



English Department Student Responsibilities

Hybrid Courses

Before registering for any hybrid section of an English Department course, students must read and comply with the **orientation page** for that hybrid section on the MTC Course Search site.

All students are placed in English courses based on test scores or prerequisites, and are required to follow the college's placement policies. Once students are registered for the correct English course, they assume the following responsibilities:

I. ATTENDANCE

- A. For HYBRID courses, students must check the specific course syllabus for important information on how attendance is defined and determined in that section.
- **Please be aware: Instructors have different ways of counting and calculating attendance in hybrid classes.**
 - **It is important that you read the course materials for your course and section and understand how your instructor measures attendance and what counts as an absence.**
- B. Hybrid courses have two components each week: online and on-campus class meetings and activities. BOTH ARE REQUIRED. Students are expected to participate fully in all online and on-campus class meeting assignments and activities described in the course syllabus and materials.
- **There are no excused absences** from required meetings and activities.
 - Students are responsible for submitting **all** coursework and assignments on time for both online and on-campus weekly meetings and attendance/participation components.
 - Instructors are not obligated to repeat information or allow students to make up missed work.
 - The English Department recommends that you access the Desire2Learn (D2L) course site every day for a few minutes to check any news items, discussion postings, and/or email.
- C. As noted above, there are no excused absences. But in the event of extenuating circumstances, such as illness, students are allowed a certain number of absences, depending on the length of the session:

14-week session	4 absences
10- or 12-week session	3 absences
7- or 5-week session	2 absences

If a student exceeds the allowed absences, he/she will be withdrawn from the course and receive a W or WF.

II. BEHAVIOR

Students are expected to behave professionally and to treat classmates and instructors with courtesy and respect.

Instructors will not tolerate disruptive behavior, which includes but is not limited to:

- Making disrespectful, threatening, or derogatory comments (in content or tone) to peers or instructors face-to-face during class meetings or online in a discussion posting, email, or chat room
- Being tardy or leaving class repeatedly
- Sleeping in class, eating in class, or bringing children to class
- Not participating in class activities, working on unrelated materials, or having private conversations during class
- Failing to bring necessary materials to class
- Failing to abide by the Academic Affairs Student Guidelines on disruptive use of portable electronic devices
 - Individual instructors may require students to turn off all electronic devices during class. In such cases, the instructor will be responsible for maintaining access to *MTC Alerts!*
 - If job or family emergency requires access to a cell phone, the student must consult with the instructor.

IMPORTANT!

- **At the discretion of instructors charged with maintaining a productive learning environment for all, any**

student who is disruptive may be asked to leave class and will be held accountable for missed class time in accordance with attendance policies outlined above.

III. PLAGIARISM

Students are responsible for maintaining academic integrity and avoiding academic dishonesty in all its forms, including cheating on tests and plagiarism. **Plagiarism** is defined as:

- Copying someone else's work word for word, in whole or in part, including a classmate's assignment, articles and books from the library, and any electronically-retrieved material
- Paraphrasing someone else's ideas or phrasing/structure without in-text and works cited documentation
- Having someone else proofread and edit so that the meaning, content, or style of the assignment is altered

Once an instructor has detected plagiarism, he/she will notify the student, report the incident to MTC's *Assistant Vice-President of Student Development Services* (SDS), and determine an appropriate penalty. Typical penalties are:

- **First offense:** The student receives no credit for the assignment, and the student may receive further sanctions.
- **Second offense:** The student receives no credit for the assignment, and may fail the course or be suspended from the college for one semester.

Important! Beginning with the first offense in any class or semester, plagiarism is reported to the Student Development Services Office, which records offenses across courses and semesters and takes action against repeat offenders.

