

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)



FMP 201 - FILM: THE CREATIVE PROCESS
“Session A” - SLN # 11219/14032 - SPRING 2018
COURSE WEBSITE URL: <https://fmp201.hol.asu.edu/home>

Welcome to FMP 201: The Creative Process I. This class is one of the core requirements for application to both the Film and Media Production Concentration or to the Film and Media Studies Concentration of ASU's BA in Film and Media. **NOTE: This is a 7 WEEK COURSE that covers the same material as a 15 week semester. If you cannot handle a compressed schedule or rigid deadlines, you may want to consider a different course!**

I know many of you already have filmmaking experience and want this to be your life's work. Others are simply film fans who are just curious about the film process or are simply looking for a (hopefully!) fun elective. My hope is that both groups will benefit from the course. Either way, the goal here is to become versed in the tools of expression. In other words, to learn how film and media are made. As I said, I know a number of you already know how to make film and media, or at least you know how various parts of the process work. To you, I make one request. I would like you to put aside what you know long enough to actually work through all of the material we are going to cover in this course. Please forget your preconceptions and open your minds. You may learn something new, or at least a new way of thinking about something. For those of you new to film and media production, the latter will suffice.

INSTRUCTOR, TEACHING ASSISTANTS AND TECHNICAL SUPPORT

Professor: Joe Fortunato

Office: Dixie Gammage, Room 247

Office Hours: Tuesdays & Wednesdays: 1:30 – 3:30pm
(Or by appointment)

Phone: (480) 727-8472 (email is better – I am rarely near that phone!)

Email: Joseph.Fortunato@asu.edu

Email Subject: **FMP 201 Online** [followed by your question] (be sure to put “online” in the subject so I know you are in the online class and not the live version!)

Teaching Assistants:

Young Nae Choi - Email: Youngnae.Choi@asu.edu Office: TBA, Phone: TBA

Claire Redfield – Email: ckredfie@asu.edu Office: TBA, Phone: TBA

FMP 201 Online Email: fmp201asu@gmail.com

If you are not local, please email the class email above anytime to speak with a TA.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

Announcements and updates: The TAs and professor will communicate with the students via email and through Announcements on the main page of the course website. Be sure your **ASU email** is working properly. **We ONLY USE ASU.EDU email! Check the Announcements and your email regularly for updates and pertinent information!**

PLEASE BE ADVISED THAT THE TEACHING ASSISTANTS AND PROFESSOR FORTUNATO HANDLE LECTURE AND COURSE CONTENT QUESTIONS ONLY. IF YOU HAVE TECHNICAL QUESTIONS ABOUT THE COURSE WEBSITE OR HOW TO OPERATE IT, SEE BELOW.

Technical Support (PLEASE READ!)

Please do not contact your instructor with technical questions. Herberger Online handles all technical questions and issues that may arise in this course.

Please contact the support team **immediately** if you encounter technical issues while completing an assignment or exam and you are unable to resolve the problem and reset your work.

The Herberger Online support team is available to assist you 24 hours a day, 365 days a year. You may reach them anytime at:

- holsupport@asu.edu
- 1-888-298-4117
- 480-965-3057 (International)

When contacting support, please provide:

- The full name of this course (ABC 123: Long Name)
- The title(s) of any assignment(s) you're having trouble with
- A brief description of the problem
- Detailed, step-by-step instructions to reproduce the problem

WEBSITE & LOG-IN

Please note that ALL class activities take place at this Herberger website.
<https://fmp201.hol.asu.edu/home> We do NOT use Blackboard for this class.

Your login for the FMP201 site is your normal ASURITE login name and password. Account information can be found at: <https://herbergeronline.asu.edu/services/accounts.php>

If you have any trouble using that name or password to log in, contact Herberger Online help as noted above. The Teaching Assistants and I cannot help in this area, so you **MUST** contact Herberger Online for all tech help now and in the future, that includes any issues with the website, exams, or assignment submissions. You can copy the instructor via email after you create a report online as instructed above.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

TECHNICAL MINIMUMS

Since this course is delivered entirely via the Internet, the student is responsible for making sure the computer he or she uses to access course materials meets or exceeds the specified computer requirements as listed on the course website. Also, due to the media content of this course, you will be required to set up and configure a media player that will consistently play the digital audio or video files delivered via the course website.

