

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON



Title: Language and Communication Guidelines

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Approved: _____
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To the Students:

The following guidelines have been compiled to help students successfully complete courses offered by the Language and Communication Department.

I. ATTENDANCE

Class Activities

1. Attendance plays an important role in successful learning and skill development, so students are expected to attend.
2. Students are responsible for work assigned during absences. Additional help may be given if the student provides a reasonable explanation for the absence.
3. Students should be aware that the expectations for their conduct in class are outlined in the "Statement of Student Rights and Responsibilities" in the Student handbook.
4. Professors will announce dates, for tests and assignments that are listed on the course outline, at least one week in advance; however, professors reserve the right to give unannounced quizzes and in-class assignments.

Tests

If a student is unable to write a test on the assigned date, the following procedure is recommended:

1. The student will provide the professor with advance notice, preferably in writing (or voice mail) of his/her need to miss a test.
2. In the event of an emergency on the day of the test, the student may require documentation to support the reason for the absence and must phone the 24-hour voice mail system (759-2554) to identify the absence. Professors will supply their voice mail extension numbers.
3. All decisions regarding rescheduling of tests will be at the discretion of the professor.
4. The student is responsible for making arrangements, immediately upon return to the college, with his/her course professor for make-up of the missed test prior to the next scheduled class in that course. Failure to comply with these guidelines may result in a zero grade for a missed test.

II. ASSIGNMENTS

1. All assignments should be submitted on the due date at the beginning of the class period unless otherwise specified by the professor.
2. To protect students, assignments must be delivered by the student/author to the professor.
3. Late submissions may be accepted up to one week after the due date at the discretion of the professor; however, the penalty is the loss of one letter grade (i.e. a "B" paper will be reduced to a "C"). A marginal paper will be reduced to a "U"/unsatisfactory grade. If a student provides proof of illness or other hardship, the professor may waive the late penalty. The late submission may receive only a letter grade with no evaluative comments.
4. Assignments more than one week late may not be accepted.
5. Students must adhere to dates set for oral presentations unless prior arrangements have been approved by the professor. Presentations that are merely read will receive a failing grade. Students who do not present on their presentation date will forfeit the mark for that assignment.
6. Students have the responsibility to be aware of test and assignment due dates. If they miss in-class assignments that are due at the end of the class period for evaluation, they must contact the professor who will decide whether the assignment may be made up.
7. The professor may allow up to two unsatisfactory assignments to be revised and resubmitted. A successful revision will be upgraded to a passing grade of "C". Note, however, that students who consistently submit unsatisfactory assignments and rely on coached revisions to obtain a "C" grade may be regarded as not having satisfactorily met the course outcomes.
8. Students are responsible for retaining a file of all drafts and returned assignments. We suggest students keep their computer file of assignments until the end of the semester. In the event of a grade dispute, students must produce the graded assignment, so it can be recorded.
9. The final submission of a major report, in-class test and/or final exam is not eligible for revision/rewrite.
10. The distribution of marks for the term is listed on the course outline. If the professor wishes to change the content or weighting of assignments, he/she will notify the students in advance.

III. TEXTBOOKS

Students are responsible for purchasing the required texts and materials in the first week of the semester.

IV. EVALUATION/GRADING SYSTEM

Mid-Term

At **mid-term** one of the following grades will be assigned:

- S Satisfactory performance to the time of mid-term grade assignment (does not indicate successful completion of the course)
- U Unsatisfactory performance to the time of mid-term (does not indicate unsuccessful completion of the course)
- R The course must be repeated; minimal performance has resulted in the course outcomes not being met

Final Grade

See course outlines for **final grade** information.

V. FORMAT OF ASSIGNMENTS/SUBMISSIONS

1. All submissions are to be prepared according to the professor's specifications. The following is suggested:
 - word-processing using plain fonts such as Arial or Times New Roman etc.
 - a font size of 12
 - print must be legible
 - left justification only
 - use upper case and lower case letters as appropriate
 - double space
 - use one side of the page only
 - use a title page
 - avoid cluttered (and coloured) title pages
 - refer to APA or MLA style information
2. Title pages (see sample attached) should have the following information:
 - title of the assignment
 - professor's name
 - student's full name, program name and section number
 - title of course
 - due date
 - date of submission

SAMPLE TITLE PAGE

TITLE OF ASSIGNMENT

Prepared for:

Professor's Name

Prepared by:

Student's Full Name
Program, Section Number
Course Name & Number

Due Date:

Date Submitted:

