

# PREPARATORY ENGLISH TENG0004 COURSE OUTLINE



## General Information

Course: Preparatory English Room: Zoom Meeting Classroom Term & Year: 2020 Fall Semester  
 Course Code:0004 Section: 02 Instructor: Ms. Josier  
 Days: Tue/Thurs Time: Tuesday-9-11:50am Email: [josierc@btvi.edu.bs](mailto:josierc@btvi.edu.bs)  
 Thursday-9-11:50am Telephone: (242) 502-6300  
 Office Hours: Thursdays @ 1:00-2:00pm or by appt.

Credit Hour (s)	Contact Hours	Prerequisite (s)	Co-requisite(s)	Semester Length	Mode of Delivery	Date Last Updated
0	6	None	None	15 weeks	Online	August 2020

## Course Description

This course is designed to provide an opportunity for students entering the institution to upgrade their Basic English skills and is a prerequisite for entering their selected technical programmes.

## Course Content

1. Grammar and Usage
  - a. Sentences: definition, classification of kinds, subject, and predicate
  - b. Pronoun and subject/verb agreement
  - c. Verb tenses - past, present, linking, helping
  - d. Capitalization and Punctuation - commas, quotation marks, semicolons, colons, apostrophes, expressing numbers
  - e. Comparative and superlative degrees of adjectives and adverbs
2. Word Use
  - a. Content area vocabulary
  - b. Dictionary Steps
  - c. Simple Spelling rules
  - d. Troublesome words and verbs - often confused and misspelled
  - e. Effective word choice, slang, clichés and pretentious words
3. Reading for Writing Introduction to the Readings
  - a. Looking Inward- A Love Affair with Books - Bernadette Piassa
  - b. Thank You - Alex Haley
  - c. Shame - Dick Gregory
  - d. I Became Her Target - Roger Wilkins
  - e. Smash Thy Neighbor- John McMurty
  - f. A Hanging - George Orwell

## 4. Comprehension

- a. Levels of Comprehension - literal, implied/inferential, applied, judgmental
- b. Post-reading questions - purpose, audience, structure, coherence (how the writer achieves this), facts and opinion
- c. Critical thinking skills - the main idea, supporting details, drawing a conclusion, sequence of events, compare and contrast
- d. Vocabulary - context clues

#### 5. The Writing Process

- a. Writing Sentences - declarative, imperative, interrogative, exclamatory, simple, compound and complex
- b. Generating Ideas - freewriting, journaling
- c. Paragraph Structure - topic sentence, supporting details, concluding sentence
- d. Paragraph Types - narrative, descriptive, expository

#### Course Objectives

- Students obtain the ability to demonstrate effective writing of proper sentences, paragraphs, and filling applications and documents.
- Demonstrate what was learned by performance using quizzes, tests, and assignments. The required writing of Preparatory English skills, including:
  - Sentence structure
  - Proper use of grammar
  - Competency in writing effective paragraphs
  - Writing effective letters (emails, friendly letters, memorandums)

#### Course Learning Outcomes

Upon successful completion of this course, students will be able to:

- Write sentences that are clear and varied in structure.
- Identify and correctly revise fragments, comma splices, and run-on sentences.
- Use tense consistently.
- Use correct subject/verb agreement with nouns.
- Use effective reading strategies and apply the four levels of comprehension to understand text.
- Demonstrate competency in using the process approach to writing well-structured paragraphs (including pre-writing, drafting, revising, and editing).
- Write an effective letter (email, memos, friendly letter).

#### Required Materials

Textbook: Grassroots with Readings 10th Edition

Author: Susan Fawcett

Publisher: Cengage Learning- E-book

Year Published: 2010

College Dictionary

Supplementary handouts (to be provided by the instructor)

#### Course Assessment and Evaluation

COURSE EVALUATION	PERCENTAGE
Participation/Attendance	10%
Class Assignments	10%
Homework Assignments	10%
Virtual Lab Assignments	10%
Quizzes	15%

Midterm Exam	20%
Final Exam	25%

### Grading Policy

BTVI uses an alphabetical grading system. A letter grade is given for each course taken. Each letter grade denotes a certain level of achievement in a course as follows:

Letter Grade	Point Value	Quality Points	Achievement
A	90-100%	4	Excellent
B	80-89%	3	Above Average
C	70-79%	2	Average
D	60-69%	1	Below Average
F	0-59%	0	Fail

### Grade Point Average (GPA)

BTVI's Grade-Point Average (GPA) scale is 4.0. Grade point averages are used to determine academic standing as well as the awarding of honors.