PLEASE NOTE

The student is encouraged either not to enroll, or to drop this course immediately, if he or she does not have at least some computer experience, or if he or she is unwilling or unprepared to assume the added responsibility of an online course. Required skills include downloading files, surfing the net, conferring via email, and a general intermediate computer skill-set.

In addition, this course shall require considerable attention to deadline and prompt session-by-session attention as exams and assignments shall only remain open for a brief period of time and will not be re-opened on an individual basis. If you are unable to devote the time and attention required by the course on a regular basis, please do not remain enrolled, as this is not a course that can be "crammed" at the end of the term. See the Course Schedule on the course website (follow the Schedule link) for a detailed course breakdown and exam and assignment due dates. **Note that you must read the Assignment and Exam columns separately as they each contain a specific set of due dates.**

Class Twitter Feed! Follow @fmp201online

I've set up a class Twitter feed to "broadcast" class announcements, info and interesting screenwriting related things I find. Please note this is OPTIONAL. You don't have to use it, but for those who might want to "follow" and keep informed, it's there. Nor does it replace email, so continue to use email for general communication.

COURSE DROP AND WITHDRAWAL DEADLINES SPRING 2018

Session A: Dates and Deadlines	Session A: 7½ weeks (Jan. 8 – Feb. 27)
Classes Begin	Jan 8, 2018
Drop/Add Deadline	Jan 9, 2018
Tuition and Fees 100% Refund Deadline	Jan 14, 2018
Herberger Extended Add Deadline (with faculty approval)	TBA
Course Withdrawal Deadline	Jan 26, 2018
Complete Withdrawal Deadline	Feb 27, 2018
Classes End	Feb 27, 2018
Final Grades Due	Mar 2, 2018

Please note – dates are subject to change. Check the ASU Calendar ONLINE for the most current and correct information! <https://students.asu.edu/academic-calendar - spring18>

The Herberger College of the Arts follows these deadlines strictly. If you wish to withdraw from this course, it is your responsibility to do so. Course registration changes are processed through My ASU: <http://my.asu.edu>.

Offensive Content

While all efforts are made to ensure a safe, accessible class environment, due to the subjective

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

nature of art, this course may present material deemed distasteful or intense by some students, either in required screenings, readings, assignments, in fellow students' comments, or in lectures. There may be some elements of profanity, sexual content and violence to which students will be exposed. If you have concerns about this type of content, please contact me or consider dropping the course. If you remain in the class, you will be responsible for ALL material, regardless of content.

Academic Dishonesty

All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. For more information, please see the ASU Student Academic Integrity Policy: <http://provost.asu.edu/academicintegrity>

Special Accommodations

To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/#> ; Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me no later than the end of the first week of the semester so that your needs can be addressed effectively.

CLASS TEXTS

Required texts for the course are:

1. Filmmaking: Direct Your Movie From Script to Screen Using Proven Hollywood Techniques, Jason J. Tomaric; Focal Press 2011; ISBN 978-0-240-81700-2. (“FLM”) *(Also available in e-book form such as VitalSource.com and Kindle/Amazon)*
2. More Than A Movie: Ethics In Entertainment. F. Miguel Valenti, 2000. Westview Press/Perseus Book Group. ISBN 978-0813390758 (“MTAM”)

Optional Text (for extra credit):

1. The Jaws Log: 30th Anniversary Edition. Carl Gottlieb, 2005. Newmarket Press. ISBN 978-1557049582 *(any edition of this book is fine to use)*

CONTENT

FMP201 Film: The Creative Process I is designed to introduce you to the world of film and media production. The course shall guide the student through each step of the film and media production process from a real world perspective, focusing on practical techniques and applications for each element of production. This is not a theory class. This is not a film and media history or criticism class. It is a course wherein the student will learn the vocabulary of motion picture production. The student will learn the importance of each phase of creating a motion picture, starting with the idea and progressing to the final marketing and public distribution of a completed movie. In short, the entire “Creative Process” as the course name suggests!

