

This part of the syllabus includes one set of three “No Questions Asked” Coupons.

Each student may only use one set of three “No Questions Asked” coupons this semester.

## Plagiarism Policy

Plagiarism ranges from copying a sentence from an article you read, to turning in an essay that you did not write. **In this class, you will receive zero points for any plagiarized work which may result in failure of the course.** If you are unsure if you are plagiarizing or have questions about using sources, please ask. Chaffey’s policy on plagiarism is as follows:

“Violations of the Student Academic Integrity Code, including plagiarism, will not be tolerated in Chaffey College English courses. Plagiarism is defined as the misrepresentation of the published ideas or words of another as one’s own. At the discretion of the professor, plagiarism or other violations may result in zero points for the assignment and/or failing the course. Additionally, the professor may file a Student Academic Integrity Form documenting the violation and may seek other sanctions. The complete Student Academic Integrity Code appears in the Chaffey College Student Handbook” (from the English Department Guidelines).

## Late Work and No Questions Asked Coupons

*When all students come to class prepared, our learning community benefits.*

### Supplemental Learning Assignments

Supplemental Learning assignments must be stamped and dated by the appropriate deadlines to earn points; late and incomplete supplemental learning assignments do not earn points. Therefore, anticipate the possibility of a time management concern and avoid waiting until right before the assignment is due to complete the Success Center process. Supplemental Learning assignments completed without Success Center stamps do not earn points.

**No Questions Asked Coupons:** Using “No Questions Asked” coupons, each student is permitted to turn in **up to** two late reading responses, one late peer review (with a Success Center tutorial), and one late final essay draft without penalty. The coupon page is part of the fourth section of this syllabus; read each coupon carefully for specific conditions and instructions. Students are strongly encouraged to save the attached “No Questions Asked” coupons for emergencies.

Other late final essay drafts earn up to half credit. No other late work (peer drafts, reading responses, or other late work of any kind) earns points.

## 6 Time Management Tips for College Students By Jess Mansour Scherman

### TIP 1: Read your course calendar

Sometimes the best advice is among the simplest: One of the first and most important steps in achieving successful time management in college is to read your course calendars carefully.

“[A course calendar] is your best friend,” says Matthew Schlager. If you know the due dates for specific assignments and the time frames for quizzes, papers and exams, you’ll be able to spread out the necessary school work. “My motto is, ‘**Due** on Sunday doesn’t mean **do** on Sunday,’ ” Schlager adds.

### TIP 2: Plan ahead

Kristin Jones’ advice serves as a great companion to Schlager’s: Jones urges the importance of planning ahead. “I would look ahead into each week to see what assignments were due,” she says. She’d then plan out her week so that she was doing something for the class every day, alleviating the intensity of the workload. “It’s very hard to catch up once you get behind,” she says.

Whether you get a good grasp on your coursework for the entire semester, or simply for the next week, creating a plan will balance your workload and minimize the possibility for those dreaded, but sometimes necessary, all-night cram sessions.

### TIP 3: Make schedules

It can be easy to procrastinate in college—there is an unintentional consistency of letting the clutter of late work nights, dinner plans and school plays postpone your schoolwork. This often results in completing assignments in the wee hours before they’re due.

Frank Ortiz suggests the effectiveness of taking charge and giving yourself some guidelines. “Make schedules. Print the weekly assignment sheets and check them off as you [complete] them,” he says.

Billy Moore agrees: “Stay dedicated to the time that you set aside for your school work,” adding that it’s often helpful to schedule a bit of extra time in that window for unexpected questions or technical issues you may come across.

### TIP 4: Make checklists

Printing or writing out checklists for each class or each day of the week can be a helpful way of remembering everything you need to get done. “You can check [each item] off after you’re done with it,” says Ashley Esquibel, who uses this method with her school work.

Charisse Nicole keeps a virtual notepad open on her computer with each week’s checklist. “I leave my notepad up all week and check things off as I go along,” she says. This not only helps her see how much she has left to do, but it also allows her to appreciate each little accomplishment along the way.

### TIP 5: Stay organized

Keeping your school work organized can be a huge factor in saving you some time throughout the week, especially if you’re taking more than one class at a time. If you have [separate binders, notebooks and folders for each class](#), you’ll quickly be able to find that sheet of notes you need for next week’s test or the printed article you planned to reference for your big research paper.

Avoiding clutter isn’t just important when organizing your notes and hand-outs. Be sure to keep your computer desktop organized in a way that always allows you to locate the files you’ll need for each particular class.

**TIP 6: Be healthy:** This may seem like the kind of advice you heard from your mother and now pass down to your own kids in the form of warm socks in the winter, sunscreen in the summer and daily vitamins year-round, but it can actually play a huge role in successfully managing your time while in college. Practicing regular exercise can keep your energy levels up, resulting in a more engaged mind when doing school work. Many also assert that getting adequate sleep at night can save college students time—this not only helps you avoid the time taken for afternoon naps, but it also can increase your alertness and decrease your stress levels.

**Utsler**

**Turn in up to two late reading responses by the last class day**



**Not for use on other late work**

**“No Questions Asked” Two Reading Response Coupon**

No work is accepted after our class final.

This coupon allows you to turn in up to two late reading response assignments by the final class day; no other late reading responses will earn points.

Attach this coupon to the **printed copies** of up to two late reading responses; give this work directly to Professor Utsler on or before our final class day. Late reading response points will be added to your class point total before your final grade is calculated.

**Utsler**

**Complete a Success Center draft review session when you do not have your rough draft ready for peer review**



**Not for use on other late work**

**“No Questions Asked” Peer Response Draft Coupon**

This coupon allows you to complete a Success Center draft review session instead of turning in your peer review draft on time.

You are strongly encouraged to save this coupon for use in an emergency; other late peer drafts will not earn points.

Attach this coupon to a **printed copy** of the late draft and your tutorial session form; give this work directly to Professor Utsler. Late peer draft points will be added to your class point total before your final grade is calculated.

**Utsler**

**Turn in one final draft of an essay assignment up to two weeks late.**



**Not for use on rough drafts or other late work**

**“No Questions Asked” Essay Final Draft Coupon**

No work is accepted after our class final. This coupon allows you to turn in the final draft of one essay assignment up to two weeks late.

You are strongly encouraged to save this coupon for use in an emergency; other late essays only earn up to half credit.

Attach this coupon to a **printed copy** of the late assignment; give this work directly to the instructor. Late essays are graded after all student essays that are submitted on time, so expect a substational delay.