

Instructor: Brian Smith

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Classroom: Mon. MQ 3 Lab 6:30 PM - 8:45 PM

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Wed. S 72 6:30 PM - 8:45 PM

Email for assignments *only*: ewrtpapers@gmail.com

Course Introduction

EWrt211 is a five unit pass/no pass course which develops the skills necessary for college-level reading and writing. The course emphasizes writing effective responses to assigned readings and contemporary issues. You must successfully complete both the EWrt 211 class and the final EWrt 211 portfolio to enroll in EWrt 1A.

Course Summary

This syllabus explains course textbooks, assignments, and policies, which some of the latter are:

- You must submit a portfolio to pass EWrt 211. The portfolio consists of three of the essays from this class: an in-class essay, an outside-class analytical essay, and the outside-class reflective essay
- You must earn a minimum 75% of the total points to submit a portfolio for evaluation
- All outside-class essays must be stapled and meet the MLA guidelines, as well as the specified minimum word or page length. A “page” is defined below under *Essays*. Short essays are automatic NP grades. Outside-class essays must be turned in with the peer-reviewed draft, comment sheets, and in an essay folder.
- You must spell-check, grammar-check, and proofread your drafts and essays prior to turning them in.
- You must submit the final version of any specified essay and assignment to the TurnItIn.com web site.
- You must revise any take-home essay if you did not receive a passing grade on that essay. You can only revise each essay once. Essay revisions are due by the specified date, no exceptions. Revisions must be stapled and handed-in together with the original graded version, both inside an essay folder. The re-write is in the right-hand pocket, the original graded version in the left pocket.
- You cannot re-take a test if you do not receive a passing grade. You cannot make up missed quizzes.
- Reading, homework, peer review drafts and final versions of essays are due at the beginning of class on the specified date. If you come late and hand in an assignment before the class ends, 10% is deducted from the essay score in addition to any other deductions. 20% is deducted from the essay score if you hand in the essay by the end of the next class. I cannot accept work after that point.
- You must complete all the essays, homework and exams (not including quizzes) to pass EWrt 211.
- You are allowed no more than two absences, no matter the reason. Having more than 2 absences means you will likely receive an NP grade for the class. Missing a class counts as 1 absence. Arriving late or leaving early count as ½ an absence.
- If you are absent, you are still responsible for emailing any assignments, including peer review drafts, to the ewrtpapers@gmail.com address by the due date and time.
- Phones, laptops, iPads, electronic dictionaries/translators or any other electronic device must be off and cannot be used in class. The only exception is the USB drive when working in the lab.
- If you arrive to class after I take roll, you must notify me at the end of that class; otherwise, you will be marked absent rather than late.
- You must have a DASB student body card with money in the card account to print in the computer lab.

Course Textbooks

Some course readings and other class material focus on adult, college-level topics and situations. You should seek another class if you find such material offensive. The following texts and materials are required.

- *Lunsford, Andrea. Easy Writer*. 4th ed. Boston: Bedford/St. Martins, 2010 or later (referred to as *Lunsford*)
- *The Course Reader* (hereafter referred to as *Reader*)
- College-level dictionary, such as *Webster's New Collegiate Dictionary*
- 2 large size green books (available in the bookstore) for the 2 in-class essays
- A USB drive to store your documents when working in the lab
- A folder with two pockets large enough to hold 8 ½ x 11 inch papers. Use this to turn in your currently due essay with the peer-reviewed draft. You also use an essay folder for any re-writes. Please do not use three-

ring binders, oversize or glossy finish folders, or folders with offensive or violent images. Choose the less expensive folder version with the rough, pebbled finish. The De Anza Bookstore sells these for about 75 cents each. Print your name on the upper right of the outside cover.

Bring the texts, USB drive and any current working handout(s) to each class.

Student Learning Objectives

You will learn through this course to:

- Create a thesis and paragraph topic sentences to unify and focus your essay.
- Use logically organized details to support a thesis.
- Create introductions, transitions, and conclusions.
- Use correct grammar and diction; edit and proofread yours and others' essays.
- Demonstrate a clear ability to respond critically to one's own and others' experiences and ideas.
- Create a clear sequential relationship between supporting ideas and the central argument/controlling idea.
- Show evidence of strong synthesis, argumentation, analysis, and/or problem-solving skills.

Course Assignments

The following describes the course assignment content and policies.

