

ENC1102 (Online)

Instructor

Professor Salmon-Pagan

Email

ksalmon@valenciacollege.edu

Class Meeting Times

Online

Virtual Office Hours

Mondays 5:00-6:00pm

or by Appt. Request

[*https://calendly.com/ksalmon1](https://calendly.com/ksalmon1)

Important Dates

Full refund deadline

- 1/16/2024

Withdrawal Deadline to receive "W"

3/15/2024

Last week of class

- 4/15/2024 – 4/21/2024

College Calendar

Valencia College Calendar
<http://valenciacollege.edu/calendar/>

*Students are responsible for knowing their own financial aid rules on withdrawal. After the no-show withdrawals, I am not withdrawing anyone. Withdraw yourself if you must, by the deadline, or earn a grade.

Course Overview

Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper.

Gordon Rule - ENC 1102 is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1102 is used to satisfy Gordon Rule and General Education Requirements.

Course Prerequisites: Minimum grade of C in ENC 1101 or ENC 1101H.

Major Topics

- ✓ Research & Writing Processes
- ✓ Structure & Elements of Academic Writing
- ✓ Research & Documentation
- ✓ Critical Reading

Course Outcomes

- Apply a multi-stage research process to produce essays.
- Compose a written argument using evidence from varied sources.
- Apply conventions aligned to varied writing situations.
- Document source material in accordance with at least one recognized documentation style.
- Apply critical reading skills.

Required Text

In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) available in [The Valencia Reader](#)

Required Course Materials & Technology

- ✓ Reliable electronic storage for writing assignments – a USB drive for use in writing labs
- ✓ Access to college dictionary & thesaurus
- ✓ Reliable access to Microsoft Word
- ✓ Reliable internet access
- ✓ Email: Students must check their Atlas & Canvas email accounts daily.
- ✓ Canvas: Check announcements daily

*It is strongly suggested that students download the Canvas app & turn on notifications.

Software

Students need Microsoft Word, and students may download a free version directly from Atlas, Office 365. See these instructions to download Office 365. Beware! Canvas cannot open certain file types, such as: Apple Pages (Please convert/save as a Word doc before submitting.) Google Docs (Please just download/save as a Word doc.) **Note: Canvas will allow students to upload these files even though they cannot be read by the professor. Please submit only Word documents.

Valencia Student Core Competencies

Think - think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.

Value - make reasoned judgements and responsible commitments. Act - act purposefully, effectively, and responsibly.

Communicate - communicate with different audience using varied means.

Attendance

No-shows and attendance for mixed-mode: Not participating in the first week's online assignment(s) classifies a student as a "no-show," and the student will be withdrawn after the drop-refund deadline and during the no-show period.

Class Protocol

- Keep on top of assignments and due dates; others may be counting on you (group projects/assignments/ peer review).
- Always keep communications professional.
- Use standard American English (not "text" talk). 3 Disclaimer: The instructor reserves the right to change, add, or delete, information from this syllabus or from the Canvas module if needed. Changes to anything that was previously posted will be announced through Canvas messages/ announcements.
- Communicate with me often.

Accommodations and Health

[Office for Students with Disabilities \(Link\)](#)

Students with special needs or accommodations should share the form from OSD with me, and we will make a plan to ensure a great learning experience.

[Bay Care Student Assistance Services \(link\)](#)

- Students may use the FREE services provided by Bay Care.
- Call (800) 878-5470 24 hours a day for assistance.

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Helpful Valencia College Links

[College Catalog](#)

[Smoke-free Campus](#)

[Student Services](#)

[Writing Center and Tutoring](#)

[VC Policy Manual](#)

[Valencia Coronavirus Policy](#)

Academic Integrity: Plagiarism & AI Technology Use*

Plagiarism is the use of someone else's words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. Any student who plagiarizes, either accidentally or intentionally, is subject to penalty.

Note: Valencia uses [Unicheck](#), (link), software designed to find matching texts. The matches Unicheck finds should all be cited correctly. Sometimes, there is a coincidental match, and I do look at each person's paper/report individually. Students will have access to their OWN Unicheck reports, so if a paper has a "problem," I expect students to contact me before I contact them.

Penalties for plagiarism & AI Technology Use* depend on the severity of the crime:

- Minimum, first offense: A zero on the assignment is typical; some points may be given if the copied material is minimal/citing was attempted, but the student will still earn no higher than an F on the paper.
- Second offense: A meeting with the professor and/or dean will be required; the paper earns a zero.
- Three or more offenses: The student will fail the class and talk with the dean and/or dean of students.

