning out essays, writing, and revising, most college courses will focus on a specific topic and base its writing assignments throughout the semester on that topic. To parallel that kind of writing environment, I have built all our assignments around a central topic: education and identity formation.

COURSE CONTENT

My courses are designed to deal with adult issues often centering on controversial cultural and historical conflicts. At times, the class readings, lectures, and discussions may question ideas or beliefs that individual students hold dear. In addition, the language used in the course may range from highly technical jargon to the vernacular, including profanity. Students who wish to avoid such a classroom environment should seek another section of the course.

TEXTBOOK AND REQUIRED MATERIALS:

- *A Pocket Style Manual* (8th Edition)—Hacker and Sommers
- Downloaded Course Readings (provided by instructor via Canvas)
- Book-Tab Post-Its.
- Pen and paper for each class

English 101 will be one of the most challenging courses of your academic career because it moves quickly, requires a wide range of academic skills, and demands more time than the average course. We will complete four major essay cycles consisting of content readings, skills readings, prewriting, drafting, peer revisions, and final drafts. A breakdown of the assignments and relative point values is as follows:

Major Research Paper	300 Points
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Final drafts of major papers	200 points
MS Word Formatting Assignment for each paper	21 points
Annotated bibliographies	50 points
Individual drafts of papers (points given for in-class participation in peer review, not simply completing drafts)	5 points if completed -5 if not
In-class essay (if assigned)	50 points/essay, 5 points/card
Required emails and posts	1 point if completed -5 if not
Reading checks	5 points, prorated based on completeness
Formal responses and formal peer reviews	20 points
Late to class	-2 points for each occurrence
Attendance	1 point for each class attended -5 points for each absence or as otherwise noted on daily assignments; 5 th absence means F in course
Conference	10 points each
Two-minute presentation	10 points

Your grade is calculated by adding the total points earned and then dividing them by the total points possible. That average will then be plugged into the college's grading scale.

GRADED DESIGNATIONS			INSTITUTIONAL GRADING SCALE	
GRADES	QUALITY POINTS	DEFINITION	GRADES	NUMERICAL EQUIVALENCIES
A	4.00	SURPASSES EXPECTATIONS	A	93-100
A-	3.67		A-	90-92
B+	3.33	ABOVE EXPECTATIONS	B+	87-89
B	3.00		B	83-86
B-	2.67		B-	80-82
C+	2.33	MEETS EXPECTATIONS	C+	77-79
C	2.00		C	70-76
D	1.00	BELOW EXPECTATIONS	D	60-69
F	0.00	ACADEMIC FAILURE	F	0-59
XF	0.00	ACADEMIC MISCONDUCT	XF	0.00

Be advised that *you must complete all major papers and in-class essays in order to pass the course*. Even if your paper is too late to be accepted under the late work policies, it must be completed by the end of the semester. If it is not, then you will automatically fail for the course, regardless of what your point total is.

MAJOR PAPER REWRITE OPTION

In order to allow students to benefit from the three-step writing process and to turn in the best possible work for evaluation, students will be permitted to revise the first graded major paper in the course for an entirely new grade provided the assignment/essay was handed in on time and without plagiarism. Late or plagiarized papers are ineligible for revision.

Note: Just turning in a revision does not guarantee you will receive a higher grade. In the event that the revised draft grade is actually lower than the original assignment, you will receive the higher of the two grades; however, a higher revision grade always replaces the original grade, so if you are prepared to work hard, your grade will most likely benefit. See the class web page for more information on the major paper rewrite. Please see the class web page's assignments section for more explicit details.

TURNING IN ROUGH DRAFTS

For each major paper, we will write a complete rough draft and then a final draft. Each draft needs to be uploaded to the Discussion Board in Canvas with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. In-person classes also requires a printed copy for others to read. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

TURNING IN MAJOR PAPERS

When the final draft of a major paper is due, you will need to do the following:

- Submit the paper to the appropriate Assignment on Canvas as either an MS Word file. When required, a works cited page should be included in the same file. ***This file is what will actually be graded, so make sure it matches the same final version that you submitted in hardcopy.*** You must submit the paper to Turnitin.com as well: papers not submitted to Turnitin.com will be given a zero.
- Post a copy to the discussion board in the "Final Draft" topic for that paper.