Essays

Each essay assignment will specify topics, any required grammar constructions, the minimum number of pages and other requirements.

Questions always arise regarding what constitutes a “page,” so to ensure we all use the same guidelines for essay length, a “page” for outside-class essays is a full 8 ½ x 11 inch page with double-spaced 12 pt. Times New Roman text running from the top margin to the bottom margin. All margins are one inch wide, no greater. The exception is the first page with the author block and essay title, in which the text runs from one line space below the title to the one-inch margin at the bottom. In addition, the essays need to follow the MLA format as specified in *Lunsford* and the *MLA Configuration Instructions for MS Word 2007* in the *Reader*. Turning in an essay shorter than the assigned minimum will result in an NP grade and a deduction in points.

You should pay close attention to style and mechanics in all of your work by implementing the organization and writing skills we discuss in class. Careful proofreading together with correct grammar and punctuation usage is crucial in this class. Although the spellchecker is a valuable tool, one that you absolutely should use, you cannot simply run a spell-check without also proofreading your paper. As we know, spellcheckers do not flag everything, and may incorrectly flag some items. Only your careful proofreading can find all the errors. In conjunction with the spellchecker, you should also enable the Microsoft Word grammar checker to run concurrently with the spellchecker. We will discuss how to configure the grammar checker in class. Lack of proofreading — formatting, punctuation, spelling and grammar mistakes — will result in an NP grade.

You must staple the pages prior to submitting either the peer-reviewed draft or final version of your essay. When submitting the final version, insert that final version in the right-hand pocket of your two pocket essay folder. Insert the peer-reviewed draft and peer review comment sheets in the left-hand pocket. I will grade whichever version is in the right-hand pocket, so make sure that is your final version. Also, always keep an electronic copy of your work in case of loss (yours or mine).

Essay Format

We are using the MLA style, which is the standard for college writing in the Humanities and required by four-year schools. Your essay format and any citations must follow this MLA format. We will discuss all the format guidelines in class, but you should also refer to pages 206-52 of *Lunsford* for details about the MLA format and style. All of your outside-class assignments must be computer-printed and meet the following:

- use double-spaced 12 pt. Times New Roman font only.
- use left alignment for the text only; do not right align the text.
- staple the pages together in the upper left-hand corner.
- include a relevant title for the essay (i.e. *not* “Essay 2” or similar).
- insert the upper left-hand corner author block with one modification: include the essay number after the course title, EWrt 211, in line three of the author block. Insert the author block on page one only.

- insert your name before page number in upper right corner using the MS Word page # function.
- use only one inch margins except as specified.
- indent the first line of each paragraph one-half inch.
- set the *Spacing Before* and *Spacing After* controls to zero, and turn off the *Widow/Orphan* control.

We will go over in class how to set up the MLA document format, and I will also supply you with a set of instructions for Microsoft Word to automate most of the process.

Your essay will receive a grade of Pass or NP (Not Passing). A Pass grade will also indicate points earned. NP essays must be revised or no points will be earned for that essay. You must complete both in-class essays and pass all three outside-class essays in order to pass EWrt 211.

Some essays may also require an MLA formatted Works Cited list, which does not count towards the minimum page count. I will cover the required formatting for the Works Cited page in class and provide you with instructions for Microsoft Word to help with the formatting process.

Peer Reviews

You are required to share with peer reviewers a full draft of all three outside-class essays. Bring two stapled, proofread copies of your full draft on days we have peer review scheduled. You will hand-in one copy of the draft. You will make comments on the drafts you read, as well as fill out a peer review comment sheet for each essay you read during peer review. Pass the draft essay to the next reviewer when done with your comments but wait until the end of peer review to return the comment sheet to the essay author. Missing peer review will drop your essay grade 20% in addition to any other penalties. If you do have to miss peer review, avoid the 20% penalty by emailing your peer review draft to ewrtpapers@gmail.com by **noon** on the day of peer review.

Essay Revisions

You must revise any outside-class essay that receives an NP grade. You must follow the instructions on the Revision Instruction sheet you receive, and you may only rewrite each essay once. Revisions must be stapled and handed-in together with the original graded version. I cannot grade a revision unless all of these instructions are completed. Essay re-writes are due at the start of class on the specified day, no exception.

