

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**TITLE:** Language and Communication Guidelines

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DEAN, COMMUNITY SERVICES AND  
INTERDISCIPLINARY STUDIES

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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 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 other documentation system) for referencing source material.

**e. Late Submission**

A late penalty of 10 per cent may be deducted after the final grade is assessed (e.g., a 'B' paper will be reduced to a 'C'). Submissions may not be accepted one week past the due date.

Professors may, however, extend deadlines should students provide, either prior to the due date or immediately upon their return to the College, proof of illness or other hardship. For compassionate reasons, professors may choose to waive the late penalty.

**f. 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. Notifying Professor**

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**

Professors will provide dates for tests and assignments either on the course syllabus or announce them 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 (e-mail or voice mail), preferably in writing, 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; documentation may be required 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.

**d. Missed "Spot" Quizzes/In-Class Work**

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

**e. Oral Presentations**

For courses that involve 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 may 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 (e.g., cell phone use, social networking, inappropriate laptop and computer use, etc.) may be asked to leave. Further detail is outlined in the College's "Student Code of Conduct."

### a. Use of Computers

Students are to access only those programs as directed by their professors. Students should not disrupt lectures to get printing.

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

Prior to entering class, students should turn off their cell phone ringers. For the purpose of minimizing classroom disruptions, it is expected that cell phone use will be limited to class activities or emergencies.

## VI. Professor Contact Information

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

## VII. Evaluation/Grading System

**Grades on D2L**- Individual grades for assignments and tests will be posted on D2L throughout the semester.

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

## VIII. 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 Calibri, Arial, Times New Roman, Cambria, or Franklin Gothic Book etc.
- Font size of 12
- Double spaced
- Left-aligned margin only (no justified margins)
- Upper case and lower case letters used appropriately
- 1" margins all sides
- Information referenced according to APA style
- Standard APA style used by Sault College

## IX. THE WRITE PLACE

Students can drop by for faculty-led assistance with College writing assignments in The Write Place. Hours are 11:30 a.m. - 1:30 p.m., Tuesdays, Wednesdays and Thursdays, in E2120. Please bring electronic or hard copy work along with the related assignment hand-outs so that the Language and Communication team can provide assistance.  
(thewriteplace@saultcollege.ca)