I will mark the first draft extensively for two reasons: to give you clear guidance should you choose to submit the [optional major paper rewrite](#) and for you to use as a guide on what to improve in subsequent drafts. Other major papers will receive fewer comments since they generally repeat issues from the first paper. The final paper will not receive any written comments unless you explicitly request it since they will be submitted at the end of the semester.

Reading Checks:

Each time a reading or film is assigned, you will need to show that you read it by presenting your annotations to the text. You can do this using any combination of the following techniques, either on hard copy or a digital copy:

- Marking the actual text (underlining, highlighting, marginal notes, etc.)
- Taking notes on Post-its and placing them on the actual page of the text. Digital notes in the text are also a good approach.
- Taking notes separately on paper or in a text file that include page number references to the text if the text has page numbers. Please note: *All generated notes or summaries are not acceptable.*
- Notes about films will need to be done by hand. Generally two to four pages of notes are expected for a film. You may wish to include timestamps for key scenes.

These annotations serve three purposes:

- They prove you actually read the text, which is a necessity in an English course.
- They will help you to identify and retain key ideas and details from the text for class discussion.
- They will allow you to find key passages should you choose to write one of your papers about the text.

EMAIL and COMMUNICATION WITH DR. HALBERT

While I have an office phone, the best way to communicate with me is via email. I am generally quick to respond, but please be advised that I may take up to 48-hours to respond during the semester (and longer during

breaks). I generally do not answer emails after 5PM because of family obligations, so 1 AM messages the night before a paper is due will normally not get a response before class. My expectation is that you will check your email each day, particularly between the final class meeting and the posting of grades. I will not spam the class with non-class related materials, so if you get a message from me, please consider it important and respond if needed.

Each student is responsible for checking his or her email accounts at least every other day during the semester. During the last week of class, reading day, and the entire final exam period (until Dr. Halbert announces that final grades have been posted), students should check their email every day in order to make sure there are no issues or concerns about your grade that need to be addressed. Failure to check your email may negatively affect your grade because messages about the class generally are generally important information about assignments.

COLLEGE POLICIES

All [College Policies](#) must be followed and are a binding part of this syllabus. Of particular note are the [Student Code of Conduct](#) (which deals largely with behavior) and the [Student Academic Code of Ethics](#) (which deals with academic honesty issues). You are also responsible for the [Acceptable Use of Technology policy](#).

PLAGIARISM AND ACADEMIC DISHONESTY:

Plagiarism constitutes a serious breach of academic honesty and will not be tolerated. Unless I deem an act of plagiarism or cheating an honest mistake, I routinely assign students an "F" in the course for any act of academic dishonesty without the option of withdrawing from the course. Especially egregious acts will receive an "FX" with an additional notation of academic misconduct on the student's transcript. Please note that submitting work from another class as original work for this course constitutes academic dishonesty. For a full discussion of the Academic Honesty policies, please see the [Student Academic Code of Ethics policy](#).

For this class, plagiarism or cheating includes, but is not limited to, the following:

- Using any material generated by an artificial intelligence (A.I.) service in your assignments.
- Copying and/or pasting materials from another source word-for-word without quotation marks and a citation, no matter how small the amount of text.
- Using someone's ideas, data, or facts without attributing the source.
- Buying a paper, whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Receiving a free paper whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Getting a friend, stranger, family member, lover, enemy, or any other person to rewrite sections of your paper.
- Submitting a paper written for another course, even if you wrote it.
- Lying to your professor.
- Writing or rewriting papers for your classmates outside of the context of a peer review.

