



Fall 2026

English Composition 1

ENG 101 EWF

South Hall 219, Mondays and Wednesdays, 12:20 PM to 1:45 PM

Dr. Harold William Halbert

OFFICE HOURS POTTSTOWN: MW 9 AM to 10 AM, South Hall 228, Cubicle G

OFFICE HOURS BLUE BELL: TTh 9:00 AM to 19:30 AM Parkhouse 441

TUTORING HOURS BLUE BELL: TTh 10 AM to 11 AM

See HalHalbert.com for more information.

COURSE INFORMATION

Number of Credits: 3

Class Hours: 3

Lab Hours: 3

Course Prerequisites and Co-requisites: Students must have successfully completed or tested out of REA 017 or REA 018, ESL 011 or ENG 011.

COURSE DESCRIPTION

ENG 101 is based on the premise that critical thinking generates clear writing. In this course, the student learns to read critically, a skill that involves distinguishing central ideas from supporting material and identifying an author's purpose, assumptions, attitudes, and biases. Additionally, the student in ENG 101 learns a writing process that involves generating ideas, drafting, composing, revising, and editing. The student also learns to locate, use, and accurately reference various sources of information. This course is worth three credit hours.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- Read critically.
- Evaluate a writing task for purpose, audience, context, and point of view.
- Use a rhetorical strategy appropriate to the writing task to address a topic.
- Locate and use outside information sources with basic proficiency.
- Develop coherent and persuasive essays that present carefully developed and wellsupported theses.
- Use formal, standard usage, grammar, and punctuation.
- Cite the work of others using a standard model of documentation.
- Adopt ethical writing standards.

Learning activities:

- Lecture
- Readings
- Discussion
- Peer Review
- Essays

For collegewide policies and services, please see the Institutional Syllabus, located on our Canvas course menu.

- Tests
- In class Writing
- Library Research

Evaluation Methods

- Write 15-20 pages of edited prose
- Final argumentative research paper using outside sources collected and scored by common rubric

REQUIRED TEXTBOOKS AND MATERIALS

- *A Pocket Style Manual* (8th Edition)—Hacker and Sommers
- Downloaded Course Readings (provided by instructor via Canvas)
- Book-Tab Post-Its.
- Pen and paper for each class

TOPICS

1. Assessing the Writing Task
 - a. Purpose
 - b. Audience
2. The Writing Process:
 - a. Generating ideas
 - b. Drafting
 - c. Composing
 - d. Revising
 - e. Editing
 - f. Referencing sources
3. Essay Unity, Development, and Coherence
4. Sentence Variety
5. Grammar Review

COURSE THEME

While ENG 101 is a skills course requiring students to learn to write by studying techniques, planning out essays, writing, and revising, most college courses will focus on a specific topic and base its writing assignments throughout the semester on that topic. To parallel that kind of writing environment, I have built all our assignments around a central topic: education and identity formation.

COURSE CONTENT

My courses are designed to deal with adult issues often centering on controversial cultural and historical conflicts. At times, the class readings, lectures, and discussions may question ideas or beliefs that individual students hold dear. In addition, the language used in the course may range from highly technical jargon to the vernacular, including profanity. Students who wish to avoid such a classroom environment should seek another section of the course.

STATEMENT REGARDING UPDATES TO SYLLABUS

As the semester unfolds, Dr. Halbert may have to adjust the syllabus due to unforeseen circumstances. Such changes will be announced in class and via Canvas: once they are announced on Canvas, students must update their personal copies of the syllabus/daily assignments and are to be held to the new syllabus due dates. Dr. Halbert will make every effort to not change major assignments (papers, tests, in-class essays, etc.) even when changes are needed out of respect for those folks who plan ahead, but he reserves the right to do so if no other options are available.

COURSE GRADING POLICY AND PROCEDURES

English 101 will be one of the most challenging courses of your academic career because it moves quickly, requires a wide range of academic skills, and demands more time than the average course. We will complete four major essay cycles consisting of content readings, skills readings, prewriting, drafting, peer revisions, and final drafts. A breakdown of the assignments and relative point values is as follows:

Major Research Paper	300 Points
Final drafts of major papers	200 points
MS Word Formatting Assignment for each paper	21 points
Annotated bibliographies	50 points
Individual drafts of papers (points given for in-class participation in peer review, not simply completing drafts)	5 points if completed -5 if not
In-class essay (if assigned)	50 points/essay, 5 points/card
Required emails and posts	1 point if completed -5 if not
Reading checks	5 points, prorated based on completeness
Formal responses and formal peer reviews	20 points
Late to class	-2 points for each occurrence
Attendance	1 point for each class attended -5 points for each absence or as otherwise noted on daily assignments; 5 th absence means F in course
Conference	10 points each
Two-minute presentation	10 points

Your grade is calculated by adding the total points earned and then dividing them by the total points possible. That average will then be plugged into the college's grading scale.

