***HUM 2461***

***General information for writing assignments.***

**LENGHT**: The length of each paper is indicated at the top of the assignment. The word count MUST be indicated on the first page. Words in the headers, citations and on Works Cited pages are not included in the word count. Any paper that does not fulfill the minimum length requirement or is substantially above the maximum length allowed will receive a grade of no higher than 50%. Even though MLA does not require a cover page, in this class I do need to see a Cover Page. This Cover Page will include your name, title for example: Short paper #1, date, and the course information.

**FORMAT**: Not all of these guidelines will apply to all essays. These essays MUST:

* Have an introduction and a conclusion
* Have a thesis statement
* Have a topic sentence for each paragraph
* Have fully develop ideas
* Have specific examples from readings and/or works of art to support your general statements
* Include in-text parenthetical citation in MLA format within the text for material that is either quoted or paraphrased
* Include a separate Works Cited page in MLA format for material that is paraphrased or quoted.
* Only 1 electronic source will be allowed. All other sources cannot be electronically.
* Must papers require 3 sources.
* Use Valencia College Data Base in your Library to find Academic Journals and books.

**I WILL NOT GRADE ANY PAPER THAT DOES NOT CONFORM TO THE FOLLOWING RULES:**

* **Typed**
* **Double spaced**
* **A cover sheet where you provide your name, topic of the paper, HUM 2461, my name, and the word count.**
* **Stapled in the upper left corner (if you are in a Face to face class)**

**GENERAL RULES ABOUT WRITTEN WORK.**

1. **All work must be submitted when called for in class on the due date. NO LATE WORK will be accepted. NO PAPERS WILL BE ACCEPTED BY E-MAIL UNDER NO CIRCUMNSTANCES.**
2. **It is the student’s responsibility to keep up with the due dates.**
3. **All written work must conform to the instructions given for the assignment including format instructions and minimum number of sources.**
4. **All papers must be submitted on time and the student must earn a grade of C or better in order to receive Gordon Rule credits.**

**GRADING:**

Papers will be graded on the following bases:

* **Content**
* **Completeness**
* **Competency of written work**
* **Clarity and coherence**
* **Serious reflection**

Although grammar and spelling do not constitute the majority of the grade, part of the point of writing classes is to improve your writing skills. It is your responsibility to start working on any paper far enough in advance of the due date that you have time to check your spelling, grammar and organization after getting your ideas on paper. **You must run the spell checker and proofread**. Remember that just writing more words does not necessarily make a better essay: thought, analysis, examples and coherent writing are what are necessary. I will concentrate in the content of the paper.