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CLASS POLICIES for English 101 & 102 —On Line

Late Work

None is accepted. A detailed syllabus clearly outlines the assignments for the semester. Thus, there is no excuse for late work. This professor does *not accept late work*. Thus, the student will receive a zero for the missed assignment.

Any student that ignores this “no-late work” policy AND chooses to make a request for the professor to accept his/her late work will have to meet with a grade consequence. The professor will deduct 100 points from the next assignment that student does submit on time.

Since this is an on-line course, it will be crucial that every assignment, reading, e mail, discussion board, and written, be completed on time. Interaction will be totally on-line. Input and feedback will be via on-line. It is important that you are disciplined to complete all of the work so that you get the most out of the course. Your providing comments about your classmates’ works and their giving their comments about yours are key ways you can get insight on improving your work. One reason most teachers seem to know what they are discussing is because they have read so many other papers and have tried to give comments to help improve those papers. In other words, one learns by helping others. And that is why it is imperative that you provide suggestions for improvement on your classmates’ papers. Then, your work will become better. Really!

For those students taking English 101 or 102, the instructor allows her students to miss *one* assignment (not a mid-term or final exam/research assignment). The student will not receive a zero for this assignment. The instructor allows this *if the student has submitted every other assignment during the whole semester*. The instructor strongly recommends that a student not take advantage of this unless there is an emergency. Now, if a student has submitted every assignment on time, then, the instructor will drop the lowest grade when averaging for the final grade.

Please keep in mind that I do not mind checking poor work if a student has tried. I am here to help. However, I have no tolerance for any person who does not try. If anything you have read, thus far, is not clear, please ask for clarification (e mail: FairyHa@aol.com or call 810-232-9424. The instructor will interpret your non inquiry as indicative of your full understanding of the content. Questions?????

Attendance Policy

Now, normally one would think that an online class would not have such a policy. However, attendance is determined by the student’s participation in the course. This includes:

- Responses to classmates’ writings
- Submission of all work
- E mail communication

There is a federal law that requires that I make note of any “absences” in the above. So, please be careful. The official communique from the college is the following:

Title IV Funding Eligibility:

*Guidelines require the college to keep attendance records in order for students to maintain their Title IV fund eligibility. Excessive absences may affect that eligibility.

Importance of Research and Related Activities

If any portion of the activities related to the research assignment is missed, then, I shall provide no comments on the final exam paper. If the research paper or research theme is not submitted, then, the student will receive a “D” for the course if s/he does not drop the course.

Procedures for Submitting An Assignment

- Post all discussion entries in the appropriate forum on the Discussion Board in the Communication Section of the Blackboard Website
- Send papers via Attached Mail. Now, I suggest that you do not use any “#” symbol with the attachment. You only need to write your name, Assignment number “whatever,” the date, and your e mail address (just in case it does not print)
- Any attached file sent **MUST BE A MICROSOFT WORD document**. No other kind of file will be accepted, i.e., wordpad, Word Perfect, etc.
- **Online students, if you do not have WORD on your computer system, you can use a computer in the lab at Mott or your work will need to be placed in Dr. Fairy’s office mailbox by 1:00 PM on the day the assignment is due**
- Non-online students, if you are unable to attend class on the day an assignment is due, then, you are to mail your work. The **postmark must be the day** that the work is due.
- Place assignment in my mailbox in CM1101.

Course Grade

I do not change grades after twenty-four hours of the date that I give each student his/her final course grade. If a student has any questions regarding the grade, s/he is to ask them within this period of time. Now, if there is a question, I shall work with the student to rectify any concerns or inquiries. If a satisfactory resolution between student and teacher does not occur, then, I shall forward all materials to the Associate Dean of the Humanities Division. Still, all of this must be done within that twenty-four hour period. If the student does not follow the procedures outlined, Dr. Hayes-Scott will make NO grade changes.

Follow Directions

It is imperative that Dr. Hayes-Scott’s students follow directions. If the student is unclear, s/he should **ask**. It is important to keep in mind: **The only stupid question is the one you do not ask.**

SPECIAL NOTATION I

If you attended the Orientation or read the one on the website, www.RobbieDeanPress.com, you should recall my reference to the importance of treating each other with respect and courtesy. Many of the items I shall list below will be obvious to most of you. They are things that many would consider “common sense” or something a person should have learned at his or her “mother’s knee.” Unfortunately, there are some students who may have slapped that knee and intend to do the same with any person whom they perceive is an authority figure, ie. the professor. Thus, they have gone through life making instructors miserable as well as any other students in a class with them. Everyone, most of the time, in grades K-12, have had to tolerate them. Not now, this is college; this is Dr. Fairy C. Hayes-Scott’s class. And so, no student or I will be subjected to the following:

