

Competencies must be passed in order to receive credit for the course. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency. Course competencies will be identified to students.

Content Clarification/Extra Help

Students are strongly encouraged to attend before and/or after school labs for extra help or enrichment activities.

Plagiarism

Distinguishing your words and ideas from those of someone else is an important skill for this class. Any plagiarized material, even a key word in a sentence or someone else's published idea which is not properly documented could result in a failing grade for the assignment. A case of extensive plagiarism (full paragraphs lifted from someone else's work), repeated plagiarism or "recycling a paper" will result a zero. No exceptions will be made. If you are ever uncertain about the rules for using a source, please ask me! Some examples of plagiarism are the following:

- Using a phrases or a sentence from a book or magazine article in your essay without acknowledging your source (without putting quotation marks around the quoted material and without mentioning the author)
- Borrowing specific ideas from another writer without acknowledging your source, even if you write the ideas in your own words
- Cutting and pasting into your own paper information from the internet, without acknowledging the source
- Submitting a paper someone else has written

(During ALL research, automatically put quotation marks around any information you copy AND make a note of the title and author.)