Note: Submitting a paper, you have already submitted in another class will earn you a zero on that assignment.
Note: Sharing an assignment with a classmate means you both earn zeros.

Note: AI use score report of more than 20% will be penalized warranting a possible resubmission at the instructor's discretion or subject to the penalties cited above based on more severe occurrences and repeated occurrences. [AI Technologies: Chat GPT, Grammarly Premium, Open AI, Jasper Chat, other AI Chats, etc.

If it feels like “cheating” avoid it or avoid overuse. When in doubt ASK ME.

Note: Getting too much “help” from someone means the writing is no longer your own. Submitting work that is obviously of a higher level than your own writing skills is subject to these same penalties.

Course Requirements:

Each student will complete 1 formal short critical essay and 1 Critical Research Paper. The Critical Research Paper will include critical responses to the work from other sources, the student’s own analytical and interpretative response to the work, and specific evidence from the work itself to support student responses. Reading quizzes will be given on Canvas that will cover the assigned textbook readings. In addition, online discussions will be required.

All formal writing assignments must meet all MLA, 9th Edition writing guidelines both for format and documentation as applicable to the essay type.

Frequency and quality of participation may affect your grade. Therefore, please note the following:

- Check your online course e-mail account daily. All course related communication must come through this e-mail account.
- Check the Discussion area of Canvas at least once each day to participate in the discussions. Late posts are not accepted.

Papers should be uploaded on time and before the deadline in Canvas. Those turned in within 7 days after the deadline will be considered late. A 20% late penalty applies to late work* within the seven days limit; this does not include the Discussion Board posts, research paper and the final exam which should be completed on time to receive credit—no late research papers or final exams will be accepted except with an excused absence as defined by the college policies.

Any other formal writing assignments that are late more than **7 days** will not receive any credit. My policies are a tool to assist you in realizing that work needs to be completed within the set deadlines. Remember communication is key, planning, and accountability. I’m here to facilitate your learning, please ask for assistance when you find yourself gridlocked concerning course content. Alternative accommodations and make-up opportunities are available for students who provide written documentation of a medical emergency or ongoing medical condition to be presented within the impacted week of the missed assignments or tasks. The key is to stay in communication and be proactive.

Reading Assignments:

All assigned reading is to be completed prior to the first day of class for the week. Face-to-Face courses, have all readings completed prior to the week’s class meeting.

Quizzes:

You will be given quizzes as diagnostic tools and as critical assessments of assigned reading. You will be given a week to complete the quizzes in Canvas and once the quiz has closed, it will not be re-opened unless a student provides official, verifiable documentation (medical or legal, for example) for missing the assignment deadline.

Short Critical Essays:

Short essays include 1 response to an introductory reading in the first 2 weeks of class and 1 Critical Comment Paper. Comment Papers are literary-analyses, and they should be written in response to a selected reading assignment in

the specified genre, but they should not be mere summaries of assigned readings. The topic options for these essays will be provided by the instructor. Students will write these compositions to be uploaded via Canvas (on identified due dates) for evaluation and grading.

All short essays must be typed, double-spaced, using MLA 9th Edition format. More specific instructions for each of these essays will be available on Canvas. These files will be automatically uploaded to the plagiarism detection service available in Canvas. Files that cannot be opened will be treated as zeros if the appropriate file type is not uploaded by the assignment deadline. It is your responsibility to make sure that you upload the correct file and file type (.doc). Any plagiarized essays will be issued a grade of zero. The assignment Dropbox will remain open 1 week past the deadline for late essay submissions: essays submitted within this 1-week grace-period will receive a point deduction (see below) from the final point total. Papers should be uploaded on time and before the deadline. Those turned in within 7 days after the deadline will be considered late. A 20% late penalty applies to late work* within the seven-day limit; this does not include the research paper and the final exam which should be completed on time to receive credit.

Research Paper:

The Research Paper should be a minimum of 1,000 words, typed, double-spaced, using MLA format, 9th Edition. Topic options will be provided by the instructor and any student proposed topic (beyond those options) must be approved by the instructor. The paper includes a minimum of three (3) scholarly, authoritative sources, a works cited page, and a peer-reviewed rough draft. Because this paper will require much structural and grammatical revision, it is imperative that students complete the rough draft of this project in a timely manner.

