

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**TITLE:** Language and Communication Guidelines

**AUTHOR:** Language and Communication Department

**DATE:** August 2005

**APPROVED:**

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DEAN

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DATE

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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

Attendance plays an important role in successful learning and skill development, so students are expected to attend all scheduled classroom hours and computer labs.

### II. Textbooks

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

### III. Assignments

#### a. Completion

Students should attempt all assignments. Smaller in-class assignments and homework, both 'for marks' and 'not for marks', are often assigned to practise skills required for larger assignments.

#### b. Due Dates

Students have the responsibility to be aware of assignment and testing due dates.

#### c. Submission

All assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor.

To protect students, assignments must be delivered by the student/author to the professor.

All submissions must be the student's individual work. Collaboration is not allowed unless pre-approved or requested by the professor.

#### d. Late Submission

Late submissions may not be accepted. However, professors may extend deadlines should students provide proof of illness or other hardship either prior to the due date or immediately upon their return to the college. In such circumstances, the penalty may result in the loss of one letter grade (i.e. a "B" paper will be reduced to a "C"). For compassionate reasons, professors may choose to waive the late penalty.

#### e. Copies

For their protection, students are responsible for retaining all drafts, computer files, and returned assignments until end-of-semester grade reports have been distributed.

#### **IV. Absence**

##### **a. Calling In**

Students should contact their professors prior to their scheduled classes to advise that they will be absent. Medical documentation may be required in the case of late submissions or missed tests or exams.

##### **b. Missed Work**

Students are responsible for obtaining and completing work assigned during absences. Students should contact their professors prior to their next scheduled class to obtain handouts and assignments and to review assignment expectations.

##### **c. Missed Tests**

Professors will announce dates for tests and assignments that are listed on the course outline at least one week in advance.

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

- i. The student will provide the professor with advance notice, preferably in writing (or voice mail), of his/her need to miss a test.
- ii. 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.
- iii. All decisions regarding rescheduling of tests will be at the discretion of the professor.
- iv. 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.

##### **d. Missed 'Spot' Quizzes/In-Class Work**

Professors reserve the right to give unannounced quizzes and in-class assignments; absent students will not be allowed to write these at a later date.

#### **V. Oral Presentations**

For courses involving oral presentations, students must adhere to dates set unless they have made prior arrangements with the professor. Students who do not present on their presentation date will forfeit the mark for that assignment.

## **VI. Use of Technologies During Class**

### **a. Use of Computer**

Students are to access only those programs as directed by their professors. Use of programs not directed by the professor may result in the loss of computer privileges for the class.

### **b. Use of Cell Phones and Other Devices**

Prior to entering the classes, students should turn off cell phones and other devices that can disrupt their classes.

## **VII. Student Behaviour**

Students and professors should treat each other with respect, both in their words and their actions. Further detail is outlined in the college's "Student Code of Conduct".

## **VIII. Professor Contact Information**

Professors will provide students with their contact information: office number, extension, and email address. They will also advise students of the days and times they are available for assistance in their offices.

## **IX. Evaluation/Grading System**

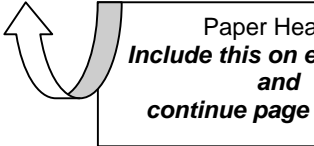
**Mid-Term** - See course outlines for mid-term grade information.

**Final Grade** - See course outlines for final grade information.

## **X. 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
  - legible print
  - left justification only
  - upper case and lower case letters used appropriately
  - double spaced
  - only one side of the page used
  - 1" margins all sides
  - information referenced according to APA or MLA style
2. See attached Sample Title Page for Language and Communication title page format (page 5).
3. See attached Sample Title Page for APA title page format (page 6).

**SAMPLE TITLE PAGE**

Key Word(s) from Title 1
 <p>Paper Header <b><i>Include this on every page and continue page numbers</i></b></p>
Title Of Assignment
Student Name
Course and Section, e.g. CMM115 – Section 5
Professor's Name
Date, e.g. Wednesday, October 15, 2005

Example provided in *cites & sources*, p.10.

## SAMPLE TITLE PAGE – APA FORMAT

### General Guidelines

- Information should appear centred in the upper half of the page
- Type the words Running head and add a shortened version of the paper's title
- The Running head should be a **maximum** of 50 characters
- The title of the paper appears in mixed case