### Other Information

Virtual Leadership Symposium:	August 17
Faculty Virtual Orientation:	August 18
New Student Orientation:	August 21
New Student Advisement & Registration:	August 24 - 28
Classes Begin:	August 31
Drop/ Add period & Late Registration	August 31 - September 4 (All students)
Mid-Term Break:	October 22 & 23
Classes End:	December 5, 2020
Final Exams:	December 7-11, 2020
Grade Submission Deadline:	December 14
Grade Review:	December 16
B.T.V.I Closed:	December 18 - January 4, 2021

### General & Academic Policy Statements

#### Academic Integrity

Plagiarism is the borrowing of material from any source without documenting or acknowledging the source. Be sure that you document all ideas or information that you use in any of your papers (for all of your courses) that are from sources such as books, magazines, CDs, records, newspapers, internet, interviews, movies, radios, and television. If you are not sure how to document the information you have selected to use, please ask your instructor. If you are not sure how to write the information in your own words (paraphrase), then ask your instructor how it should be written.

Remember: **EVEN IF YOU USE YOUR OWN WORDS, YOU MUST STILL DOCUMENT THE SOURCE OF THE IDEA.** If you do not correctly document your paper, you must re-do it until it is correctly documented. Copying another person's work or turning in a paper that you did not write and submitting it as your own will be grounds for a failing grade in the course. "When cheating or plagiarism has occurred, the instructor may take academic action ranging from denial of credit or assigning a grade of "F" on a specific assignment, examination, or project, to assigning a grade of "F" for the course. The student may also be subject to further sanctions such as disciplinary probation, suspension, or dismissal from the College." Please refer to the BTVI Student Handbook found on BTVI's website for additional information on academic integrity.

## Time Commitment Breakdown

A minimum of sixteen hours per week should be dedicated to course review, to watch videos, read articles, and complete other activities. Online learners must also be prepared to check daily for updates and notices sent by your instructor

- The above process includes logging into the course for a minimum three times a week, aside from the scheduled synchronous hours. The logging requirements will assist with keeping up to date on the content and any additional information added by the instructor.

Note: Online learners should maintain a weekly routine that best suits your schedule.

## Class Attendance/Absenteeism

- The online learner's success in this course will depend in large measure on the interest, willingness, and enthusiasm that you and your classmates bring to the experience. You are expected to be an active participant in the study and team activities and online discussion boards.
- The online learner's attendance will be taken in the form of your participation in the Discussion Board Forums, attendance in Zoom sessions, and submission of online assignments. This course is designed to be interactive and student-centered.
- Online learners who fail to participate in discussion forums, Zoom sessions, or fail to submit assignments for two or more weeks will be withdrawn from the class.
- Online learners who are fifteen minutes late to live sessions will be recorded as late. Online learners who are thirty minutes late to live sessions will be recorded as absent.
- Online learners are responsible for getting the lecture notes that they have missed.

## Technology Requirements

Online learners will be required to type final drafts of assignments, complete classwork, oral presentations, quizzes, and examinations; therefore, a laptop or access to a computer is required.

Additional online resources are Moodle (VLE), Zoom, MindPlay, Commonlit.org, and Cengage

### Moodle connection is as follows:

1. Go to <http://vle.btvi.edu.bs/moodle/>
2. Create an account by following the instructions given
3. Record your **username** and **password** in a safe place
4. To use Moodle, log in using your **username** and your **password**
5. Your instructor will give you more information regarding your assignments.

### ZOOM Classroom. To create an account:

- Go to <https://zoom.us/>
- Follow the instructions to create an account.
- Additionally, you will receive an invitation link from your instructor to attend a meeting.
- Follow the instructions to enter the Zoom Classroom.
- The Zoom video camera should remain on at all times.
- Your Microphone should be muted, and you can unmute to respond to the instructor.
- Your instructor will give additional directives regarding the class session.