The lectures and course materials will guide students through each of these phases with the goal of providing a solid grounding in film and media production. Students shall be presented with the contemporary realities of the worlds of production, both in Hollywood and in independent film and media from a practicing professional. An important goal of the course is to provide a solid foundation for those seeking to pursue a BA in film and media, with either a Concentration in Film and Media Production or a Concentration in Film and Media Studies. The ultimate goal, however, is

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

much broader. It is to provide the student with a much more finely tuned appreciation of how film and media -arguably the most dominant cultural force in America today -is created, and to inspire students with the desire to want to see and to make motion pictures.

REQUIREMENTS: EXAMS AND ASSIGNMENTS

Please access the Course Schedule on the course website (follow the Schedule link) for a detailed course breakdown, exam dates, and assignment due dates. **Note that you must read the Assignment and Exam columns separately as they each contain a specific set of due dates!**

- 1) 3 Online Multiple Choice Exams
- 2) Final Essay Exam (Written)
- 3) 2 Written Assignments
- 4) Yellowdig Posts
- 5) Discussion Board Posts (for extra credit)
- 6) Optional Extra Credit Assignment

See below for a detailed explanation of each.

Written Assignments

In general, to perform well on ANY of the course writing assignments (including the final essay exam), remember that the intention of the assignments is for you to demonstrate your contact and comprehension of the course content. Therefore, you should always be connecting your essays with topics and specifics of the course units (lectures AND textbooks) that the assignment covers. The mistake some students make early on is that they fail to do that and instead just ramble on about their feelings and impressions and reactions to the essay questions. Also, I highly encourage you to write your answers first in a word processing program before sending it in via the website so you can carefully spell-check and word count your essays.

Make sure to use MLA in-text citations AND include a Works Cited page for each assignment (citation page is not part of your page/word count). See MLA Citation Help later in this syllabus. **You must cite any information that comes from the text or lecture (whether you quote it directly or not).** The most common way students lose points on assignments is by NOT citing all sources. Do not make this mistake! For help in formatting MLA style, buy the **MLA Handbook**, or use **The Owl at Purdue** online: <http://owl.english.purdue.edu/owl/resource/747/01/>

Note: We submit papers to TurnItIn.com via our class website. In order to “sync” these two sites for your proper grade/submission, after you submit your assignment, please log out, then log back in, go to the Grades screen of the course using the menu at the TOP of the page after submitting and confirming your written assignment (and getting your screen shot!). If you do not see your submitted assignment in the list, SIGN OUT of the course again and then back in and re-check the Grades screen. Failure to sync your submission may result in loss of points or delayed grading!

(continued)

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

EXAMS

There shall be four exams for this course. Three shall be three multiple choice and one written final essay exam. All four exams will be made available on the course website during the times shown on your Course Schedule. Access all exams via the Exams link on the course website.

Multiple Choice Exams: Each of the three multiple-choice exams will be made up of 25 questions; each question answered correctly is worth 2 points. No exams will be dropped. Your testing period window will be from 10:00 a.m. on the first day through 2:00 p.m. on the second day of each testing period (ARIZONA times!). **NO early or late exams will be given.** The 3 multiple-choice exams have a time limit of 40 minutes in which you must complete each test. You will lose 1 point as a penalty for every 2 minutes you go over the 40 minutes allowed so time yourself! **Only begin the exam when you are ready to complete it entirely.** You may not open it up, then go back to it later, or your score may not post. Also, **DO NOT have multiple windows or tabs open while taking an Exam or you may lose your work! Exam window/tab only!** Upon completion, your scores will be posted in the course grade checker that can be accessed via your course account. To find out what your course account is go to <http://herbergeronline.asu.edu/accounts>.