GRADE APPEAL

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course due to issuance of an arbitrary grade, inconsistent grading practice, or mechanical error. The policy and procedure are found at <https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal>.

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. Please see the [Student Code of Conduct policies and procedures for more information](#).

SERVICES FOR STUDENTS WITH DISABILITIES:

Montgomery County Community College (MCCC) welcomes qualified students with disabilities and endorses the principles of nondiscrimination and reasonable accommodation as described in Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). To see if you are eligible for services and reasonable accommodations in this course please review the policy on the Disabilities web site at <https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities>.

ATTENDANCE POLICY:

Regular attendance and punctuality are expected. Students may miss four class meetings and remain in the course. The fifth absence will result in either a required withdrawal from the course (before the **Wednesday, October 30, 2024**, deadline) or an automatic F in the course (after the **Wednesday, October 30, 2024**, deadline for withdrawal without a signature). At the start of the semester, each student will receive 12 points of extra credit for attendance. Points lost for tardiness or absences will initially be taken from this pool of points, giving students the flexibility to miss two classes without injury to their grades. Each absence will subtract five points from a student's total points scored for the semester. Each late arrival will subtract two points from the total points scored. A point will be awarded for each class attended. If a student knows he or she will miss a class, that student should alert Dr. Halbert beforehand. Under special circumstances (usually involving a documented medical emergency or a death in the family), you may request permission to remain enrolled in the course if your absences have exceeded four, but such circumstances are rare. Attendance will be taken by sign-in sheet at the start of class: students arriving after the sign-in sheet will be marked tardy. If you arrive late, please wait until the end of class to sign the sheet. Failure to sign the sheet at all constitutes an absence. Students who leave class early must ask for permission prior to the start of class; if you leave without permission before I dismiss the class, you will be marked absent for the whole period. Good manners suggest that if you know you will miss a class meeting, you will contact me and let me know.

CLASS CANCELLATION:

In the event of inclement weather or other emergency, the College will post closures on the school's web portal and send text messages to anyone

who has signed up for them. In the event that I have to cancel a class, I will email the class and post a message on Canvas (assuming I have power at home to access the Internet). I strongly urge each of you to set up [Montco's text messaging alert](#) on your mobile phones as well: the College will send an alert of campus-wide closings.

WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS:

Students are encouraged to consult with their instructor and/or an academic advisor when initiating a Course Withdrawal. The instructor's permission must be requested and received if requesting a withdrawal after 60% and before 75% of the course is completed. After 75% of the course is completed, students may apply for an Excused Withdrawal due to medical, catastrophic, or other circumstances beyond the student's control. Specific dates of deadlines for this semester can be found on the [Registration Calendar](#).

Should you wish to withdraw from the course, the deadline to withdraw without my signature is Wednesday, October 30, 2024. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After Wednesday, October 30, 2024, I will not sign any withdrawal requests unless you have a documented emergency. If I have not returned the first paper by this date, I will extend the deadline until one week after that paper is returned.***

The absolute last day to get my signature is Thursday, November 14, 2024. After that, all requests to withdrawal must be made directly to the Dean of Arts and Humanities.

Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies, incarceration, or military call-ups. Audits will not be permitted unless you start the course as an audit student and can convince me that you are willing to do all that work for no grade.

LATE WORK

All work is due at the beginning of class on the day listed for the syllabus unless otherwise noted. I hate late work from students: it complicates my ability to grade or simply keep track of your work. More importantly, it

devalues the efforts of your classmates who work very hard to meet their deadlines. To discourage late work, I have the following policy:

- Final drafts of papers lose 25 points (out of the possible 200 points) for each 24-hour period they are late. This penalty includes Saturdays and Sundays.
- Other late assignments have a 24-hour period to be submitted. They will be graded, and that grade will be divided by 2 and entered into the grade spreadsheet.

Late work will kill your grade, so don't do it. If you know ahead of time that you will not be able to complete a task, contact me for an extension. I reserve the right to make an exception to the late policy in the case of an extreme (and documentable) emergency, but that almost never happens.

