

## **Common Policies for General Education Writing Courses**

To support the best learning and teaching conditions, the Department of English has adopted a minimal number of policies that govern all of its General Education writing courses. Individual faculty members may revise these policies for tone, style, and degree of explanation, and some policies provide a range of supported options. Any revisions shall appear on the syllabus for a particular section of the class. However, all modifications shall be consistent with the policies below. Alternatively, a syllabus may simply inform students that “General Education writing course policies pertain to this class,” and direct students to the Department of English webpage.

### **Absences**

Students are required to attend the first class meeting of courses for which they registered. Registered students not attending the first day of the term may be dropped from the course at the discretion of the instructor. Students are expected to attend every class meeting, scheduled conference, and online activity to satisfy all academic objectives outlined by the instructor. Any absence will negatively affect a student’s performance in class. In addition, absences of 20% of class meetings or more will result in a grade of F. Absences by students who are affiliated with university-authorized activities will be considered on a case-by-case basis.

### **Late Work**

Assignments are due when they are due. Late work will be accepted only at the discretion of the instructor, and work based on in-class participation cannot be made up. The Department of English supports the following range of options concerning late work: (1) lowered grade, (2) delayed instructor evaluation or response, (3) no credit.

### **Civility and Tolerance**

The Department of English affirms the UNF Student Conduct Code (<http://www.unf.edu/student-affairs/student-handbook.html>): “The Student Conduct Code is designed to promote responsible behavior for all students consistent with the welfare of the UNF community.”

1. Because writing courses rely heavily on the interaction of individual in both small and large groups, students and faculty must act in a manner respectful of different positions and perspectives. Civility and tolerance in this situation are clearly vital. To foster productive classroom and learning environments, instructors will act to reduce behaviors that may compromise such environments. These actions may range from informal conversations, to formal communications, to requested action by the Division of Student Affairs, or in the case of extreme classroom disruption, to contact with the University Police for assistance.

2. By definition, all of education depends on encountering new ideas and information. Some of these may conflict with individual’s existing knowledge or perspectives. The Department of English expects students to engage such materials thoughtfully, in ways that reflect the values and mission of the University of North Florida.

3. Students must respect the classroom environment. In class, all cell phones and personal electronic devices shall be turned off. Students shall refrain from any activity that disrespects the classroom environment and learning conditions for others.

4. Students should use professional email etiquette in communications with faculty and peers. [See <http://owl.english.purdue.edu/owl/resource/636/01/>]

### **Students with Disabilities**

Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 10, Room 1201. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email ([kwebb@unf.edu](mailto:kwebb@unf.edu)), or visit the DRC website (<http://www.unf.edu/dept/disabled-services>).

### **Violation of Academic Integrity: Cheating, Fabrication, Multiple Submissions, and Plagiarism**

The University of North Florida's Academic Integrity Code "expects all members of the academic community to respect the principle of academic freedom and to behave with academic integrity" (<http://www.unf.edu/student-affairs/student-handbook.html>).

It is the student's responsibility to read and understand this policy.

Violations of the Academic Integrity include among others:

- Cheating: Intentionally using or attempting to use unauthorized materials in any academic exercise.
- Fabrication: Intentional alteration or invention of any information, including citations, in an academic exercise.
- Multiple submissions: submitting substantial portions of the same academic work (including oral reports) more than once without authorization.
- Plagiarism: Intentionally presenting someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

[See <http://www.unf.edu/student-affairs/student-handbook.html> for the complete listing of academic integrity violations.]

Students who have violated academic integrity will receive an F on the specific assignment and may receive an F for the course. The instructor will inform the Chair of the English Department of violations of academic integrity.

### **Useful Student Resources**

Many students experience stress while adjusting to college. The services below are available free to students. Advise students to seek help sooner rather than later. Contacts for the appropriate office are listed below—their staffs include trained, caring professionals who have experience helping students deal with specific academic, security, psychological, and emotional issues.

**ACE** (Academic Center for Excellence) – Academic Advising and Tutoring  
[www.unf.edu/es/ace](http://www.unf.edu/es/ace)

Founder's Hall, 2/2120, (904) 620-1012

**The UNF Counseling Center**

[http://www.unf.edu/dept/counseling\\_center](http://www.unf.edu/dept/counseling_center)

Founder's Hall, 2/2068, (904) 620-2602

**UNF Campus Police**

<http://www.unf.edu/dept/upd/index.htm>

Building 41, on UNF Drive across the street from the Information Booth

**Emergency Number: (904) 620-2801**

Note: Police officers are available 24 hours a day to provide safety escorts to any member of the University Community. To request an escort, contact the UPD at 620-2800.

**The Women's Center** (and Victim Advocacy Program)

Student Life Center Building, 14/2623, (904) 620-2528, Email: [womenctr@unf.edu](mailto:womenctr@unf.edu)

**Schedule of Classes and Assignments**

Include a daily or weekly schedule of class topics or activities and due dates for assignments. If you work significantly from or make changes to an online syllabus, be sure that any paper syllabi you distribute indicate that the online version supersedes the paper copy.

**Course Description/Syllabus Disclaimer**

While the course syllabus is as accurate as possible, dates are subject to change without written notice. Information in the course description and syllabus *including grading criteria*, may be changed as necessary by the instructor to suit the educational needs of the students enrolled in this course.