Like the final draft of the research paper, each rough draft is assigned a specific due date. The research paper will undergo a class peer-review of the rough draft; the date for this peer review is posted on the class schedule. Finally, the research paper must be uploaded as a Microsoft Word file. It is your responsibility to make sure that you upload the correct file and file type. Any plagiarized essay final drafts will be issued a grade of zero. The assignment link in Canvas will remain open 1 week past the deadline for late essay submissions: essays submitted within this 1-week grace-period will receive a 20%-point deduction from the final point total.

Discussion Boards:

Discussion posts are not essays. Discussion board posts are personal response, informal writing assignments. Discussions provide you with an opportunity to discuss the course readings with your peers and professor. It's a place to practice writing, responding, and peer reviewing.

However, students' discussion posts are still targeted toward an academic audience, so students should pay attention to the content, grammar, spelling, and punctuation in their post. Students will be given prompts/questions for each post: they will select a topic and submit an initial response of at least 150 words by Thursday at 11:59 p.m. of the week the Discussion Forum is scheduled. Each student will then respond to the initial posts of 2 different classmates, with each response being a minimum of 50 words. These 2 responses will be due by Sunday at 11:59 p.m. of the week the Discussion Forum is scheduled. Any student who does not submit the initial post by Thursday will receive a 50%-point penalty deduction from the score for that Discussion Forum. Students who submit neither the initial post nor the 2 classmate responses by the weekly deadlines will receive 0 points for that Discussion Forum. Any additional guidelines will be provided in the specific Discussion Board Forum on Canvas.

There will be approximately 10 Discussion Board Forums on Canvas during the semester. Each Forum will remain open

1 week. The Forums will open Monday at 12 a.m. and will close Sunday night at 11:59 p.m. during the weeks when they are scheduled.

Creative Project:

Students will have a project due toward the end of the semester focused on creatively responding to a course reading through a photo essay & video response that cannot exceed 4 minutes. This will demonstrate your ability to verbally communicate to your audience.

Final-Exam:

All students must take a final exam for this course. The exam will be taken on Canvas (multiple choice questions that assess knowledge of rhetorical and grammatical concepts) as well as an essay component. The final exam evaluates the following tasks:

1. Formulate a thesis statement.
2. Write a 4-6 paragraph theme with an adequate introductory paragraph, sufficiently supported, and developed body paragraphs, and an effective concluding paragraph.
3. Use appropriate transitional devices.
4. Use standard English grammar.

Final Exam Week:

The Spring 2024 Final Exam Week begins Monday, April 22nd and ends on Sunday, April 28th. Valencia classes will follow the final exam schedule.

Grading:

Student grades will be recorded in Canvas. It is the student's responsibility to keep track of his or her grades.

All work submitted for evaluation must be a finished product. In other words, it must be free of errors, including spelling, structural, and grammatical. Because writing is a process that includes much revision, the student should expect to write several drafts of each paper before it is ready for final evaluation.

The instructor will provide general and specific feedback for short essays and the research paper. When extensive proofing is desired, due to time constraints you are strongly encouraged to use the Writing Lab at Valencia.

Your grades and progress for this course will be available through Canvas. All graded assignments will be available for your viewing.

Late work is graded after current work. Please do not email me excessively about grading your late work. Once current assignments are graded and updated, late work will be graded and updated.

I DO NOT ACCEPT EMAIL SUBMISSIONS (FINAL DRAFTS) OF ANY KIND NOR FOR ANY REASON. I WILL NOT GRADE EMAILED ASSIGNMENTS. ALL ASSIGNMENTS MUST BE SUBMITTED VIA CANVAS USING THE DROPBOX FEATURE.

Point Schedule for Assignments

Discussions [<i>In-Class & Online</i>] (10 @ 15 points each)	150 points
Group Activities	25 points
Quizzes (10 @ 15 points each)	150 points
Brief Introductory Essay (What is Literature?)	25 points
Critical Comment Paper #1	50 points
Feedback Journal (Over 5 checkpoints)	75 points
Research Essay	
Research Topic Prewriting	25 points
Research Topic Outline	25 points
Research Annotated Bibliography	50 points
Rough Draft	25 points
Final Draft	150 points
Photo Essay & Presentation	75 points
Final Exam	100 points
Attendance	75 points

Total Points Available

1,000 points

Important Note: If you are retaking this class, you may not submit material from another class or a previous ENC 1102 course. All material must be original to this course.

MLA Documentation Style:

In this course, as outlined in the course outcomes above, students will “write a documented essay.” To this aim, students in this course will use and follow the MLA-9th Edition guidelines to credit and list any information taken from sources whether in the form of a quote, paraphrase, or summary.