Portfolio

If you have a minimum 75% of the total possible grade points, you are eligible to submit a final portfolio containing three essays written for this class: one in-class essay, one outside-class analytical essay, and your outside-class reflective, final essay. The latter is an essay reflecting on your growth as a writer throughout the quarter and explains why you feel ready to move on to EWrt 1A.

Since you will be assembling your portfolio from work you completed for this class, you must save all your essays, both graded copies and electronic versions. The portfolio is comprised of three essays: one of the two in-class essays (essays 1 and 4); a clean, printed copy of either essay 2 or 3; and the final essay, which is essay 5. Please note that you must submit the final portfolio on time because the English department cannot accept late portfolios. Submit the portfolio in an essay folder.

A committee of three English instructors will evaluate your portfolio to determine if your writing demonstrates a readiness for EWrt 1A. If two members of the portfolio evaluation committee determine you are ready for EWrt 1A, you will receive a grade of Pass for EWrt 211. If two evaluators determine your writing does not yet reflect readiness for EWrt 1A, you will receive a No Pass grade for EWrt 211. Although all EWrt 211 students receive a conditional grade of Pass to allow registration in EWrt 1A for the next quarter, you will not be allowed to remain in the EWrt 1A class if your EWrt 211 portfolio does not pass the English department evaluation.

Readings

Complete all assigned readings before coming to class.

Exams

Any exams (not quizzes) will cover grammar concepts and are only given with prior announcement. Any missed exam must be made up by the specified time.

Quizzes

Quizzes measure your preparation for class: your understanding of and attention to concepts, terminology, class

discussion and reading assignments. Quizzes may or may not be announced ahead of time and, when given, will take place at the beginning of class so do not be late. Quizzes are meant to reward you for preparation and on-time attendance. You cannot make up missed quizzes. In general, you should expect a quiz on every reading assignment.

Homework

Homework is due when specified. When due, I will announce whether we will correct the homework in class, you will write your answers on the board, we will work on it in groups, and/or you will turn it in for grading. Unless specifically instructed otherwise by me, your homework must be computer-printed and include your name.

Participation

Since critical thinking necessarily requires an open sharing and discussion of texts and concepts, participation is the key to your doing well in EWrt 211; you must therefore come prepared to actively participate in all class activities. Active participation includes having completed any assigned reading, homework, or other activities prior to the class. Not participating will make a difference if your class grade is borderline.

Final Exam

EWrt 211 does not have a final exam.

Course Evaluation

The following table shows the grade point schedule

Assignment	Possible Points
Exams, Quizzes, Homework, Exercises, Participation	300
Essays	600
Total Possible Points	900
Minimum points needed to Pass (75% of Total, plus a passing grade on all essays)	675

I reserve the right to amend any course policy, grading or otherwise, at my discretion.

Course Policies

The following course policies apply.

Attendance and Tardiness

Since missing more than two days of class during the condensed summer term means you have missed too much material, having more than two absences during the term means you will receive a NP grade in EWrt 211, no matter the circumstances for the missed classes and even if you only exceed the allowed absences late in the term. Each late arrival or early departure also equals one-half an absence and counts toward the maximum absences allowed. However, **I may not notice you if you arrive after I take roll, so you must notify me at the end of class so I can mark you late rather than absent.** If you must miss class for an emergency, sickness, family death, legal proceedings, jury duty, hot date, good weather or any other reason, so be it; you do not need to notify me with the when and why. One exception to this, however, is that during the first week of class, you must notify me via my office email, smithbrian@fhda.edu, either prior to or immediately after missing a class. Students are trying to add classes during this week, the college is asking for continual roll updates, and I cannot track you down to find out your intent. Consequently, I will have to drop you if you miss a class during the first week without, again, communicating with me via my office email either prior to or immediately after missing the class.

Beyond classes during the add period, missing peer review means an automatic point deduction as described above under the *Peer Review* Section, and deductions for turning in assignments late are described below under *Late Assignments*. You do not have to notify me prior to missing a scheduled exam, but I cannot return any of the class exams until you make up yours.

Incompletes are not available for EWrt 211 because of the portfolio grading process at the end of the term.

Finally, being absent does not relieve you of the responsibility to complete all the assignments – written, reading or otherwise – for both those classes you did not attend and for the next class you do. Do not contact me for missed assignments or information discussed in class; instead, make the effort now to exchange information with two or three classmates you can contact for missed information and/or assignments.