Final Essay Exam: The final short essay exam will be made up of several questions, each worth a varying amount of points for a total of 100 possible points, and a bonus question worth 5 points. The final essay exam will not be dropped. Your essay exam due date is on the Course Schedule document linked on the main page of the course website. NO early or late exams will be given. Please do NOT even ask. The final essay exam does NOT have a time limit as long as it is completed while the exam window is open (see Course Schedule and due dates.) Once the exam is open, students can view the Final Essay Exam questions and edit their responses as needed until the exam closes. It is recommended that students write their responses in a word processing program (eg. Microsoft Word) and then copy and paste them into the submission window. This ensures proper grammar and formatting. The Final Essay Exam will be graded after the exam window has closed, and grades for this exam will appear in your course grade checker within two weeks after the exam has closed (excluding weekends and holidays.)

Just like your assignments, the Final Essay Exam essays are formal papers. The instructions (read carefully) ask you to cite all sources you use in MLA format. **Make sure to use MLA in-text citations AND include a Works Cited page for each essay** (citation page is not part of your page/word count). See MLA Citation Help later in this syllabus. You must cite any information that comes from the text or lecture (whether you quote it directly or not). You are welcome to use your own knowledge as well, but support your knowledge with references to the course material. If you are asked to draw and cite from the lectures and readings, make sure you are doing so and not drawing from outside sources.

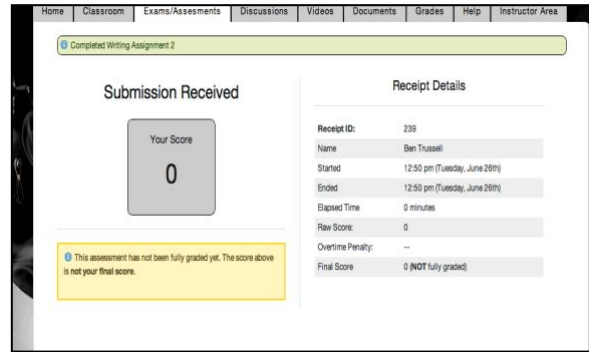
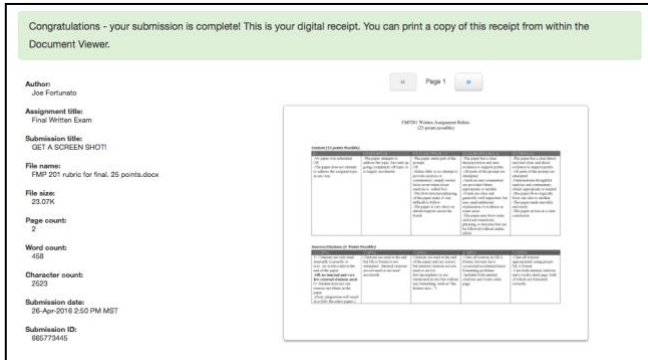
TESTING PROCEDURES

Should you experience problems logging on to a test, email Herberger Online tech help immediately so there is a record of your problem. Also, fill out a computer help problem report. A link to the form is located on the course materials page of the class website. Tests will not be accepted in printed form or via email or attachment. Tests are NOT to be taken as a group effort. If such activity is observed, either physically or through computer records, all students involved will be called to account. Sanctions will be in accordance with the student code of conduct and the rules against academic dishonesty enforced by the university.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

SUBMISSION RECEIPT IDs (Save them!)

All submitted exams and assignments are given a receipt ID page if submission is successful. (if not, you should get a warning to resubmit). **It is your responsibility to get a SCREEN SHOT of the receipt you receive for each exam and assignment you submit!** Be sure to save it in case you need it later! I would suggest learning how to make a screen shot on your computer, and saving these until the course has ended. Technical Support will not respond to any inquires regarding missing grades unless the student has a valid confirmation number that is submitted with the inquiry. A sample screen shot for tests and papers



(via TurnItIn) is shown below.

RESETS AND MAKE-UP EXAMS (Important!)

