SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

TITLE: Language and Communication Guidelines

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CHAIR, COMMUNITY SERVICES **DATE**

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, and for accessing course material on LMS, if applicable.

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. A paper copy (rather than an electronic file) of the assignment is required unless otherwise specified by the professor.

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

d. Academic Honesty

All submissions must be the student's individual work. Students who engage in academic dishonesty, as defined in the "Student Code of Conduct*",* will receive automatic failure for that submission and/or such other penalty, up to and including expulsion from the program/College.

Collaboration is not allowed unless pre-approved or requested by the professor. Unauthorized collaboration constitutes plagiarism and will be treated as such.

All first-level Language and Communication courses include a unit on Research and Documentation to ensure that all Sault College students can successfully use APA (or in some cases MLA) for referencing source material.

Students are encouraged to use *Safe Assign* or *Turnitin* as protection against inadvertent plagiarism.

e.   Revision

The professor may allow up to two unsatisfactory assignments to be revised and resubmitted. A successful revision may be upgraded to a maximum grade of "D".

The final submission of a major report, in-class test, and/or final exam is not eligible for revision/rewrite.

f.   Late Submission

Students must request permission of the professor to submit an assignment after the due date. A penalty applies: there will be a 10 percent reduction after the final grade is assessed (e.g., a "B" paper will be reduced to a "C"). Submissions will not be accepted one week past the due date. These late submissions will be assigned a grade but may not receive feedback.

Professors may, however, 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. For compassionate reasons, professors may choose to waive the late penalty.

g. Copies

For their own 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.

c. Missed Tests

Dates for tests and assignments that are listed on the course outline will be announced by the professor 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 (e-mail or voice mail), of his/her need to miss a test.

ii.   In the event of an emergency on the day of a test, the student must immediately advise the professor of the absence and may require documentation to support the reason for the absence.

iii. All decisions regarding rescheduling of tests, if approved, 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.

e. 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.

V. Classroom Courtesy

Students and professors should treat each other with respect, both in their words and their actions. Professional practices such as courtesy and punctuality, coming to class prepared to work, and academic honesty will be observed. Students who disrupt the learning environment (cell phone use, social networking, inappropriate laptop and computer use) will be asked to leave. Further detail is outlined in the College's "Student Code of Conduct & Appeal Guidelines".

VI. Use of Technologies

a. Computers

Students are to access only those programs as directed by their professors. Students should not disrupt lectures to get printing. The area around the printers should be kept neat and organized so students can retrieve their work with a minimum of disruption.

b. 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. Professor Contact Information

Professors will provide students with their contact information: office number, extension, and email address.

VIII. Evaluation/Grading System

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

Final Grade - See course outlines for final grade information.

IX.   Format of Assignments/Submissions

All submissions are to be prepared according to the professor's specifications. The following is suggested:

- Word processing using plain fonts such as Arial, Calibri, Verdana or Times New Roman, etc.
- A font size of 12
- Legible print
- Text aligned to left margin only (not justified)
- Upper case and lower case letters used appropriately
- 1" margins all sides
- Information referenced according to APA style
- For the header, use your last name and a key word from the title
- Number all pages

For all Language & Communication assignments, use the APA title-page format shown on the following page.

SAMPLE TITLE PAGE

Key Word(s) from Title   1

Paper Header
*Include this on every page
and
continue page numbers*

Title Of Assignment

Student's Name

Course and Section, e.g., CMM115 – Section 65

Professor's Name

Date, e.g., Wednesday, October 15, 2009
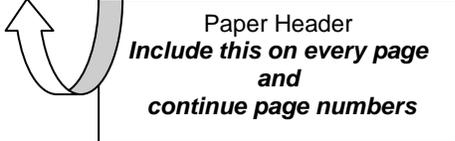
Example provided in *Cites & Sources,* (3rd ed.) p.12.