MINDPLAY is Mandatory.

MindPlay: Licenses will be distributed to registered students.

### MindPlay connection is as follows:

- Go to <https://mindplay.com/>

- Click on: Login
- Click on: Student
- Enter: Your password (The instructor will distribute the student's password)
- Enter: The school district number: 14017

Students are required to log thirty (30) hours of MindPlay in the designated 50 minutes of lab time for the semester. MindPlay assignments are to be completed during class time on the VLE (Moodle) Learning Management System (LMS), and additionally at home for a more desired outcome. The MindPlay sessions are MANDATORY for a virtual lab grade. Time spent in the VLE (Moodle) LMS must be productive and used wisely.

### Commonlit.com

Commonlit connection is as follows:

- Go to: <https://www.commonlit.org/>
- Click on: Create an account
- Click on: I am a student
- Enter the Class Code (You will receive this Class Code from your instructor)

### Cengage

To access the e-textbooks for students, an account must be created.

Students must use the information received from the bookstore to access the required text for the 2020 fall semester. Follow the directions.

(Your instructor will give more information as required)

To fully participate in this online course, you will need the following:

- Access to a laptop or desktop computer or Smart devices with Broadband internet enabling connections.
- Speakers or headphones will enable you to participate in the synchronous sessions.
- At a minimum, Microsoft Office 2013, 2011, 2007, or Microsoft Word (the standard word processing software); Microsoft Excel (the standard spreadsheet software); Microsoft PowerPoint (the standard presentation software) for the course.

***Note: Online learners will be required to type final drafts of assignments, Copy and paste and attach/upload documents for assignment submission, complete classwork, oral presentations, quizzes, and examinations. Personal computer and internet connection problems do not excuse the requirement to complete all course work in a satisfactory and timely manner. Each online learner needs to have a backup method to deal with these inevitable problems.***

### Class Supplies

Online learners must gain access to the required text for the course and any necessary tools for their program of study. The learner is also encouraged to purchase a jump drive.

### Student Conduct and Dress Code Policy

- Online learners must log on to the LMS using their complete names.
- Online learners' clothing that is appropriate for the virtual classroom: polo shirts, button-down shirts, blouses, t-shirts, sweatshirts, or dresses or shirts with straps no less than 3" wide.
- Online Learners' clothing that is inappropriate for the virtual classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas, and clothing that reveal your bosom or chest.

- Online learners who are inappropriately dressed will be asked to leave and return once they have met the standard.
- Online learners who wish to take a break during lecture sessions must send a private message to the instructor, make certain that their microphones are muted, and videos are off. However, it is the responsibility of the online learner to get the lecture notes that he or she has missed.
- Online learners are expected to be respectful to their classmates and teachers. Online learners must allow others to speak, invite others to share, and respect other's ideas.
- Online learners' faces must be seen during live class sessions. It is important to make eye contact to demonstrate your commitment to learning and participating in the virtual environment.
- Online learners are expected to avoid engaging in activities that may be deemed distracting to the learning environment, such as eating and drinking during live sessions. Online learners must be aware that your classmates and teacher may be able to hear noises in your environment, such as whispering, chewing, sneezing, and tapping your pen or pencil, etc. Therefore, microphones should be turned off once the student is not speaking.
- Online learners are encouraged to raise their hands when they want to ask questions or make a contribution.
- Online learners are expected to dedicate sufficient time to review course material, watch videos, read articles, and complete other activities.

### **Disruptive Student Conduct policy**

- As a courtesy to others and to maintain a positive learning environment, please **turn your cell phone on silent (NOT vibrate) or off** before you enter the class. To resist the temptation of answering text messages, you are advised to put your cell phones away. Speak with the instructor regarding exceptions for emergencies.
- Texting for any reason during class, a quiz, or a test is strictly prohibited. If you text or answer your cell phone during an assessment, your test or quiz may be confiscated, and you will receive a zero for your score.
- Please note that anyone that is not enrolled in the class is not allowed to sit in at any time. This rule also applies to children.

### **Core Rules of Netiquette**

#### **1. Use Respectful and Professional Language**

Emails and discussion board postings should be appropriate, relevant, and reflective of a professional demeanor. Inappropriate behavior includes, but is not limited to, the following: inappropriate remarks online, cyberbullying, and plagiarism.

