

David D. MalleyDavid D. Malley
ENG 102
Office: # 9 (in the annex)
Office Hrs: M 2-3, Tu 4-6 & Th 10-11
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GUIDELINES AND REQUIREMENTS FOR ENG 102
LITERATURE AND COMPOSITION

Attendance: Writing and Literature courses require you to participate in class discussion and critique as a way of being exposed to important concepts and ideas concerning the works we will be examining, not to mention as a way of exploring your own thoughts on particular works. Therefore, attendance is crucial. Late arrivals to class will not be tolerated and, if habitual, will be considered absences. After three unexcused absences, the student's final grade will be lowered by one whole letter grade for each additional absence.

Paper Format: All formal essays (a total of three) should be generated on computer or word processor -- this is required. Essays should be double-spaced, with margins no greater than 1.5 inches and fonts no larger than 12-point. All essays that require research must follow MLA citation format, guidelines for which can be found in *The Writer's Reference*, at the Writing Center, and in other books as well. Last minute corrections on final copies, due to close proof reading, may be made neatly in black ink.

Deadlines: We are all adults -- deadlines are deadlines. Late work will not be accepted unless excused by myself. No Crybabies!

Required Texts: *Charters & Charters, Literature and Its Writers*, 2nd edition.

Shapard & Thomas, *Sudden Fiction* (Continued).

Suggested Text: Hacker, *The Writer's Reference*, 5th edition.

Percentages of final grade: Papers - 80%

Class/group participation - 20%

Plagiarism & Cheating: Plagiarizing will result in your being expelled from the course with a failing grade and you may be expelled from the college.