IV. COURSE ASSIGNMENTS & COMPLETION REQUIREMENT

- A. All written assignments must be **word processed** in the format specified by the instructor. Assignments so required will be submitted through the D2L website according to instructions. In addition, students must electronically **save** all assignments so they can be reprinted or revised.
- B. If a student puts written work in a mailbox or submits it electronically, that student is responsible for insuring that the instructor receives it and that electronic versions are in the required format.
- C. Any assignment submitted after its due date will be considered **late**. Instructors can impose a variety of penalties for late work, including not awarding any credit, not allowing revisions, and deducting points from the final grade for each day the assignment is late. It is the student's responsibility to know the instructor's policy for late work.
- D. Instructors are not required to permit students to make up **missed work**, such as quizzes, tests, posts, and group activities. Instead, they can elect to give no credit for missing assignments. It is the student's responsibility to know the instructor's policy regarding missed work.
- E. Students are required to **save and return all graded work** to the instructor at the end of the semester; the instructor will keep that work for one semester, after which students can request that it be returned.
- F. **COMPLETION REQUIREMENT:** To be eligible for a passing grade in the course, students must submit **all** assignments by the end of the course, even if an assignment is so late that it does not receive any credit.

V. SPECIAL ADVICE FOR STUDENTS IN HYBRID SECTIONS OF ENGLISH DEPARTMENT COURSES

- A. **Instructors of hybrid or online sections may require the class (or in some cases, individual students) to use the testing center for exams or quizzes.**
- B. **Students in online or hybrid sections must be disciplined with time and course management.**
 - Although hybrid English classes are more convenient, they require the same amount of work as traditional classes that meet completely on-campus.
 - The general rule for traditional on-campus classes is that students should expect to spend at least two hours outside class for every hour in class; e.g., students would spend approximately 9 hours each week in a 14-week full semester class, 12 hours a week in a 10-week class, or 24 hours a week for a 6-week class.
 - Hybrid students should expect to spend at least the same number of hours weekly. Shorter sessions require more time in class each week and, thus, more time outside of class working on assignments, as well.
- C. **Students must read the primary text to complete assignments** (e.g., essays, short stories, poems, plays, novels).
 - Consulting summaries, outlines, notes, or overviews found online or elsewhere as a substitute for reading the assigned text defeats the skill-building purpose of English courses and is considered cheating.

- Using such sources without documentation constitutes plagiarism, an MTC Honor Code violation incurring serious penalties. (See IIB, above.)
- Even when documented, such sources are almost never appropriate for use in academic papers or projects requiring secondary research.

D. A problem with computer access or a lack of skill with software is not an acceptable excuse for missing deadlines in any English course, but particularly in hybrid or online courses.

- Students who register for online or hybrid sections of a course are responsible for mastering the technology required for the course. In addition to word processing, file handling, and email, students must learn the features of Desire2Learn (D2L) and other software.
- Students in online or hybrid sections should establish an emergency plan using an alternate computer or ISP – for example, the computer of a neighbor or friend, a public library, or MTC's Academic Success Center.
- Students in online or hybrid sections should plan to have assignments ready well before the deadline to allow time to solve any unexpected problem.

VI. COURSE GRADES

- Instructors use a variety of methods to calculate grades. It is the student's responsibility to know the instructor's methods for assessing work and calculating the course grade.
- Students who **withdraw** from a course before midterm will receive a grade of W, which does not affect a GPA but can affect continued eligibility for financial aid. Students who withdraw after midterm will receive a grade based on their average on their last day of attendance: W if passing, WF (calculated into a GPA as an F) if not passing.
- Because attendance and academic performance records constitute information protected under the Family Educational Rights and Privacy Act (**FERPA**), the instructor may only discuss these matters with the **students** themselves—not parents, guardians, other family members, friends, or classmates.
- Incompletes** are awarded only when extenuating circumstances affect a student's ability to complete work near the end of the course and in cases where the student has otherwise kept up with course requirements. Incompletes require the permission of both the instructor and the English Department Chair.
- When a student has questions or concerns about his/her academic performance or grades, the first step is for the student to contact the course instructor to discuss those issues, outside of regular class meeting time.**

Important: Students must resolve any issue with grades within one semester of completing the course.