Use the shift key for capital letters, or write in all lower case, but do not use caps lock. Text in all caps is generally perceived as yelling.

#### **2. Make Yourself Presentable Online**

The quality of your writing will judge, so keep the following tips in mind:

- Always check for spelling and grammar errors
- Know what you're talking about and state it clearly
- Be pleasant and polite

#### **3. Be Forgiving of Other People's Mistakes**

All online learners enter BTVI at different levels. Not everyone has the same amount of experience working in the virtual world. Additionally, not everyone knows the rules of netiquette. When this occurs,

practice kindness and forgiveness. If you feel compelled to respond to an error, do so respectfully or do so in a private email rather than a public forum.

#### 4. Avoid plagiarism

It is a violation of BTVI's policy to plagiarize or to recycle work. Please refrain from:

- Taking others' thoughts or words without appropriate acknowledgment.
- Submitting work that someone else has completed on your behalf.
- Submitting work that has been written or revised in part or whole by another person.
- Submitting work that you have provided for another class.

#### 5. Late Assignment Policy

- Assignments are due on the due dates specified by the instructor. Online learners are responsible for requesting make-up assignments that were missed via email within 48 hours of missing the assigned date. Make-up assignments are strictly at the discretion of faculty unless the online learner is able to provide a documented justifiable reason such as illness or the learner being involved in an accident. Otherwise, he or she will receive a zero grade.
- If an extension is granted, the new deadline assigned must be kept, or this will again result in a zero grade. Do note that assignments in the VLE will be time stamped.
- Assignments are due at the beginning of class. Late work will only be allowed with supporting documentation; otherwise, a grade of zero will be received.

#### 6. Quizzes Test and Mid-Term Examinations

- Online learners must turn on their webcams when quizzes and examinations are being administered/invigilated. Online learners are required to remove all textbooks, notes, and information from their immediate surroundings and close files on their laptops or desktops. At the beginning of class, the instructor is allowed to conduct a check to make sure that the environment is conducive for testing.
- Online learners are expected to arrive on time to complete quizzes and examinations. Only the time remaining will be allowed for the student to complete the quizzes or examinations.
- Online learners who missed a quiz must provide documentation to justify their absence, such as illness or the student being involved in an accident to substantiate a make-up quiz; otherwise, he or she will receive a zero grade. However, make-up quizzes without a documented justifiable reason are at the discretion of the instructor. Online learners are responsible for requesting a make up a quiz or the mid-term exam via email within 48 hours of missing the assigned date. If an extension is granted, the new deadline assigned must be kept, or this will again result in a zero grade.
- Online learners' questions will not be answered once a test starts, except that it is a general question or some fault with the test or equipment.
- Online learners are responsible for requesting make up assignments for assignments that were missed via email within 48 hours of missing the assigned date. Make-up assignments are strictly at the discretion of faculty if the student does not have a documented justifiable reason such as illness or the student being involved in an accident. Otherwise, he or she will receive a zero grade. If an extension is granted, the new deadline assigned must be kept, or this will again result in a zero grade.
- Online learners are also encouraged to familiarize themselves with the institute's examination policy.

#### 7. Make-Up Final Examination Policy

If the online learner has a valid reason for missing an examination, immediately contact the Examination Office by phone (242) 502-6367/6327 or email [examoffice@btvi.edu.bs](mailto:examoffice@btvi.edu.bs)

- Online learners must **apply** for a special sitting (see Examination Office for an application)
- Attach **relevant supporting documentation** (see chart below) relating to why you could not sit the examination within the examination period,
- Have the application approved by your Department Chair and Academic Dean,
- Submit the application to the Examination Office.
- The committee will review the application and respond by email within 24 hours.
- If approved, the examination office will email you with the details of your special sitting.

## Course Withdrawal Policy

Once registered, online learners are academically responsible for their course unless they are officially withdrawn by the published withdrawal deadline for each semester. Online learners are not officially withdrawn if they stop attending classes, or verbally notify their instructor of their intent to withdraw. Online learners must submit a withdrawal form online before the withdrawal period has expired.

