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Student Course Reinstatement Policy

Students have a responsibility to arrange payments for their classes when they register, either through cash, credit card, financial aid or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record payment of tuition and fees who request reinstatement after the official date of record payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed Enrollment Authorization Form with the signature of the instructor, department chair, or dean who should verify that the student has been regularly attending class. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements. A dean may waive the reinstatement fee upon determination that the student was dropped because of a college error. The dean should note the nature of the error in a memo to the registrar with appropriate documentation.

NOTICE OF STUDENTS' RESPONSIBILITY TO READ THE HCC STUDENT

HANDBOOK: Please refer to the HCC Student Handbook (<http://www.hccs.edu/students/handbook/HandbookHome2.html>) for information about students' rights and responsibilities. It is your responsibility to be aware of the information provided in this document

WRITTEN ASSIGNMENT

Students are required to submit a written assignment during the semester. The written assignment in total is worth 50% of the final grade in the course. Your written assignment will consist of four papers, each turned in separately and accounting for a percentage of your final course grade. The breakdown of the weight of each paper is listed below. Each paper will be written over a different topic, but pertaining to the same issue. There will be a total of three of these papers, each worth 10% of your final COURSE grade. You will use these first three papers to compose and write your final and fourth.

PAPER DESIGN:

Each of your three papers will be a minimum of 2 pages in length, double spaced, 12 point Times New Roman Font, 1 inch margins. Failure to meet the above outlined requirements will result in an automatic 50 point deduction from each of your papers grade. You may use appendices, charts, graphics or graphs, but these will not be counted as part of the required 2 page minimum. All papers must be written with consideration for grammatical rules. This includes spelling. Although I am not an English teacher if I cannot understand what you are writing then I cannot conclude that you are adequately able to understand the material or complete the given assignment. Failure to use proper English, spelling and grammar will result in a discretionary deduction not to exceed a total of 20 points from the overall grade of the paper. **I will provide you with a grading rubric that explains masteries and deficiencies in any of these areas.**

Your 4th and final paper will be a combination of your first three papers. You will use your first three papers to write a final paper that will be 7 pages minimum. All of the above grammatical, spelling, and design requirements apply. Failure to adequately comply with the design requirements for this paper will result in a minimum of a 50 point deduction; and failure to comply with grammatical and spelling requirements will result in a discretionary deduction not to exceed a total of 20 points from the overall grade of the paper.

In addition, your fourth and final paper MUST have a minimum of three documented scholarly sources. These sources can be incorporated throughout the progress of writing your final paper. You do NOT need to include three sources in each of your separate papers. However, I would recommend utilizing at least 1 source per paper so that you can focus on organizing, editing, analyzing and evaluating each of your first three papers when writing your fourth paper.

CITATIONS:

Furthermore, all sources used in the research of the paper must be cited in an appropriate manner (footnotes or endnotes and bibliography) using any method (MLA, Chicago, etc.). A bibliography and in-text citations allow you to bolster the argument of your paper by borrowing ideas from others who have more expertise in a certain area or issue. Proper citations are important because it ensures that the information you included in your paper is not plagiarized, as well as verifiable. More important this prevents you from receiving a 0 and a trip to the Chair of the Department's office, if I can quickly look up where you got your information to make sure credit for unoriginal ideas were properly documented. Plagiarism is a serious offense and will be taken up with the chair if I see it happening. This is why it is important to always include a bibliography and in-text citations so that you can PROVE that you did not copy someone else's work and that the paper you turned in was your original own.

All sources must be included in a bibliography attached at the end of each paper they were included in. The bibliography does not count toward the minimum number of pages of each paper. If you are using a direct or summarized quote from a source you must include an IN-TEXT citation following the included quote. This is especially important when citing quantitative (meaning numerical) data, such as spending, finding, budgeting, populations, demographical percentages or any projections. This type of information is not common knowledge. Anything that is not common knowledge, even perhaps a political definition or numerical data, requires an in text citation if you are utilizing a direct quote or summary from a scholarly source. Remember that since in-text citations are ensuring that the information you are providing is not plagiarized, a corresponding entry citing the source that the information was pulled from is required. This corresponding citation of the source should be located in your bibliography. You may cite sources in your bibliography that do not require an in-text citation if you do not use a direct or summarized quote. If you fail to accurately cite in-text or bibliographical sources your paper will be CONSIDERED plagiarized, resulting in a final grade of a 0.

A great place to use for citations is www.easybib.com. You may choose any manner for creating citations that you choose or feel most comfortable with. However, the citation style you choose must remain consistent throughout each paper. If you are not familiar with any of the

above mentioned citations styles please contact the library or HCCS AskOnline Tutoring Program for free at hccs.askonline.net an additional grammatical and content assistance. You will also find a link to the AskOnline Tutoring Cite, as well as an additional document link on the Eagle Online website outlining the proper method of creating a bibliography using the different citation styles mentioned above.

SCHOLARLY SOURCES:

Scholarly sources are resources used to support the information included in a paper with credible evidence. A list of things that will not be considered scholarly sources are things, such as blogs, websites (unless they end in .gov) and Television News Networks. If you are unsure about the credibility of a source you want to use please contact me directly for verification. If sources included in your paper are not verifiable, meaning that I cannot locate them or credible then you will receive an automatic deduction of 50 points. A great place to search for scholarly articles regarding your topic of interest is the JSTOR database. **Your textbook or class notes do not count as one of the three required resources.** This means that you are required to do some research outside of the classroom. If you have any questions on the assignment, please contact me before the due date, which is noted in the course outline above.

Assignment Topic: Voter turnout among minority groups, such as Female, African American, Hispanic, Latino and Asian citizens was very low throughout the first half of the twentieth century. Over the past 50 years, civil rights policies have changed substantially. In this research you will first discuss and analyze the importance of participation; second, identify specific legal, legislative and informal changes to voting rights; third, evaluate the impact of these changes on participation; and lastly, critically analyze if additional substantial changes can or should be made to generate

Once you choose an issue you may not change it. The issue you choose will be the focus of each of your papers. After choosing a topic that is of interest to you ask yourself what more you would like to know about it. This will help you in your research endeavors. Below you will find a description of the focus of each of your papers. This description tells you how you should be writing about the issue you choose.

Paper Topic 1:

Explain discuss the importance of political participation. Is it a right or a duty to participate in political process? What is the importance of participation and through what methods can citizens participate?

Paper 2:

Identify at least two measures that, either amended or implemented since the 1960s, that have changed political participation. Discuss what the purpose of these measures were?

Paper Topic 3: Choose to minority groups and discuss how citizens amongst these groups have turned to alternative forms of participation. What are these alternative forms, are the effective and how have the impacted the political process?

Paper 4