- a student’s bringing one’s parent/s, significant other, coaches, any other third party to the class or to a conference to represent the student (I presume all students are eighteen or older; thus, I consider them adults and legally have no obligation to discuss work with anyone beside that adult student.)
- a student’s placing his or her reaction to a grade on any public online service or on Discussion Board (just as I do not discuss a student’s grade with anyone other than the student, I do not expect any differently from that student. If there are concerns, these should only be discussed in a private e mail to me or in a conference between the student and me).
- a student’s indicating how he or she wishes to be graded (I presume most persons who take this course do not have a BA in Education or higher. And even if he or she did, that is of no consequence since I am the only one who stays up to 3:00 am checking the papers. So, until the student has the job as the instructor, I expect such criticism to be non-existent.)
- a student’s constant comparison of what grade/s he or she received in high school English classes or in a previous college English class. Just as I do not compare a student with another and since I am, again, the only one preparing course, executing the course, and checking the papers, I expect such a comparison to be kept to oneself. College English is different from high school English. The expectations are, in most cases, greater, and the type of writing required in a college English composition course is very, very different than the narrative, short story writing in high school English classes. So, I strongly suggest that every student work to learn what I am trying to teach and spend less time basking in a false sense of glory of the “olden days” of high school or another course. Even English 101 and English 102 are different. English 101 prepares one for English 102 but it is not a duplicate of English 102. If it were, then, Mott or the MI State Board of Education would not require both courses.

- A student's continuous rude approach to the professor in person or via telephone or e mail. There is an old saying: "It is not what you do or say but how you do or say it." Unfortunately, some people have not heard this saying or understand how to approach a college professor they do not agree with; it is unfortunate because Dr. Fairy will not tolerate it. I am not the dog whom some might want to kick because of frustration with a grade or some other occurrence. And so, a mutual respect and sense of decorum is expected by the professor of her students and of herself to demonstrate toward her students.

Now, if items 1, 2, 3, 4, and/or 5 do occur, the following will be the response:

- 1st, there will be a personal e mail warning
- 2nd, there will be a formal letter of warning mailed to the student's home
- 3rd, the students will be dropped from the course

SPECIAL NOTATION II

At any time during the semester, if there is any lack of understanding or disagreement on the part of you, the student, about a correction on a paper or a grade received on an assignment, you should contact me, DR. FAIRY. No one else spends time writing comments, marking an evaluation sheet, and/or grading your paper. And so, if you choose to consult anyone else about regarding what Dr. Fairy has done, that is your prerogative. However, it is totally inappropriate to tell me what these other persons have said. It is always best to ask me, the person who has worked hard to check your paper. Now, if you want to make an inquiry of someone else, that is fine. Still, you should not preference you approach in person, by phone, or email with something like, "my Mother who is an English teacher said..." or "the lab assistant said..." or "another teacher I had said..." or "my friends think you are wrong and that I am a great writer." Any written or spoken comment similar to these to any work I have checked will clearly indicate that you prefer to listen and follow the suggestions by others. And so, there is no more reason for me to use my valuable time trying to help you improve your work. So, future assignments will receive no further evaluation sheets or written comments. Only a letter grade will be placed on the work. And I presume you will go to whomever you feel knows more than I to get your work more thoroughly assessed. Clear?

Now, what is the proper protocol you should take as a student if you do not agree or understand Dr. Fairy's assessment or, for that matter, any professor's assessment? The following is the appropriate protocol:

- Contact the professor asking for clarification
- If the first contact is unsatisfactory, then, contact the professor again, asking for a personal meeting
- If the personal meeting still does not yield a satisfactory understanding or agreement, then, consult the professor's superior. In most cases, that will be the Division Assistant Dean or Department Chair, depending on the college you attend. At Mott, that would be the Assistant Dean, whose office is, also, in Curtice-Mott 1101. Either secretary will be more than willing to set up an appointment.

Now, not to follow this protocol will only indicate your lack of sophistication and immaturity. In most cases, professionals will not criticize another professional's work. They, too, will make you aware of the protocol above listed. If they have not, then, be sure to show this class policies sheet to them. They may have forgotten, have chosen to ignore, or are unaware.

Still, the consequences for **you** should be quite clear. Yes?

An Apology

This instructor is sorry that she must be so stuffy and formal. However, it seems that a few students are having difficulty following directions and showing common courtesy and common sense. Their lack of consideration has wasted the professor's time and that of some of his/her classmates. Even more importantly, students who do any of the above negatively affect my love of the profession. Now, I cannot control other people's negative energy, but I can eliminate it. And that I will do. Because after twenty-five+ years of teaching, I have come to love the profession more and more. And no one will stop that love. Therefore, hopefully, any person who is not about the business of wanting to work hard, learn, and enjoy the whole process of learning will do the professor and his/her classmates a favor--not sign this consent form and take someone else's course. For those students who do want to learn, I, Dr. Fairy C, Hayes-Scott, welcome you!

Cut on the line and send to the address at the top of this page.

Consent

Do you understand and accept these policies as they apply to you? If the answer is yes.

Thank You.

-----Date-----
Printed name

-----Date-----
Signature