For more information on the latest updates and requirements, review the MLA section in your course textbook or the posted MLA resources in our Canvas course content. For additional resources on the MLA documentation style, consult the following web links:

[Valencia Writer: MLA Tutorials and Guides](#)

[What’s New in the MLA 9th Edition](#)

Academic Dishonesty

Think – Value – Act & Communicate

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with "intent to defraud or deceive.

·All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

I understand that citation mistakes do happen. So... cite, document, cite, and document! Use MLA formatting guidelines and you will ALWAYS be in compliance! And, all work submitted in this course must be original; not recycled from high school, other colleges or universities; or written by someone other than you. *If it is a case of improper citation/quotation you will be asked to rewrite, and your grade will be penalized.*

In cases of blatant dishonesty, failure to adhere to this policy will result in a "0" on the assignment and possibly an "F" in the course.

College Expected Student Conduct

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct.

By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Classroom Etiquette (Online, Mixed-Mode, & Face-to-Face)

Meaningful and constructive dialogue is encouraged in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view. Respect for individual differences and alternative viewpoints will always be maintained in this class. One’s words and use of language should be temperate and within acceptable bounds of civility and decency. Your class participation points & attendance depend on it.

Netiquette

When communicating online, it is essential to observe certain rules of behavior called “netiquette,” which refers to rules of behavior governing the use of all internet services, including discussion groups, webpages, blogs, and social media.

All students are expected to

- show respect for the instructor and for other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is potential grounds for withdrawal from the course:

Students should not

- Show disrespect for the instructor or for other students in the course
- Send messages or comments that are threatening, harassing, or offensive.
- Use inappropriate or offensive language.
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students.
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Regardless of the instructional mode you are subject to the same expectations and rules of conduct any teacher or administrator might expect of you in a face-to-face (f2f) environment. Additionally, whether you are entering an electronic environment as a member of the class, if you are doing so via an Atlas account, you are legally responsible to Valencia College’s policies and expectations.

Helpful Resources

1. Valencia College West Campus Computer Labs: If you are having technical problems at home, you have a variety of on-campus options for computer use. There are computer labs available on each Valencia campus, so check your local campus for times and places.
2. Libraries (available on all campuses): To access online databases, a required resource, you will need a valid Valencia ID and PIN. You have full Internet access and email opportunities from college computers located in the libraries.
3. West Campus Tutoring Services: Arrange a tutor if you believe that you will benefit from one-on-one help. There are tutoring services available on each Valencia campus, so check your local campus for times and places.
4. West Campus Writing Centers: Arrange a consultation with the staff, who will address your writing concerns.

Email Protocol

Email is a primary form of communication in this class. Please conduct your emails properly:

- include a subject; a greeting;
- introduce yourself;

- write in complete sentences;
- & include your name/signature.

You can either email me from Canvas or from your Atlas account.

*Check your Atlas account for updates from me daily.

*When you send email from Atlas, always check " Save a copy to the 'Sent' folder." After you've sent it, check your "Sent" folder. Check for the paperclip icon that indicates Atlas delivered the attachment, as well as the message.

Technology Clause (for F2F classes)

We live in the 21st century and I require the use of computers outside of class. You have access to the Valencia library computers and printers, so print things ahead of time and use the library as a backup.

You may use your computers to take notes in class but using the computer in class for non-class related activities will result in an absence and losing your computer privilege in class.

Computer/Equipment Use Policy

For use outside the classroom on campus: Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct
- Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

Additional Information

Safety & Security

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407- 582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

Weekly Calendar

* Disclaimer: Additional materials may be provided during this course to complement required materials.

Week	Assignments	Due
Week 1: Jan. 8-14	Review Course Syllabus and online resources in Module 1 View “What is Literature?” Video Discuss & Define Literature	Syllabus Scavenger Hunt Quiz (10 pts) Class Introductions What is Literature -Writing Sample Feedback Journal Set-Up
Week 2: Jan. 15-21	Weekly Themes: (1) Critical Reading of Literature, (2) Literary Criticism and Theory	Critical Approaches to Literature Quiz What is Literature -Writing Sample Due
Week 3: Jan. 22-28	Weekly Themes: (1) Modern Short Story (2) Narrative Plot <ul style="list-style-type: none"> ▪ The Story of An Hour – Kate Chopin (1894) ▪ A Pair of Silk Stocking – Kate Chopin (1897) ▪ A Good Man is Hard to 	Short Story Discussion Forum #1 Feedback Journal Checkpoint #1

