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September 2015

## Back Matter

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## **Composition Student Learning Outcomes**

**By the end of first year composition, students will:**

- apply knowledge of conventions through proper formatting, documenting, and structuring of written text, controlling such surface features as syntax, grammar, punctuation and spelling.
- use technology to locate and evaluate information as well as produce one's own writing.
- complete each stage of the writing process toward producing a cohesive text.
- respond appropriately to various rhetorical situations.
- apply critical researching, reading, and writing skills in order to integrate their own ideas with those of others.
- display a biblical worldview through written or oral coursework.

## **Grading System**

**A** – Recognizes excellent achievement. It is indicative of superior quality work and reveals a thorough mastery of the subject matter. The student receiving this grade should demonstrate enough interest to do some independent investigation beyond the actual course requirements.

**B** – Indicates work and achievement that are well above average. The student receiving this grade should be capable of doing advanced work in this field. The quality of the work should be considered better than that achieved by the average student.

**C** – Indicates average achievement and a satisfactory meeting of requirements.

**D** – Reveals inferior accomplishment and is generally unsatisfactory from the standpoint of course requirements.

**F** – Failing grade. It indicates very unsatisfactory work. No course credit is earned.

**AU** – Given when a course is audited. To receive this notation, the student must attend and participate in the course. No credit is earned.

## **Plagiarism: What It is and How to Recognize and Avoid It**

### **What is Plagiarism and Why is it Important?**

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

### **How Can Students Avoid Plagiarism?**

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

These guidelines are taken from the Code of Student Rights, Responsibilities, and Conduct.

## Writing Resources

### Cedarville University Writing Center

**Director:** Professor Julie Moore  
Tyler Digital Communication Center  
Room 104  
Cedarville University  
**Phone:** 937-766-3245  
**Email:** The Writing Center

#### Mission

The Cedarville University Writing Center exists to help writers at all levels of proficiency from all academic disciplines develop effective writing skills. This development takes place primarily through one-on-one peer consultations which are adapted to individual writers' needs. Such consultations will be competent and timely, will occur in a comfortable, non-threatening atmosphere, and will address all writing projects in any stage of the writing process, from brainstorming to revision. These consultations focus primarily on the writing at hand, but the long-term goal for every session is to help each tutee become a better writer overall. The center is neither a proofreading service nor a classroom - tutors do not edit or grade. Instead, the center blends service and communication, a blend which at its core is wholly Christian.

## **Centennial Library**

### **Department Contact Numbers**

- Administration: 937-766-7845
- Circulation Desk: 937-766-7840
- Collection Services: 937-766-7844
- Curriculum Materials Center: 937-766-7854
- MediaPLEX: 937-766-7852
- Reference Desk: 937-766-7850
- Office FAX: 937-766-2337
- Public FAX: 937-766-3776

### **Hours**

- Monday - Thursday: 7:45 am - 11:30 pm
- Friday: 7:45 am - 7:00 pm
- Saturday: 10:00 am - 7:00 pm
- Sunday: 7:30 pm - 11:30 pm