**Spring 2019 English 250 Course Policy Awareness Form**

After thoroughly reading the syllabus, initial if you can answer “yes” to each statement

\_\_\_\_\_\_\_\_\_\_ I have read and understand the course information and policies in both the ISUComm Foundation Courses Student Guide and my section’s syllabus, which contains an overview of course policies.

**Specifically,**

\_\_\_\_\_\_\_\_\_\_ I understand class attendance and participation policies, including how absences and time missed

during a class period (being late or leaving early) will affect my semester grade.

\_\_\_\_\_\_\_\_\_\_ I understand that even with a reason for missing*,* I may accumulate so many absences that my performance is compromised and I will receive an F if I don’t drop the class.

\_\_\_\_\_\_\_\_\_\_ I understand the late work policy, under which my work will be marked down one letter grade for each day it is late, and that after two class periods, the late work will not be accepted and an F will be recorded instead with no exceptions.

\_\_\_\_\_\_\_\_\_\_ I understand my obligation to participate in group work and that my portion of group work cannot be made up separately.

\_\_\_\_\_\_\_\_\_\_ I understand that my consistent participation in the class is required in order to gain a favorable participation grade at the end of the semester. I understand that my simple presence in class does not equal participation, and that I must arrive to class prepared (having completed assignments and reading assignments) and ready to work with my group and/or discuss with the class.

\_\_\_\_\_\_\_\_\_\_ I understand the course policy on discussion of grades.

\_\_\_\_\_\_\_\_\_\_ I understand the course policy on cellphone or other electronic use during the class period.

\_\_\_\_\_\_\_\_\_\_ I understand that I am responsible for setting and achieving reasonable goals regarding my grade in this course. I understand that my instructor is available to discuss my reasonable goals as well as the best route to achieve these goals and that this discussion should take place near the beginning of the semester rather than near the middle or end of the semester. I understand that the skills required of me to succeed in an English course are cumulative and thus the “cramming” method will not suffice for a course of this nature, that I must put substantive effort into the course from the beginning.

\_\_\_\_\_\_\_\_\_\_ I understand that I *must meet for the final exam* during the time designated for our class section by the university registrar.

\_\_\_\_\_\_\_\_\_\_ I understand that the major assignments of the course must each earn credit in order to meet the

basic standards of English 250 and make me eligible to earn a passing grade for the semester.

\_\_\_\_\_\_\_\_\_\_ I understand that suspected instances of plagiarism and/or academic dishonesty will be referred to the Director of ISUComm Foundation Courses.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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