I am sorry for having to take such a hard edge with the attendance policy, but other policies I have used led inevitably to chaos.

Class Disruption

We have a lot of material to cover, some of which we will all work on together, while other segments may entail small group work or peer review. We cannot tolerate disruptive behavior, so repeated infractions may mean my asking the student to leave the class and marking them absent, with egregious instances leading to my dropping the student. Beyond the obvious examples of disruptive behavior, not completing reading or other assignments can fall into this category since the class and small group activities require everyone's preparation. In that case, I reserve the right to dismiss the unprepared student(s) for part or all of the class, with the dismissal period used to finish the uncompleted work and counted as either an absence or a tardy.

All electronic devices – cell phones, iPods, electronic translators or dictionaries, whatever – must be off prior to class. I may make exceptions to this policy for good reason, so please see me at the start of term if you have a documented need. Obviously all of us, me included, sometimes forget to turn something off prior to the start of class, yet we all need to make an effort. In order to keep us all motivated, the rule is that those whose phones ring in class must bring cookies for everyone at the next class meeting. Those abusing the policy may also be ejected for the class period.

Ewrtpapers@gmail.com

If you find you have to miss class, make sure to email your peer review draft, final essay version, or homework before class begins to ewrtpapers@gmail.com. I must receive the document(s) as a Microsoft Word attachment(s). Moreover, for you to meet the deadline and receive a grade, I must be able to open and read the attachment(s). I will assign a grade to what I receive, so if your email attachment is only an address header or an incomplete document, that partial document is what I will grade.

I use the ewrtpapers@gmail.com email address to allow you to send assignments that, for whatever reason, you cannot deliver in person on time, as well as to facilitate sending group emails. I only download attachments sent to the ewrtpapers address. I do not read nor reply to anything else in the email, so do not use the ewrtpapers address for two-way communication. Use smithbrian@fhda.edu for anything needing a reply email.

If you send me email, make sure to use relevant, descriptive wording in the subject line. Do not simply find an old email I sent to you, type your new message and resend the email to me. If you do, your email will have the same subject line as the previous email, meaning I will give the email a low priority and probably not open the message in the timeframe you need.

Late Assignments

Essays and homework are due at the beginning of class. Stuff happens, including computer or printer problems, vehicle breakdowns and illnesses, yet we all have to manage our time so as not to allow last-minute, unforeseen events to cause us to miss deadlines. Given that rare, last-minute emergencies may arise, the ewrtpapers@gmail.com email address will allow you to submit your assignment by the time due. I will accept late assignments under the following policy only. If you are late but turn the assignment in by the end of the class on the day it is due, I will assess a 10% grade penalty from your final assignment grade. If you do not turn in your assignment by the end of class on the date due, yet do turn the essay in by the end of the next class, the late penalty is 20%. I cannot accept late assignments after the end of the second class following the date due. If the assignment is an in-class essay, you can only make up in-class essays by making arrangements with me before or immediately after the essay. Although I will carefully read all your essays, I will not comment as extensively on late essays, nor can I promise to return late papers at the same time as those submitted when due. Start early, avoid the hassle, and submit your work on time.

Plagiarism and Cheating

Writing instructors easily spot plagiarism. Plagiarism is using someone else's words or ideas and submitting them

as your own in direct quote, paraphrase, or summary form. In the academic, business and publishing worlds (and now, even in politics), plagiarism is a major offense, and a student plagiarizing in this class will fail the assignment, fail the class, and may be referred to the Vice President of Instruction for disciplinary action, the latter of which could result in your expulsion from the college. We will discuss what constitutes and how one avoids plagiarism, but I refer you to the Purdue OWL website listed at the end of this syllabus, pages 201-2 of *Lunsford*, the De Anza Catalog, the main college web site or the *Reader* for further information. If authorship is in doubt, you will be required to prove the work is your own; consequently, you should save electronic copies of your earlier essay drafts to protect yourself.

Amongst other actions, cheating includes copying quiz or exam answers, answering for another student during roll, signing another's name to an attendance sheet, turning in work not your own, submitting work done for a previous class. See <http://www.deanza.edu/students/handbook/studentrights.pdf> for more information

Tutoring

De Anza has a number of tutoring centers, including one specifically geared to helping EWrt students, the Writing and Reading Center (WRC) in the back of the Library ground floor in room 107 (LIB 107). The WRC is part of De Anza's Student Success Center (SSC) organization and offers fantastic, free resources you should use, particularly as a second pair of eyes to look over your essays before you turn them in. And, although the WRC normally operates on a drop-in basis using a wait list, EWrt 211 students can make an appointment in advance. Contact the WRC at (408) 864-8262.