If you experience computer or technical problems during one of the 3 multiple-choice exams, **DO NOT SUBMIT IT!** Multiple-choice exams that have been submitted can **NOT** be reset, and those grades will stand as posted. Instead, exit your browser and then return to the exams page on your course website to reset your exam. **The system will allow you to reset your own exam ONLY if you have not already submitted or reset that exam. Only one online reset per Multiple Choice exam is allowed.** Two total are allowed for the semester. No resets will be allowed outside of the exam period. If you are not able to successfully submit your reset Multiple Choice exam, you will be required to take an essay exam in place of the Multiple Choice exam, if allowed by the instructor. Contact the instructor at the course email address listed above to obtain detailed instructions. You will need to contact the instructor within one day of the test end date during Summer or Winter sessions, and within 3 days during Fall or FALL semesters, or you will receive a zero for that exam score. Any make-ups must be by instructor permission only, and are only allowed under specific, documented circumstances. **NO exceptions.**

ASSIGNMENTS

Two assignments each worth 25 points (50 points total possible for both submitted assignments) will be available via the Assignments link on the course website. Assignment due dates are listed on the Course Schedule document which is linked on the course website main page. Once the assignment is open, students can view the assignment question and edit their responses as many times as needed until the assignment closes. I've said it before, but I'll say it again - it is recommended that students write their assignments in a word processing program (eg. Microsoft Word) and then copy and paste them into the submission window. This ensures proper grammar and formatting.

YELLOWDIG:

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

Students will receive an invite email to Yellowdig at the start of the semester. Follow those instructions to get set up.

Students are required to post an original response (40-word min.) at least ten times per 7 week “semester” to Yellowdig – a “facebook” like interactive learning system. You must reach 50 points for the semester. For each post, you will see a “Pin” and a drop down “topic”. For each new Pin, and you MUST choose your “topic” from the drop down menu. Each pin is worth 5 points and you can get an extra credit point by commenting on a classmate’s post (which is added up at the end). Max per week is 10 points (plus 2 optional extra credit) so you can’t do these all at once! I would get in the habit of posting 2 comments a week, every week. (class website for more instruction on using Yellowdig).

Earning Points

- + Creating a new **Pin** with a minimum of 40 words earns 5 points.
- + Adding a new **Comment** with a minimum of 40 words earns 1 points.
- + **Upvoting** a Comment or Pin (Like or Love) earns author 0 points.
- + Receiving an **Instructor Badge** earns 0 points.
- + Receiving a **Comment** on a Pin will earn Pin author 0 points.
- + **100%** participation achieved after earning 50 points (passed back to gradebook if enabled).

Assignment Grading Rubric: All written assignments will be graded according to the following percentage/rubric

(Example based on 25-point assignment):

- 15 points (60%) – Content
- 5 points (20%) – Grammar and Mechanics
- 5 points (20%) – Citations

A more detailed explanation of the grading is at the end of this document

EXTRA CREDIT

Discussion Boards: There are several Online Videos that are required viewing for the class (see schedule). For FOUR of these videos, you have the option of posting to the discussion board for extra credit. For each post, you must watch the video and answer the discussion question. Each post is worth 5 points. To earn those points you MUST write 250 words min, 500 words max. Anything less may result in no points. **You CANNOT wait until the end of the semester to post to the discussion boards. Most discussion boards will close after their section on the schedule. All will close by the end of the Final Exam Essay. Once closed, you will not be able to post for extra credit.**

Extra Credit Paper: This extra credit assignment will be sent to the class via email and class announcements. Be sure to check both regularly as a matter of habit! The Extra Credit Paper will involve reading “The Jaws Log”, so be sure to buy/read that book if you want to do the extra credit paper.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

Final Essay Exam Grading:

The Final Essay Exam will be graded using the same percentage breakdown as stated above.