TUTORIAL SERVICES:

Tutorial Services: Free subject-area tutoring, academic workshops, and study skills specialists are available at Blue Bell Campus's Tutorial Services in College Hall 180, across from the Cafeteria. Tutorial Services helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Contact them at 215-641-6452 or log into the portal and find us online: [Tutorial Services hours and services](#). Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

UPDATES TO SYLLABUS:

As the semester unfolds, Dr. Halbert may have to adjust the syllabus due to unforeseen circumstances. Such changes will be announced in class and via Canvas: once they are announced on Canvas, students must update their personal copies of the syllabus/daily assignments and are to be held to the new syllabus due dates. Dr. Halbert will make every effort to not change major assignments (papers, tests, in-class essays, etc.) even when changes are needed out of respect for those folks who plan ahead, but he reserves the right to do so if no other options are available.

BASIC NEEDS SUPPORT:

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu

KEY ONLINE RESOURCES AT THE COLLEGE

You may find the following resources helpful here at Montgomery County Community College:

- [MCCC's Library Resources](#)
- [Registration Calendar](#)
- [Academic Calendar](#)
- [Spring 2023 Final Exam Schedule](#)
- [Acceptable Use of Technology policy](#)
- [Student Success Resources](#)
- [Wellness Resources](#) (physical and mental health resources)

CLASSROOM POLICIES:

As adults, students and the instructor should know to do the following in class:

- Be prepared for class with work completed and required materials available.
- Refrain from non-class related conversations once class has started.
- Keep cell phones and pagers in "silent" mode and refrain from answering them or using them to send text messages. Should a student expect an important call (because of family emergencies or issues of similar magnitude), please make the instructor aware of that possibility before class.
- Inform the professor if you will be recording the class.
- Treat each other with mutual respect: while we can challenge each other's ideas in class, personalized attacks or use of inappropriate language directed at another member of the class community is unacceptable.
- Ask for help if you need it.
- Make the most of this course. It will help in the future.

FINAL WORD:

I enjoy teaching Composition courses: I believe they can be the most empowering classes a person can take in college because the skills you

learn can help you in virtually every part of your life. I took this job to help people discover their potential: as long as you are willing to do the work, I will do everything in my power to help you not only pass the course, but to be the best writer you can be.

DAILY ASSIGNMENTS:

Note: bulleted items are due on the date immediately above them.

Thursday, August 29, 2024

- First Class.

Tuesday, September 3, 2024

- Read and sign the class contract (see Handouts section of class web page)
- Complete the contact information survey.
- Read and mark the following handouts (located in Readings section of our Canvas site. They are all part of the large “First Three Weeks Readings” document):
 - "How to Really Read this Book"—Frechie, Halbert, McCormick
 - "First They Changed My Name"—Caffilene Allen
 - "The Sanctuary of School"—Lynda Barry
 - "The First Major Turning Point" –Malcolm X
 - "'I Just Wana Be Average'"—Mike Rose
 - Chapters VI and VII of *The Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*.
 - "Theme for English B"—Langston Hughes
 - "The Conversion of the Jews"—Philip Roth
 - "Honor Bound"—Joseph Steffan
- REMEMBER: this first reading check will be your first major impression on Dr. Halbert
- Be prepared to have your photograph taken.
- Last day to add a 15-week course without faculty signature.

Thursday, September 5, 2024

- Freewriting activity for Paper #1. Post a copy on the Discussion Board in the "Paper 1: Freewriting" section.
- Bring your reading packet to class.

- Read and mark "The Comma" in Hacker (*A Pocket Style Manual*) 54-61. If these page numbers do not line up with your edition, read your edition's statements on comma usage with coordinating conjunctions (and & but) and comma usage with introductory elements/phrase/clauses.
- Read and mark "MLA Format; sample research paper" (Hacker 176-186) and skim the sample essay to visually see how a paper should look in this course.