	Find – Flannery O’Connor (1953)	
	<ul style="list-style-type: none"> ▪ A Clean, Well-Lighted Place – Ernest Hemingway (1933) ▪ Hills Like White Elephants – Ernest Hemingway (1927) ▪ The Most Dangerous Game – Richard Connell (1924) ▪ The Necklace – Guy de Maupassant (1884) ▪ The Yellow Wallpaper – Charlotte Perkins Gilman (1892) 	
Week 4: Jan. 29- Feb. 4	Weekly Themes: (1) Point of View (2) Writing Essays on Short Fiction	Short Story Quiz #1
Week 5: Feb. 5-11	Weekly Themes: Character and Setting in Short Fiction	Short Story Discussion Forum #2 Short Story Quiz #2

<p>Week 6: Feb. 12-18</p>	<p>Weekly Themes: Tone and Style in Short Fiction</p>	<p>Short Story Discussion Forum #3</p> <p>Comment Paper #1</p> <p>Feedback Journal Checkpoint #2</p>
<p>Week 7: Feb. 19-25</p>	<p>Weekly Themes: Theme and Symbolism in Short Fiction</p>	<p>Short Story Quiz #3</p>
<p>Week 8: Feb. 26- Mar. 3</p>	<p>Weekly Themes: (1) Reading Poetry and Explicating/Analyzing Poetry in Essays (2) Planning a Research Project</p>	<p>Poetry Discussion Forum #1</p> <p>Research Paper Topic Prewriting</p>
<p>Week 9: Mar. 4-10</p>	<p>Weekly Themes: (1) Voice in Poetry (2) Diction and Word Order in Poetry (3) Denotation and Connotation in Poetry (4) Imagery and Figures of Speech in Poetry</p>	<p>Poetry Quiz #1</p> <p>Research Paper Outline</p> <p>Poetry Discussion Forum #2</p> <p>Poetry Quiz #2</p> <p>Feedback Journal Checkpoint #3</p>

<p>Week 10: Mar. 11-17</p>	<p>Weekly Themes: (1) Closed and Open Form in Poetry (2) Sound and Rhythm in Poetry (3) Symbolism in Poetry</p>	<p>Poetry Discussion Forum #3 Poetry Quiz #3 Research Paper Rough Draft</p>
<p>Week 11: Mar. 18-24</p>	<p>Spring Break</p>	<p>Spring Break</p>
<p>Week 12:</p>		
<p>Mar. 25 -31</p>	<p>Weekly Themes: (1) Reading and Interpreting Plays (2) Tragedy and Comedy (3) Antony & Cleopatra</p>	<p>Drama Fundamentals Quiz Drama Quiz #1 Feedback Journal Checkpoint #4</p>
<p>Week 13: Apr. 1-7</p>	<p>Continuation of Weekly Themes: (1) Reading and Interpreting Plays (2) Tragedy and Comedy (3) Antony & Cleopatra</p>	<p>Drama Discussion Forum #1</p>
<p>Week 14: Apr. 8-14</p>	<p>Weekly Themes: Continuation Antony & Cleopatra</p>	<p>Drama Quiz #2 Drama Discussion Forum #2 Feedback Journal Final Checkpoint -Reflection</p>

<p>Week 15/Final Exam Week Apr. 15-21 & Apr. 22-28</p>	<p>Weekly Themes: Continuation Antony & Cleopatra</p> <p>Photo Essay Presentations</p>	<p>Research Paper Final Draft</p> <p>Photo Essay Final Draft</p> <p>Photo Essay Presentations</p> <p>Final Exam Due by Apr. 26</p>
		<p>***Final Exam will open in on Monday, Apr. 22 and close Friday, Apr. 26 at 11:59 p.m.</p>

Syllabus Addendum

*Attendance & Late Work Policy

Do not attend your in-person class if you have COVID-19, if you are experiencing symptoms consistent with COVID-19, if you have been in close contact with others who have symptoms, if you need to care for an individual with COVID-19 or have other health concerns related to COVID-19.

- You should be aware of each of your course's attendance policies. In case of illness, you should contact me immediately to discuss options for completing course work while ill.
- Notify me in advance of the absence or inability to participate, if possible.
- Participate in class activities online and submit assignments electronically, to the extent possible.
- Reach out to me if illness will require late submission or other modifications to deadlines.
- If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness, contact me to discuss other options.
- In most to all medically related absences late work penalties will be omitted.

As your instructor, I will trust your word when you say you are ill, and in turn, I expect that you will report the reason for your absences truthfully.