**Classroom Rules –**

 The following rules are NOT NEGOTIABLE. By staying in this section, you agree to all of the following rules.

In this class, there is-

 **NO EXTRA CREDIT** – the student must take the class seriously from the START….

 **NO EXTENSIONS** – the student must plan his or her time wisely… BACK UP YOUR FILES OFTEN

 **NO NEGOTIATIONS** – the student will earn his or her grade in this class nothing less and nothing more… The instructor and student can certainly discuss a piece of graded work, but with a mind toward what to improve for the NEXT ASSIGNMENT.

 **PLAGIARISM** will be taken very seriously and punished to the fullest extent.

 NOTE- Plagiarism INCLUDES translating texts, videos, or audio files from Russian, Kyrgyz or any other language into English and presenting it as your own.

 There are **NO SECOND CHANCES** given to plagiarized work. That means you do **NOT** get to rewrite a plagiarized essay – you will get the F it deserves. You KNOW what plagiarism is.

 **Any and ALL use of** **AI** is strictly prohibited in FYS, ECLA, and SYS and will be treated as a plagiarism offense. This is a rule, it is non-negotiable, and will be enforced.

 **Students on scholarship** will be graded EXACTLY THE SAME as those NOT on scholarship. If YOU are on a scholarship or discount, it is **YOUR responsibility** to keep your grades up.

**Academic Honesty**

Students are expected to follow the AUCA ACADEMIC HONESTY code. **All types of plagiarism are strictly prohibited.** If a student fails to observe this requirement, the instructor WILL assign an **F** for the work or an **F** for the whole class, depending on the type of assignment and relevant circumstances. **Students are expected to read and follow the section on Student Academic Dishonesty of the AUCA Code of Student Rights, Responsibilities and Conduct**.

* On the first occasion you are caught plagiarizing, you will fail that assignment.
* The second time, you fill fail the course.
* The third time, you may be subject to more severe penalties.

The Registrar, your academic advisor, and the FYS Director will all be informed of your plagiarism. You will also be required to arrange a session with a WARC tutor, who will review your paper with you and help you avoid making the same mistake in the future.

Again, as stated above, there are NO SECOND CHANCES given to plagiarized work. And these plagiarism rules will be STRICTLY ENFORCED. If you are unclear about what plagiarism is, find out BEFORE you risk it.

Written Work

• **ALL** written work must be submitted on the **eCourse** unless otherwise noted. Failure to do so will result in an ‘F’ for the assignment.

• **ALL** written work must be also submitted to **turnitin.com** unless otherwise noted. Failure to do so will result in an ‘F’ for the assignment.

• **ALL** written work must be submitted only in **Microsoft Word**. NO OTHER FORMAT IS ALLOWED. Failure to do so will result in an ‘F’ for the assignment.

**Major writing submissions**

 For FYS/EC – if a student fails to submit **2 major writing assignments**, they will receive an **F** for the course, regardless of their average.

 For SYS – if a student fails to submit **1 major writing assignment**, that student will receive an **F** for the course, no matter what their other grades are.

**Attendance**

 Students are expected to attend on time and prepared.

 **There are NO excused absences.**

 **Leaving the classroom for any reason other than a complete emergency (and ONLY your instructor decides what is an emergency) is also considered an absence.**

 **Talking or chatting on any electronic device, a phone or a laptop will earn the student an absence for that day**.

 When the student is late or absent, it is the **STUDENT’S** responsibility to find out what he or she missed and to catch up.

 Full attendance credit on Zoom is ONLY given when the student is present, with cameras on and in front of the camera. Students who turn their cameras off, leave for any reason, fall asleep or are clearly doing something else will be marked absent.

**Tardiness** (= being late)

 FYS – three times late = 1 absence.

 EC – Two ‘lates’ = 1 absence.

 The two-session period is considered **one** for purposes of attendance.

 SYS – two lates = 1 absence.

 Zoom – leaving the class at any time, turning your camera off, doing something else

 = 1 absence

**Annotations and Notebooks (FYS)**

Annotations will be asked for at random. The student must be prepared and up to date and must bring the course reader to class every FYS session WITH FULL AND CURRENT ANNOTATIONS. I will ask to see them at random – and if the student does NOT bring the course reader to the FYS session the day I ask for it – that will count as an F for the Annotation grade.

Notebooks (tetrad) will be asked for at random. The student must be prepared and up to date and must bring his notebook to class every FYS and ECLA class session.

**Participation Grade**

The student’s participation grade is based on discussion of the TEXTS, not merely speaking often in class.

**If you are unwilling to live with these strict rules, I suggest you try to get into another section.**