Tuesday, September 10, 2024

- First draft of Paper #1 due. Bring two printed copies to class (for 5 points) and post a copy to the discussion board in the "Paper #1: Draft 1" forum (for another 5 points).
- [Set up your conference with me using Starfish/My Success Network](#) on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.

Thursday, September 12, 2024

- NO CLASS. Required conferences. Bring a REVISED and printed second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Five points for posting, 10 points for attending conference.

Tuesday, September 17, 2024

- NO CLASS. Required conferences. Bring a REVISED and printed second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Five points for posting, 10 points for attending conference.
- Last day to drop a course before withdrawal period starts.

Wednesday, September 18, 2024

- No Class: we do not meet on Wednesdays.
- Withdrawal period without signature starts.

Thursday, September 19, 2024

- NO CLASS. Required conferences. Bring a REVISED and printed second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Five points for posting, 10 points for attending conference.

Tuesday, September 24, 2024

- Final draft of Paper #1 due. See checklist for details. Post a copy in the “Paper #1: Final Draft (Graded)” assignment (for up to 200 points) and a copy in the “Paper #1: Final Draft (Discussion Board)” slot (for five points).

Thursday, September 26, 2024

- Read and mark Paulo Freire's "The 'Banking' Concept of Education" (located in the Readings section of our Canvas web site).
- **WARNING:** This reading is incredibly difficult. You will need to budget at least two hours to this document. Use a dictionary and write questions you have about the text in the margins along with your other comments.

Tuesday, October 1, 2024

- Read and mark "[How to Integrate a Quote into a Paper](#)" from the Handouts Section.
- Read and mark "[How to Deal with Titles](#)" from the Handouts Section.
- Read and mark the entire “Research” section in *A Pocket Style Manual* (87-106): core concepts include “Finding Appropriate Sources,” “Avoiding Plagiarism,” and “Evaluating Sources.” Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.
- Read and mark “Integrating Sources” and “Integrating Literary Quotations” in *A Pocket Style Manual* (116-132).
- Read and mark "Quotation Marks" in *A Pocket Style Manual* (70-73). Place a Post-it book tab next to "quotation within a quotation" and "blended quotation."
- Skim and Mark “MLA Documentation Style” in *A Pocket Style Manual* (132-176). Put a Post-It book tab on page 134 (“List of MA in-text citation models” and “list of MLA Works Cited Models”). Place a Post-it book tab next "One Selection from an Anthology," " Work from a Web Site," and "A Database."
- You may wish to start Paper #2.

Thursday, October 3, 2024

- First draft of Paper #2 due. Bring 2 printed copies (for five points) and post a copy in the "Paper #2: Draft 1" forum (for another five points).
- Bring your copy of Freire and *A Pocket Style Manual* to class.
- [Set up your conference with me using Starfish/My Success Network](#) on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.

Tuesday, October 8, 2024

- NO CLASS: Required conferences. Bring a REVISED printed second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Five points for posting, 10 points for attending conference.

Thursday, October 10, 2024

- NO CLASS: Required conferences. Bring a REVISED printed second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Five points for posting, 10 points for attending conference.

Tuesday, October 15, 2024

- NO CLASS: Required conferences. Bring a REVISED printed second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Five points for posting, 10 points for attending conference.

Thursday, October 17, 2024

- Read and selection from *Lies My Teacher Told Me* by Loewen (located in the Readings section of our Canvas web site).
- Read and mark the selection from *Limbo* by Lubrano (located in the Readings section of our Canvas web site).

Tuesday, October, 22, 2024

- Final draft of Paper #2 due. See checklist for details. Post a copy in the "Paper #2: Final Draft (Graded)" assignment (for up to 200 points) and a copy in the "Paper #2: Final Draft (Discussion Board)" slot (for five points).

Thursday, October 24, 2024

- In-class essay. Bring exam card. See handout for details.

Tuesday, October 29, 2024

- Library Orientation Day. Absences count double. Location to be announced.
- Research Paper prewriting due. Post a copy in the "Research Paper: Prewriting" forum and bring a printed copy to class (five points total).