Online learners who stop attending classes and do not officially withdraw will remain enrolled and may be assigned an “F” grade. Faculty can initiate a withdrawal for attendance related issues when a student has four (4) consecutive absences from a class. Both the Faculty member and the Head of Department must approve the Withdrawal Form and submit it to the Registrar’s Office by the specified withdrawal deadline in the semester.

BTVI, however, reserves the right to withdraw an online learner for attendance related issues at any time during the semester if it is felt to be in the best interest of the student or the institution. Online learners enrolled in the institution under the age of eighteen (18) must receive approval from the Academic Dean for their withdrawal request to be processed.

Reason	Procedure & Documentation
Ill health or injury	If you are unwell on the day of your deferred examination, please ensure you visit a doctor that day so that your medical condition can be appropriately diagnosed and recorded on your medical certificate. If your illness is considered by the medical practitioner to last longer than the day of your examination(s), the dates should be recorded on the certificate. If you are unable to get an appointment with your doctor, there is an after-hours service available. Pharmacy Certificates are not acceptable as a medical certificate. You must see a qualified medical practitioner.
Compassionate Grounds	If a family member dies, you must provide either a death certificate or an obituary or an obituary in the form of a newspaper clipping with your name listed
Representation in significant cultural or sporting activities at a national or international level	Letter from the agency stating your role and participation and detailing the dates and times of the event.
Employment-related travel	Letter from the employer stating your name, position, and dates of travel.

## Special Sitting of Examinations

- Only students who miss their examinations for **valid reasons** shall be able to sit their examinations free of charge.



- Special sittings will be held on the first Friday of the following semester at 9:00 a.m.

The following reasons are invalid for missing an examination, and the students presenting these excuses will be able to sit the examination; however, they will be charged a fee of 150 dollars per course.

- if you misread the examination timetable, forgot, slept in etc.
- recreational travel (domestic or international)
- planned or unplanned events, such as weddings and birthday parties
- routine demands of employment
- stress or anxiety is normally associated with an examination.
- if you did not study or if you were not prepared
- other grounds considered inappropriate by the Examination Committee

Note: This course outline is subject to change at the institution's discretion.

Date FALL 2020	Topics & Class Assignments	Notes
<b>Week 1</b>  <b>Aug 31-Sep 4</b>	Class Introductions & Discussions  Course Review/ Expectations  Diagnostic and Learning Styles Tests  Moodle and MindPlay Registration, BTVI email confirmation	
<b>Week 2</b>  <b>Sept 7-11</b>	<b>Weekly Reading:</b> Stephen Covey: Habit # 1  <b>Day 1: Comprehension Strategy:</b> Context Clues  <b>Day 2: Grammar and Usage:</b> Parts of Speech  <b>Lab Requirement Hours: (1.5 hours):</b> MindPlay/Moodle Assignment  ➤ Class Assignment - #1	
<b>Week 3</b>  <b>Sept 14-18</b>	<b>Weekly Reading:</b> Stephen Covey: Habit # 1 / How to Make It in College Now That You Are Here by Brian O'Keeny  <b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details  <b>Day 2: Grammar and Usage:</b> Kinds of Sentences and Punctuation  <b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment  ➤ Class Assignment - #2 ➤ QUIZ # 1A Sept 17th	

<p><b>Week 4</b> <b>Sept 21-25</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 2</p> <p><b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details (Implied)</p> <p><b>Day 2: Grammar and Usage:</b> Verb Tenses (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <p>Class Assignment - # 3</p>	
<p><b>Week 5</b> <b>Sept 28-Oct 2</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 2 / Shame By Richard (Dick) Gregory</p> <p><b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details (Summarizing)</p> <p><b>Day 2: Grammar and Usage:</b> Verb Tenses (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <ul style="list-style-type: none"> <li>➤ Class Assignment - # 4</li> <li>➤ <b>QUIZ # 1B Oct 1</b></li> </ul>	
<p><b>Week 6</b> <b>Oct 5-9</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 3</p> <p><b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details (Summarizing)</p> <p><b>Day 2: Grammar and Usage:</b> Subject-Verb Agreement (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <ul style="list-style-type: none"> <li>➤ Class Assignment - # 5</li> </ul> <p><b>N. B. Midterm Break October 22 and 23</b></p>	
<p><b>Week 7</b> <b>Oct 12-16</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 3/ At the Head of Her Class and Homeless</p> <p><b>Day 1: MID TERM EXAMINATION REVIEW</b></p> <p><b>Day 2: MID TERM EXAMINATION Oct 20th</b></p>	

