A Student’s Guide to First-Year Composition: All First-Year Composition Students are required to purchase the Student’s Guide. Also, see the Writing Program web page: http://w3.arizona.edu/~writprog/.

Introduction to Research: All First-Year Composition Students are required to do documented research. For more on research, see the Student’s Guide and the Main Library web page.

Attendance: Attendance is mandatory. Composition courses are workshop classes that include in-class writing, peer group work, and conferences. Therefore, students should not be late and should not miss classes. Any class work missed because of tardiness or absence is the student’s responsibility to make up, if the instructor allows make-up work. Students who miss more than three classes of a MWF course or more than two of a TTH course may be dropped within the first 8 weeks with a W or thereafter receive an E.

Requirements for Writing Assignments:
- In-class and out-of-class writing will be assigned throughout the course. Students not in class when writing is assigned are still responsible for completion of the assignment when due.
- Late work will not be accepted without penalty unless students arrange for an extension before the due date.
- Students are required to keep copies of all drafts and major assignments until after the end of the semester.
- Drafts must be turned in with all essays. Drafts should show significant changes in purpose, audience, organization, or evidence.
- Final copies should be typed and double-spaced with numbered pages and a title.

See the Student’s Guide for information about due dates for essays and the returning of graded essays.

Conferences: Individual or small group conferences with the teacher may be scheduled each semester. Students should come to conferences prepared to discuss their work. A missed conference counts as an absence. See the Student’s Guide for more details.

Grades: The Student’s Guide explains grading policies, methods of responding to drafts and final copies, and the standards of assessment of the Writing Program. Instructor’s comments will consider the following aspects of writing, in the context of a particular assignment: purpose, audience, content, expression, organization, development of ideas, mechanics, and maturity of thought. Students cannot receive a passing grade in first-year composition unless they have submitted drafts and final versions for all major assignments and the final exam. For further information, see the Student’s Guide.

Academic Dishonesty and Plagiarism: All UA students are responsible for upholding the Code of Academic Integrity, available through the office of the Dean of Students and online at http://w3.arizona.edu/~studpubs/policies/cacaint.htm. Read the summary in the Student’s Guide.

Class Conduct: All UA students are responsible for upholding the Student Code of Conduct, which can be read online at http://w3.arizona.edu/~studpubs/policies/studcofc.htm. Also, see the Student’s Guide.

Disabilities Accommodations: Students with disabilities who require reasonable accommodations to fully participate in course activities or meet course requirements must register with the Disability Resource Center. If you qualify for services through DRC and wish to identify yourself, give your letter of accommodations to your instructor as soon as possible.

Syllabus: Each instructor will distribute a course syllabus during the first week of class. Instructors will review the course syllabus and policies with students. Students should talk with the instructor if they anticipate a need for alternative assignments or readings.