

College English Responsibilities & MLA Format

Mrs. Glerum

Student Responsibilities

- To come to class with textbooks, Chromebook and writing materials
- To read each assignment completely before discussion time in class
- To come to class with either a sense of the reading's importance or specific questions about the reading
- To actively participate as an individual or in groups
- To hand in all assignments on time and to the best of their abilities
- To take responsibility for your actions
- To find out about missed homework due to an absence using Google Classroom and the class calendar.
- To regard this class as a college level course and to set high personal expectations and goals for your performance in this class.

Teacher Responsibilities

- To come to class with textbooks and supplemental materials
- To read each assignment completely before discussion time in class
- To bring additional information and an enthusiasm for the subject to class discussions
- To grade all papers in a timely manner
- To communicate clearly expectations for all assignments
- To provide aids, manuals, etc. for student use and to instruct in the use of such manuals.
- To maintain high expectations for all students and encourage them to meet those expectations
- To encourage students to become self-directed learners who take responsibility for their own education

Assignment Policy

- **NO late work will be accepted!! Any papers turned in late will receive a zero.**
- All assignments will be submitted on Google Classroom.
- Final drafts of essays or major projects are due at 2:50 p.m. on the due date. Any assignments turned in after 2:50 will be considered late.
- If you are absent on the day an assignment is due, you are expected to submit the assignment on the first day that you return to school. The assignment is due when you arrive at class, NOT at 2:50 on the day you return.
- Spelling errors are unacceptable with today's technology. You are permitted one spelling error per page; after that, spelling errors will affect your overall grade.
- **ALL essays and papers** given as extended assignments are expected to be completed in Google Docs and must follow proper **MLA format (see basic guidelines on the next page)**. We will also complete one essay in APA format in Trimester B to give you experience with a different format that is frequently used in colleges and universities.
- Details for MLA Format can be found at the [ONLINE WRITING LAB](#) through Purdue University.

Your Name

Teacher's Name

Class Name

Day Month (spelled out) year

Title

All documents in MLA format are double-spaced, including outlines and works cited. They will also use one-inch margins. On the first page, a name block will appear in the top, left-hand corner, like you see above. It is NOT a header, and it is only on the first page.

However, each page will also include a header. The header will appear in the top right hand corner, one-half inch down; in it your last name and the page number will appear. There should be a space between your last name and the page number.

Please notice, there are NO extra spaces between the name block and the title, nor between the title and the first paragraph of text. In addition, there are no extra spaces between paragraphs. Finally, no "pg." is necessary before the page number that is used in the header. Examples of outlines and works cited pages will be provided when research papers are written.

Finally, business letters that are written will follow strict block style format. This includes sender's address, date, receiver's name and address, greetings, text and closing which are all left aligned. Paragraphs in business letters will be single spaced, with a double space between paragraphs. No indents will be used unless a numbered list is given. Again, examples will be provided when letters for projects are written.

If you have questions about MLA format or business letter format, please refer to the the MLA website provided though the Online Writing Lab (OWL) at Purdue. If those references fail to answer your questions, please contact the instructor.