GUIDELINES FOR WRITING ASSIGNMENTS AND FINAL ESSAY EXAM

1. The Assignments and Final Essay Exam for this class shall be considered formal papers. Unless otherwise instructed, you should use Third Person Voice, NOT First Person (“I”). Use paragraphs and make sure your paper contains an introduction, body, and conclusion. Each paragraph begins with a topic sentence. INDENT each paragraph. Do not use slang, digital messaging abbreviations, so-called “curses” or other language or expressions that are not appropriate to a formal paper. Your thesis statement should be followed by several sentences offering evidence in support. Finish with a concluding sentence that sums up the paragraph.
2. Avoid wordiness. Make sentences clear and concise.
3. **PROOFREAD** to avoid awkward sentence structure and the following grammatical problems: typos; misspellings; punctuation errors; run-on sentences; sentence fragments; missing words; incorrect verb tenses; incorrect capitalization.
4. **Keep a dated copy** of all written work to protect against loss.
5. **PLAGIARISM... DON’T EVEN THINK ABOUT IT.** This is extremely serious and if you plagiarize... you will FAIL this class. One strike and you’re out.
6. **Use proper MLA citation format to cite all source material. This includes all information from course lectures, texts, and outside sources.** Cite all source material by (1) using MLA in-text citations within the body of your assignments and (2) including an MLA Works Cited page with your assignments. Remember, Works Cited pages are NOT to be included in your page/word count (for example if the assignment asks for a 2 page paper, your Works Cited page is your 3rd “extra” page, not the second!)
7. **Sync your submission by logging out/back in as described above, AND getting a screenshot of your successfully submitted paper/exam!**

Suggested Guides for MLA Citations:

MLA Handbook for Writers of Research Papers, 6th edition. By Joseph Gibaldi.

Simon and Schuster Quick Access Reference for Writers. By Lynn Q. Troyka.

Website: www.mla.org

The Owl At Purdue: <http://owl.english.purdue.edu/owl/resource/747/01/>

Suggested Grammar Guide:

The Elements of Style, 4th edition. By Strunk and White.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

340-350 = A+
329-339 = A
315-328 = A-
305-314 = B+
294-304 = B
280-293 = B-
245-279 = C
210-244 = D
209 or less = E

GRADING SCALE

3 online Multiple Choice Exams @ 50 points each = 150 pts possible

1 Essay Exam = 100 pts possible

2 Assignments @ 25 points each = 50 pts possible

Yellowdig = 50 points

Total Points: 350

WITHDRAWALS AND INCOMPLETES

Withdrawals and incompletes for this course are handled according to University policy. For more information on these policies, see <http://www.asu.edu/interactive> . Information for withdrawals, incompletes, and other registration and enrollment policies can be found in the “Current Students” section, under the heading “Registration/Enrollment.”

CLASS PROCEDURES

1) Cheating and plagiarism of any type will not be tolerated. Students found cheating on an exam will receive an automatic grade of E in that instance. Students who continue to cheat will be dropped from the course, and an official notice of academic dishonesty will be filed with the university. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Cheating, plagiarism, and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. For more information, please see the ASU Student Academic Integrity Policy:

<http://provost.asu.edu/academicintegrity>

2) Also, if you have ever taken all or part of this course before, and are taking it again for any reason, you **MUST** create and submit original work and writing for this semester. No recycling of papers/work you’ve handed in before for this or any other class!

3) Consider this document your contract with FMP 201 and the instructor. By enrolling and participating you agree to abide by all of the terms as outlined, and to regularly review this document, as well as the course website, for information and to check point totals.

4) All reading assignments are to be completed **PRIOR** to listening to the Unit under which they are listed on the Course Schedule. Written assignments are to be completed as instructed.

PLEASE NOTE

This syllabus is subject to change. You will be notified of any changes as well as any other pertinent information via the Announcements on the main page of the course website.