Wednesday, October 30, 2024

- No class: we do not meet on Wednesdays.
- Last day to withdraw without a faculty signature.

Thursday, October 31, 2024

- Meet in Library for research. Sign in with Dr. H in the lobby.
- Withdrawals require faculty signature. You need to discuss this option with me before sending the form.
- Extra Credit Option: If you wear a legitimate Halloween costume to class and consent to being part of a group photo with others in costume, you will get 5 points of extra credit. "Conceptual" costumes don't count.

Tuesday, November 5, 2024

- Meet in Library for research. Sign in with Dr. H in the lobby.
- It's Election Day in the United States. Please consider voting, regardless of your party affiliation. Good citizens vote.
- See extra credit for voting-related option.

Thursday, November 7, 2024

- [Annotated Bibliography](#) due by 5PM today. Submit to "Annotated Bibliography (Graded)" (for up to 50 points) and post to "Research Bank" on the discussion board (for five points).
- Make sure your Annotated Bibliography contains all three sections and looks like the [sample annotated bibliography](#).
- Two-minute Presentations (10 points).

Tuesday, November 12, 2024

- Formal Outline of Research Paper due. Post a copy to the discussion board in the "Research Paper: Outline" forum.
- Two-minute Presentations continue.

Thursday, November 14, 2024

- First Draft of Research Paper Due. Bring 2 printed copies (for five points) and post a copy to the "Research Paper: Draft 1" forum (for five more. Minimum of TWO pages required.
- [Set up your conference with me using Starfish/My Success Network](#) on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.
- Last day to withdraw with a faculty signature. After today, you need to appeal with documentation to the administration. You should email prior to sending the form. If I don't get it by 3PM, I cannot guarantee that I will see it in time to sign.

Friday, November 15, 2024

- No class: we do not meet on Fridays.
- Withdrawals now require administrative approval.

Tuesday, November 19, 2024

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting, 10 points for attending conference.
- Students who sign up for this day with a complete draft will get five points of extra credit.

Thursday, November 21, 2024

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting, 10 points for attending conference.

Tuesday, November 26, 2024

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting, 10 points for attending conference.

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Thursday, November 28, 2024

- No class: Thanksgiving Break

- Shout out to our friends in retail who have to work this day.

Tuesday, December 3, 2024

- Third draft of Research Paper due. Bring 2 printed copies (for five points) and post a copy to the "Research Paper: Draft 3" forum (for five more). A complete draft plus a works cited page is expected, and this copy should be revised based on your conference.

Thursday, December 5, 2024

- Final draft of Research Paper Due. Post a copy in the "Research Paper: Final Draft (Graded)" assignment (for 300 possible points) and in the "Research Paper: Final Draft (Discussion Board)" slot (for 5 points). Both are required.
- It is always a good idea to attend the final meeting of every one of your classes.
- Our last class.

Monday, December 16, 2024

- No Class: the course is over.
- The optional Major Paper Rewrite of Paper #1 is due today by 10AM. There will be no extensions. Please email a copy of the MS Word file directly to Dr. Halbert and post the MS Word File to the "Major Paper Rewrite" assignment on Canvas.

Wednesday, December 18, 2024

- No Class: the course is over.
- Faculty must submit 15-week course grades by 11:59 PM.

End of Semester Notes and Reminders:

- There is no final exam in this course.
- Attend the final meeting of all your classes.
- Check your Montco email and Canvas announcements every day until Dr. Halbert says the grades are posted.
- Don't email Dr. Halbert to see if the grades are done: he will announce when he is done.
- Do check your gradebook on Canvas during the exams to see individual assignment grades as they are entered.
- If there is a problem with a graded assignment, please email Dr. Halbert immediately.

- Faculty have until 11:59 PM on December 18th to get their grades in, but if they submit them sooner, they do not have to look at any work you try to submit late. Bear that in mind with your other professors.