

Your Name

Professor Kelli Wood

August 21, 2017

English 1301

## Grammar Notes

Date: August 21, 2017Reading: Syllabus

Note the date and reading

You can type or write your notes on readings and lecture. Either way, format correctly. I'm okay with this being one big document. Do what works for you, but keep them organized.

These are sample notes from the syllabus to give you an idea of what I expect.

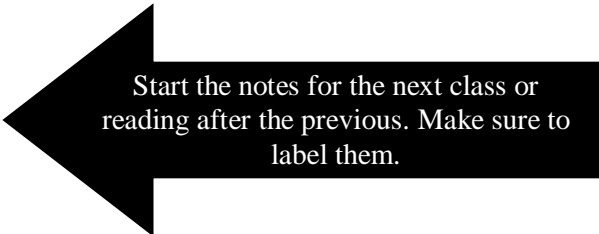
You can use bullet points or write out things in sentences, etc. Again, do what works for you, and what matches the information.

- C or better needed to take other English courses
- Online components—labs available, laptops available for checkout at labs.
- Class lectures recorded and on YouTube for review. See the link on Blackboard to access them.
- Materials: Writer's References, website: [www.kellininja.com](http://www.kellininja.com), pocket folder, Word—see link, Writing down the basics—online or print at 1SE.
- Attendance: 3 days okay. Excused ones require written notices: military EMS, college-sponsored activities. Make sure I sign in. If name's not on list, talk to Kelli. Talk to Kelli before absences when I can. Come to class ready if I have to miss—see schedule.
- Not attending will get me dropped.
- Participate. Read, put away cell phone. Stay awake. Good attitude. Work and learn.
- Don't cheat!
- Don't turn in work via email without permission. Never turn it in under the office door! In emergency turn it in at 1SE—have them date it and then email or call Kelli.
- Assignments: Unless stated, all assignments should be typed. Use correct format.
- 35% of grade: coursework—quizzes, prewritings, etc. Quizzes can't be taken late, but can be taken early.

- Major writings: Essays—typed, correctly formatted, Cover letters—typed correctly formatted.
- Extra credit—go to writing center. 5 points. 10 points for the first assignment.
- Late work: not for quizzes. Otherwise, 5 points, 5 days—not including weekends. Otherwise, see conditions in syllabus. (Let Kelli know as soon as possible.)
- Course objectives: must do at least half the class work before drop date or will be dropped.
- Record keeping: keep everything!
- Literary content: we're adults.
- Course Evaluation: participate, compete work, do better, get better.
- Schedule: on website. Read it and use it!
- Contact: office hours, but ask for a different time if they don't work. Call or email. Proofread email!

Date: August 23, 2017

Class Notes



Start the notes for the next class or reading after the previous. Make sure to label them.