FORMAL ESSAY GUIDELINES

You are required to write 4 formal essays for the semester. These essays will range from 4 to 8 typed pages each. You must turn in all required formal essays and earn an average “C” grade on them to maintain the possibility of passing the course. Each essay must always include the following:

1) a complete first draft (typed, double-spaced)
2) a separate title page with an original title
3) a final draft (typed, double-space with major content revisions and without mechanical, grammatical, and spelling errors)
4) a properly formatted and accurately cited MLA Works Cited page
5) at least 2 completed peer response/feedback sheets

Specific assignments and due dates will be announced and indicated on your 2-week assignment/topic schedule, but for each assignment you will receive an assignment sheet with your specific essay topic(s). In English 110 essay assignments, your primary goal will be to analyze and explore literature in a thoughtful and intelligent manner, using approaches and techniques we have discussed in class.

DUE DATES:

COMPLETE FIRST DRAFTS AND FINAL DRAFTS OF ESSAYS ARE DUE AT THE BEGINNING OF CLASS ON THEIR SPECIFIC DUE DATES. If you come to class without a first draft on the day it is due in class, or if you are absent on a first draft due date, you will receive a “O” (zero) for your first draft—NO EXCEPTIONS. You must, however, still write a complete first draft of the paper and go on to revise it to meet final draft standards. If you do not submit a final draft packet at the beginning of class on the day it is due, it will immediately receive a 3-point deduction and will continue to receive a 3-point late penalty for each day it is late (including non-class days and weekends). Note that first drafts will NOT be accepted by e-mail or by proxy; you must be present with your draft and participate in the peer feedback session in order to receive first draft credit.

On a first draft due date, you must bring your draft to class so that several classmates can read it and give you feedback/suggestions. When the peer feedback session is over, you will take your draft home and revise it so that it is 100% improved. This means that major content changes (not just mechanical, grammatical, and spelling changes) should be made. Getting feedback/suggestions is an absolutely necessary part of the formal writing assignment process. If you are absent on feedback days, you will have to use your time out of class to have someone else read your draft, make suggestions, and complete your peer feedback worksheets. Any final essay packet without a first draft and/or peer feedback sheets will lose points accordingly. Even though first drafts are not collected on first draft due dates, they are quickly reviewed by me and marked for points. If you’d like feedback from me on your first draft, you must make an appointment to see me during my office hours or Writing Lab times.

LATE PAPERS & LATE SLIPS:

A late final draft is one that is submitted after roll is taken at the beginning of the class on the day it is due. Final drafts received after roll call will immediately lose 3 points AND will continue to lose 3-points for each additional day late, including non-class days and weekends. No final drafts will be accepted via e-mail or fax unless discussed with me in advance.

If needed, you may submit one late final draft packet with your late pass. Your grade WILL NOT be lowered when you use this late pass, but the essay must be turned in within a week after the original due date. Late passes can’t be used for 1st drafts, in-class work, quizzes, homework, or the last essay of the semester.
DRAFTS:

Each essay must include a typed first draft and 2 complete peer feedback sheets. Even if you are absent on a first draft due date, you are still responsible for writing a first draft and getting feedback/responses outside of class. A final draft packet submitted without a first draft will receive a penalty of 20 points off the final draft grade.

All final drafts must be typed and must represent a PERFECT PAPER. This means mechanical and grammatical errors must be nonexistent. A paper with too many errors reflects carelessness and/or a lack of effort to perfect your work. You will be expected to go out of your way to eliminate spelling, grammatical, mechanical, and punctuation errors.

ESSAY REWRITES:

You may revise only your first 2 essays if the original essay was turned in on time AND included both first and final drafts. Students who decide to rewrite an essay must schedule an appointment with me within a week of receiving their original graded essay in order to discuss suggestions for improvement. If arrangements for an appointment aren’t made within one week, you will forfeit your rewrite option. If your revised paper shows significant improvement (in content—analysis, organization, content, etc.), you will receive a higher grade. Rewrites that show only proofreading changes will not receive a higher grade.

MISSING or INCOMPLETE ASSIGNMENTS:

In order to receive a satisfactory grade for the course, ALL essay assignments must be completed with an average total of “C” or better. You will earn a guaranteed “D” or “F” in the class if any major essay assignment is not completed. The main reason for this is that a missing essay results in a loss of between 100-200 points in an assignment category that is worth a major part of your grade; furthermore, transfer institutions like UC and CSU will not accept Engl. 110 as transferable if you have not met the writing requirements they have established for transfer.

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GUIDELINES FOR WRITING ESSAYS

FIRST DRAFT (also known as "rough" draft) guidelines:

1) Use 8.5” x 11” plain white paper.
2) Type all first drafts (no handwritten drafts, please).
3) Leave a 1- inch margin space on the left, right, top, and bottom of your page.
4) Double space between lines and indent paragraphs. No extra spaces between paragraphs.
5) Put your name and the page number at the top right of each page of your draft.
6) Make sure that your first draft is complete and good enough to share with your classmates. This means your ideas should be developed, thoughtful, and coherent.

FINAL DRAFT guidelines:

1) Type all final draft—10 or 12 pt. font (Arial, Helvetica, Times New Roman, Palatino) on 8.5” x 11” plain white paper (like the size you see here). Use one side of a page only.
2) **Make a title page.** Include all of the following information centered on the page like this:

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Title of Your Essay
(Be original and creative.)

Your Name
English 110, Section #??
Professor N. Floro
Assignment #
Essay Due Date
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3) Other pages must have 1-inch margins on the left, right, top, and bottom. Include your last name and page number at the top right of each page as shown below. Double-space each line. Indent each new paragraph by 5 spaces. Your pages should look like this:

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Smith 1

Always indent new paragraphs.
Double space and leave a one-inch margin on all four sides of the page,
including the left, right, top, and bottom. The font and size you use
should be Arial, Helvetica, Times New Roman, or Palatino 10-12 point—like what you see here. Do
not include any extra line spaces
between your paragraphs.
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4) **Make final proofreading corrections before you hand in your paper.** You must correct any spelling, grammar, mechanical, and typing errors that you find.

5) Be sure the final draft you turn in is your best work. It should always be done in a professional manner and should never be sloppy or show carelessness.