The SSC offers you the following free services

- Drop-in tutoring
- Weekly individual tutoring
- Listening and speaking workshops, tutoring and software programs
- Writing, reading and study skills workshops
- Self-paced Skills courses (<http://www.deanza.edu/studentssuccess> and see "Upcoming Events")
- Adjunct Skills courses (weekly tutoring groups and study skills)
- Handouts and online resources

The WRC hours are Monday and Tuesday 8:30 AM – 7:00 PM; Wednesday and Thursday 8:30 AM – 5:30 PM; Friday 8:30 AM – 12:30 PM.

Again, the WRC is located in room LIB 107 on the first floor of the library. You can find out more at <http://deanza.edu/studentssuccess/wrc/>. Check out both the SSC and WRC, and your GPA will thank you.

TurnItIn.com

We will use the www.turnitin.com site for all take-home essays and any other specified assignments. To submit an essay, you must first open an account at the [turnitin.com](http://www.turnitin.com) web site using the class I.D. number and password that I will provide. Prior to logging in for the first time, however, take an opportunity to learn how to use the site services by typing "www.turnitin.com" into your browser address bar and viewing the short introductory student training videos to see a walk-through of the basics of the web site and how to create a profile, log in, and submit papers. You can also download and print out a .pdf file entitled, "Student Quick Start Guide," to assist you when first logging onto the site.

Bookmark the site and keep your class I.D. and password information in a readily available, secure place; a USB thumb drive loaded with the information in a simple text document is ideal. The class ID is on the TurnItIn log on instructions document in the *Reader*.

Scroll down to the "Plagiarism.org" link on the TurnItIn web site for a definition of plagiarism, tips for preventing it, and both guidelines and suggestions for proper citation methods, including tips about how to paraphrase sources. You are responsible for this information because, amongst other functions, the site searches databases and the web for language matches with your paper and issues an "originality report" to me, stating the percentage of language your paper shares with any web sites, paper mills, books, magazines, databases or other third-party documents. Since the goal of the course is to help you improve your writing, you defeat the purpose of the class if you submit someone else's work in place of your own.

Essay Grading

Synopsis of a Passing Essay

Author states thesis clearly, responds directly to the assignment, and demonstrates an understanding of the main ideas in the reading through the use of specific and concrete essay development. Author attends to the ideas of the reading by quoting, paraphrasing, or summarizing. Author also has very few proofreading or grammar errors, if any, and the essay is both well-organized and coherent.

Synopsis of a Not Passing Essay

Essay has no clear controlling idea, faulty organization, or development. Author develops ideas about the reading either abstractly or vaguely, using generalized or unrelated examples. Essay shows weakness in coherence, organization, or an inability to create a focused discussion. Essay may demonstrate confusion about the writing assignment. A pattern of usage errors in the essay interferes with reader's understanding of the text.

Course Miscellaneous

Hints and Tricks

- Save your work frequently by using either a USB flash drive or emailing the work to yourself through a web-based email program (Google or Yahoo Mail, Hotmail, etc.). However, the internet connection in the lab frequently has problems, and most users have no success connecting to a wireless connection in that location. Consequently, USB drives are the safest method, and carrying your USB allows you to work on your assignment, make last minute corrections, or print your work on campus. Remember that you also need to save all your early work and drafts to show ownership of the work.
- Remember to take your USB drive and other materials with you when you leave the writing labs.
- Always keep a second copy of your work in case of loss (yours or mine).
- Get and carry a small stapler in your bag or backpack.
- Use a college-level English dictionary, one which you also bring to class. Your need to understand word meanings has likely surpassed the simplistic help that electronic translators or dictionaries offer, and exclusively using those electronic tools will keep you from succeeding in your college work.

Assistance

- For academic counseling, see Renee McGinley at (408) 864-5865 or mcginleyrenee@deanza.edu.
- For personal counseling, see Adrienne Pierre Charles at (408) 864-8784 or pierreadrienne@fhda.edu.
- For disability assistance, see Disability Support Services at (408) 864-8753. Also, talk with me so we can discuss appropriate accommodations.
- For financial assistance, see the Financial Aid office on the lower level of the Hinson Campus Center. Website is <http://www.deanza.edu/financialaid>.