PLEASE CHECK YOUR EMAIL AND THE ANNOUNCEMENTS PAGE OFTEN

(writing rubric and course dates are continued below)

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

Detailed Grading Rubric (based on 25 point assignment)

Content (15 points Possible or 60%)

0	5-9 (33-60%) E	9.5-11 (63-73%) E - C	12-14 (80-93%) B to A-	15 (100%) A+
-No paper was submitted OR -The paper does not attempt to address the assigned topic in any way.	-The paper attempts to address the topic, but ends up going completely off topic or is largely incoherent.	-The paper omits part of the prompt. OR -Makes little or no attempt to provide analysis or commentary; simply recites facts (even when closer analysis is called for). -The flow/structure/phrasing of the paper make it very difficult to follow. -The paper is very short on details/support across the board.	-The paper has a clear thesis/position and uses evidence to support points. -All parts of the prompt are attempted. -Analysis and commentary are provided where appropriate or needed. -Points are clear and generally well supported, but may need additional explanation or evidence in some areas. -The paper may have some awkward transitions, phrasing or structure but can be followed without undue effort.	-The paper has a clear thesis and uses clear and direct evidence to support points. -All parts of the prompt are attempted. -Demonstrates thoughtful analysis and commentary where appropriate or needed. -The paper flows logically from one idea to another -The paper reads smoothly and easily. -The paper arrives at a clear conclusion.

Sources/Citations (5 Points Possible or 20%)

0-1 (20%)	2 (40%)	3 (60%)	4 (80%)	5 (100%)
1= Citations are only used internally (correctly or not)...no works-cited at the end of the paper. -OR no internal and very few external citations used. 0= Student does not cite sources anywhere in the paper <i>(Note: plagiarism will result in a 0 for the entire paper.)</i>	Citations are used at the end but MLA format is not attempted. Internal citations are not used or are used incorrectly	Citations are used at the end of the paper and are correct, but internal citations are not used or are too few/incomplete (or are mentioned in text but without any formatting, such as "the lecture says...")	-Cites <i>all</i> sources in MLA format, but may have occasional/accidental/minor formatting problems. -Includes both internal citations and works cited page.	-Cites all sources appropriately using proper MLA format. -Uses both internal citations and a works cited page, both of which are formatted correctly.

Grammar/Mechanics (5 points possible or 20%)

0-1 (20%)	2 (40%)	3 (60%)	4 (80%)	5 (100%)
Paper is incoherent because of grammar, spelling and/or mechanical errors. <i>(Note: plagiarism will result in a 0 for the entire paper.)</i>	Consistent grammar, spelling and/or mechanical errors, OR Paper is difficult to read/understand because of these errors.	Significant grammar, spelling and/or mechanical errors, or a clear pattern of errors.	Some/noticeable grammar, spelling and/or mechanical errors. Word count for assignment is excessively exceeded.	No/minimal grammar, spelling and/or mechanical errors.

*10% will be deducted from the assignment if student fails to “sync” their submission by not logging out/logging in as instructed earlier in the syllabus.

(THIS SYLLABUS IS SUBJECT TO CHANGE – ALWAYS READ ANNOUNCEMENTS!)

IMPORTANT DATES! Please mark these assignment/exam dates into your calendar. All times are ARIZONA times, so please adjust if you are not local. Remember, there are no make-ups for missed assignments or exams! These are dates only. For detailed information on the content of exams and assignments, please consult the Class Schedule posted on the website.

Assignment/Exam	Open Date	Closing Date
Assignment 1	Monday, January 8, 2018 at 12:01 am	Sunday, January 21, 2018 at 11:55pm
Exam 1	Tuesday, January 23, 2018 at 10am	Wednesday, January 24, 2018 at 2pm
Assignment 2	Monday, January 22, 2018 at 12:01 am	Sunday, February 4, 2018 at 11:55pm
Exam 2	Tuesday, February 6, 2018 at 10am	Wednesday, February 7, 2018 at 2pm
Final Written Exam	Friday, February 9, 2018 at 12:01 am	<u>FRIDAY, February 23, 2018 at 11:55 PM</u> (note: Friday is a different due day than previous papers)
Optional Extra Credit	Read “The Jaws Log” on your own time. Plan ahead! Essay prompt is online.	Optional Jaws Extra Credit Paper due no later than Sunday, February 25, 2018 at 11:55pm (you may turn it in earlier if you wish!)
Exam 3	Tuesday, February 27, 2018 at 10am	Wednesday, February 28, 2018 at 2pm