<p><b>Week 8</b> <b>Oct 26-29</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 4</p> <p><b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details (Topic Sentences and Supporting Details)</p> <p><b>Day 2: Grammar and Usage:</b> Subject-Verb Agreement (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <p>➤ Class Assignment - # 6</p>	
<p><b>Week 9</b> <b>Nov 2-6</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 4 / The Scholarship Jacket</p> <p><b>Day 1: Comprehension Strategy:</b> Main Idea and Supporting Details (Topic Sentence and Supporting Details)</p> <p><b>Day 2: Grammar and Usage:</b> Subject-Verb Agreement (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <p>➤ Class Assignment - # 7</p> <p>➤ QUIZ #2A Nov 5</p>	
<p><b>Week 10</b> <b>Nov 9-13</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 5</p> <p><b>Day 1: Writing Assignment:</b> Expository Paragraph</p> <p><b>Day 2: Comprehension Strategy:</b> Making Inferences</p> <p><b>Grammar and Usage:</b> Sentence Variation (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <p>➤ Class Assignment - # 8</p>	
<p><b>Week 11</b> <b>Nov 16-20</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 5 / Little Things Are Big By Jesus Colon</p> <p><b>Day 1: Writing Assignment:</b> Expository Paragraph</p> <p><b>Day 2: Comprehension Strategy:</b> Making Inferences</p> <p><b>Grammar and Usage:</b> R.O., C.S., Fragments (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p> <p>➤ Class Assignment - # 9</p> <p>➤ QUIZ #2B Nov 19</p>	
<p><b>Week 12</b></p>	<p><b>Weekly Reading:</b> Stephen Covey: Habit # 6 / Poem: No Man Is an Island, Article: More Facebook Friends Fewer Real Ones</p>	

<p><b>Nov 23-27</b></p>	<p><b>Day 1: Writing Assignment:</b> Persuasive Paragraph</p> <p><b>Day 2: Comprehension Strategy:</b> Making Inferences</p> <p><b>Grammar and Usage:</b> R.O., C.S., Fragments (Editing Skills)</p> <p><b>Lab Requirement Hours (1.5 hours):</b> MindPlay/Moodle Assignment</p>	
<p><b>Week 13 &amp; 14</b> <b>Nov 30-Dec 4</b></p>	<ul style="list-style-type: none"> <li>● <b>FINAL EXAMINATION REVIEW</b></li> <li>● <b>MIND PLAY HOURS</b></li> </ul>	
<p><b>Week 15</b> <b>Dec 7-11</b></p>	<p><b>FINAL EXAMINATIONS December 7-11th</b></p>	

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### Plagiarism and Attendance Contract

I have read and understood the institution’s plagiarism and attendance information statement. I know that intentional plagiarism is a punishable offense with penalties ranging from a zero on the assignment to expulsion from the school. I also know that unintended plagiarism can occur through improper citation and borrowing but is still punishable. To avoid unintentional plagiarism, I will consult with my instructor when I have questions. I have also read, understand, and will obey the attendance policy as stated in this course syllabus.

Student’s Name:(Print) \_\_\_\_\_

Course: Preparatory English                      Section: \_\_\_\_\_                      Instructor: \_\_\_\_\_

Semester and Year: 2020

Student’s Signature: \_\_\_\_\_

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

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 Plagiarism and Attendance Contract (Student’s Copy)

I have read and understood the institution's plagiarism and attendance information statement. I know that intentional plagiarism is a punishable offense with penalties ranging from a zero on the assignment to expulsion from the school. I also know that unintended plagiarism can occur through improper citation and borrowing but is still punishable. To avoid unintentional plagiarism, I will consult with my instructor when I have questions. I have also read, understand, and will obey the attendance policy as stated in this course syllabus.

Student's Name: (Print)

\_\_\_\_\_ Section \_\_\_\_\_  
Course: Preparatory English : Instructor:

Semester and Year: 2020

Student's Signature: \_\_\_\_\_

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