Last Day to Add an EWrt 211 Course

EWrt 211 Add codes must be used within 24 hours of receiving the code.

Last Day to Drop with a "W"

Friday, November 15. **You are responsible for using MyPortal to drop by the deadline if you want a W instead of an NP grade. Instructors do not automatically give W grades.**

Holidays

Monday, November 11, Veteran's Day.

Final Exam

EWrt 211 does not have a final exam.

Grammar Help

See also "Tutoring," above.

Online grammar sites:

<http://owl.english.purdue.edu>

<http://webster.commnet.edu/grammar/index.htm>

<http://www.indiana.edu/~wts/pamphlets.shtml>

ESL Websites:

<http://www.eslcafe.com>

<http://www.englishclub.net/grammar>

College-level dictionaries:

<http://www.m-w.com/home.htm>

<http://www.dictionary.com>

MLA Style:

<http://owl.english.purdue.edu/owl/resource/557/01/>

http://www.dianahacker.com/resdoc/p04_c08_o.html

Essay Structure and Guidelines:

<http://web.uvic.ca/wguide/Pages/EssaysToc.html>

Other Sites of Interest

Personal Statement Essays for U. C. Berkeley Admission Applications:

http://www.universityofcalifornia.edu/admissions/undergrad_adm/apply/how_apply/personal_statement.html

This your copy to keep. Complete your enrollment to EWrt 211-61 by reading, signing, and turning in the second copy of this page (the version not marked "Copy") to the instructor by the end of class on Monday, July 1, 2013.

I acknowledge the terms and policies outlined on the syllabus for EWrt 211-61 at De Anza College, Summer 2013 term, including that

- I must complete **all** assigned essays and earn a minimum 75% of the total points to pass EWrt 211.
- I must meet the MLA essay guidelines as described in class and *Lunsford*.
- I acknowledge that essays shorter than the minimum page length will receive a NP grade.
- I must spell-check, grammar-check, and manually proofread all my essays.
- I must bring to peer review 2 stapled copies of my proofread draft that meets the minimum essay length.
- I must hand in a stapled, final version of my essay in an essay folder that also contains the peer reviewed draft and peer review comment sheets.
- I acknowledge computer and/or printer problems do not excuse late assignments.
- I must electronically submit the final version of all take home essays and any other specified assignments to the TurnItIn.com web site.
- I must submit a portfolio to pass EWrt 211, and that portfolio consists of three of the essays from this EWrt 211 class: an in-class essay, an outside-class analytical essay, and an outside-class reflective essay. I acknowledge that I cannot turn in the portfolio after the date and time due.
- I must revise any take-home essay for which I do not receive a passing grade.
- I can only revise each not passing take-home essay once, and I acknowledge that rewrites will not be accepted late.
- I must include the essay revision and the previously graded essay version together in an essay folder when turning in a revised essay.
- I must make up any missed exams by the specified time.
- I cannot re-take exams if I do not receive a passing grade.
- I cannot make up missed quizzes.
- I acknowledge that reading, homework, and essays are due on the specified date and time.
- I acknowledge that if I miss class, I am still responsible for emailing any assignments, including peer review drafts, to ewrtpapers@gmail.com prior to the start of that class.
- I acknowledge that missing peer review will lower my essay score by 20%.
- I acknowledge that that bringing an incomplete essay draft to peer review will lower my essay score up to 20%.
- I acknowledge that late essays receive point deductions up to 20% as specified in the class syllabus.
- I acknowledge that late essays are not accepted after the start of the second class following the essay due date.
- I acknowledge that no students receive graded exams back until all students have completed the exam.
- I acknowledge that I cannot have more than two total absences for any reason in this course. I also acknowledge that absences are made up of missed classes, late arrivals and/or early departures as described in the EWrt 211 syllabus.
- I will obtain contact information for at least two other class members and, if absent, contact them for any information I missed.
- I will notify the instructor at the end of period of any class to which I arrive late. I understand not doing so means I will be marked absent. I also understand the attendance record cannot be changed after that class ends.
- I must have a DASB student body card with money in the card account to print in the computer lab.

Printed Name: _____

De Anza Student ID: _____

Signature: _____

Date: _____