GRADED DESIGNATIONS			INSTITUTIONAL GRADING SCALE	
GRADES	QUALITY POINTS	DEFINITION	GRADES	NUMERICAL EQUIVALENCIES
A	4.00		A	93-100

A-	3.67	SURPASSES EXPECTATIONS	A-	90-92
B+	3.33	ABOVE EXPECTATIONS	B+	87-89
B	3.00		B	83-86
B-	2.67		B-	80-82
C+	2.33	MEETS EXPECTATIONS	C+	77-79
C	2.00		C	70-76
D	1.00	BELOW EXPECTATIONS	D	60-69
F	0.00	ACADEMIC FAILURE	F	0-59
XF	0.00	ACADEMIC MISCONDUCT	XF	0.00

Be advised that *you must complete all major papers and in-class essays in order to pass the course*. Even if your paper is too late to be accepted under the late work policies, it must be completed by the end of the semester. If it is not, then you will automatically fail for the course, regardless of what your point total is.

MAJOR PAPER REWRITE OPTION

In order to allow students to benefit from the three-step writing process and to turn in the best possible work for evaluation, students will be permitted to revise the first graded major paper in the course for an entirely new grade provided the assignment/essay was handed in on time and without plagiarism. Late or plagiarized papers are ineligible for revision.

Note: Just turning in a revision does not guarantee you will receive a higher grade. In the event that the revised draft grade is actually lower than the original assignment, you will receive the higher of the two grades; however, a higher revision grade always replaces the original grade, so if you are prepared to work hard, your grade will most likely benefit. See the class web page for more information on the major paper rewrite. Please see the class web page's assignments section for more explicit details.

TURNING IN ROUGH DRAFTS

For each major paper, we will write a complete rough draft and then a final draft. Each draft needs to be uploaded to the Discussion Board in Canvas with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. In-person classes also requires a printed copy for others to read. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

TURNING IN MAJOR PAPERS

When the final draft of a major paper is due, you will need to do the following:

- Submit the paper to the appropriate Assignment on Canvas as either an MS Word file. When required, a works cited page should be included in the same file. ***This file is what will actually be graded, so make sure it matches the same final version that you submitted in hardcopy.*** You must submit the paper to Turnitin.com as well: papers not submitted to Turnitin.com will be given a zero.
- Post a copy to the discussion board in the "Final Draft" topic for that paper.

I will mark the first draft extensively for two reasons: to give you clear guidance should you choose to submit the [optional major paper rewrite](#) and for you to use as a guide on what to improve in subsequent drafts. Other major papers will receive fewer comments since they generally repeat issues from the first paper. The final paper will not receive any written comments unless you explicitly request it since they will be submitted at the end of the semester.

READING CHECKS

Each time a reading or film is assigned, you will need to show that you read it by presenting your annotations to the text. You can do this using any combination of the following techniques, either on hard copy or a digital copy:

- Marking the actual text (underlining, highlighting, marginal notes, etc.)
- Taking notes on Post-its and placing them on the actual page of the text. Digital notes in the text are also a good approach.
- Taking notes separately on paper or in a text file that include page number references to the text if the text has page numbers. Please note: *AI generated notes or summaries are not acceptable.*
- Notes about films will need to be done by hand. Generally, two to four pages of notes are expected for a film. You may wish to include timestamps for key scenes.

These annotations serve three purposes:

- They prove you actually read the text, which is a necessity in an English course.
- They will help you to identify and retain key ideas and details from the text for class discussion.
- They will allow you to find key passages should you choose to write one of your papers about the text.

COURSE ATTENDANCE

Regular attendance and punctuality are expected. At the start of the semester, each student will receive 12 points of extra credit for attendance. Points lost for tardiness or absences will initially be taken from this pool of points, giving students the flexibility to miss two classes without injury to their grades. Each absence will subtract five points from a student's total points scored for the semester. Each late arrival will subtract two points from the total points scored. A point will be awarded for each class attended. If a student knows he or she will miss a class, that student should alert Dr. Halbert beforehand. Students arriving after attendance is taken will be marked tardy. If you arrive late, please wait until the end of class to make sure Dr. Halbert did not mark you absence: it is your responsibility to do so, not Dr. Halbert's. Students who leave class early must ask for permission prior to the start of class; if you leave without permission before the class is dismissed, you will be marked absent for the whole period. Good manners suggest that if you know you will miss a class meeting, you will contact me and let me know.

WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS

Students are encouraged to consult with their instructor and/or an academic advisor when initiating a Course Withdrawal. The instructor's permission must be requested and received if requesting a withdrawal after 60% and before 75% of the course is completed. After 75% of the course is completed, students may apply for an Excused

Withdrawal due to medical, catastrophic, or other circumstances beyond the student's control. Specific dates of deadlines for this semester can be found on the [Registration Calendar](#).

Should you wish to withdraw from the course, the deadline to withdraw without my signature is November 4, 2026. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After November 4, 2026, I will not sign any withdrawal requests unless you have a documented emergency. If I have not returned the first paper by this date, I will extend the deadline until one week after that paper is returned.***

The absolute last day to get my signature is November 19, 2026. After that, all requests to withdrawal must be made directly to the Office of Academic Affairs.

Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies, incarceration, or military call-ups. Audits will not be permitted unless you start the course as an audit student and can convince me that you are willing to do all that work for no grade.

LATE WORK

All work is due at the beginning of class on the day listed for the syllabus unless otherwise noted. I hate late work from students: it complicates my ability to grade or simply keep track of your work. More importantly, it devalues the efforts of your classmates who work very hard to meet their deadlines. To discourage late work, I have the following policy:

- Final drafts of papers lose 25 points (out of the possible 200 points) for each 24-hour period they are late. This penalty includes Saturdays and Sundays.
- Other late assignments have a 24-hour period to be submitted. They will be graded, and that grade will be divided by 2 and entered into the grade spreadsheet.

Late work will kill your grade, so don't do it. If you know ahead of time that you will not be able to complete a task, contact me for an extension. I reserve the right to make an exception to the late policy in the case of an extreme (and documentable) emergency, but that almost never happens.

ACADEMIC INTEGRITY, PLAGIARISM, AND ARTIFICIAL INTELLIGENCE

Plagiarism constitutes a serious breach of academic honesty and will not be tolerated. Unless I deem an act of plagiarism or cheating an honest mistake, I routinely assign students an "F" in the course for any act of academic dishonesty without the option of withdrawing from the course. Especially egregious acts will receive an "FX" with an additional notation of academic misconduct on the student's transcript. Please note that submitting work from another class as original work for this course constitutes academic dishonesty. For a full discussion of the Academic Honesty policies, please see the [Student Academic Code of Ethics policy](#).

For this class, plagiarism or cheating includes, but is not limited to, the following:

- Using any material generated or created by an artificial intelligence (A.I.) service in your assignments unless specifically directed to by Dr. Halbert.
- Copying and/or pasting materials from another source word-for-word without quotation marks and a citation, no matter how small the amount of text.
- Using someone's ideas, data, or facts without attributing the source.
- Buying a paper, whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Receiving a free paper whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Getting a friend, stranger, family member, lover, enemy, or any other person to rewrite sections of your paper.
- Submitting a paper written for another course, even if you wrote it.
- Lying to your professor.

For collegewide policies and services, please see the Institutional Syllabus, located on our Canvas course menu.

- Writing or rewriting papers for your classmates outside of the context of a peer review.

GRADE APPEAL

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course due to issuance of an arbitrary grade, inconsistent grading practice, or mechanical error. The policy and procedure are found at <https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal>.

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. Please see the [Student Code of Conduct policies and procedures](#) for more information.

ACCESSIBILITY AND ACCOMMODATIONS (ADA)

Students who need accommodation because of a disability should contact the College's Disability Services (215-641-6575) office as early as possible to provide documentation and request services, if required. If you receive an accommodation letter, please share it with me promptly so we can discuss how the accommodation will be implemented in this course. If you have accessibility barriers in Canvas course materials (documents, videos, links, or exams), please let me know right away so we can address them. [Disability Services webpage](#)

FREE RESOURCES FOR PHYSICAL AND MENTAL HEALTH AND WELLBEING

If you are navigating challenges related to your physical or mental health or require support with basic needs, I encourage you to explore the resources available in the Institutional Syllabus linked in our Canvas course menu and the College's Campus and Community Resource Guide (available on the College website).

If you believe that you or someone close to you is in danger of self-harm, do not hesitate to call or text the number 988 to reach the National Suicide & Crisis Lifeline. And, in all situations, if there is an imminent danger, call 911 and Campus Safety. Blue Bell Campus: 215-641-6666 or Pottstown Campus 610-718-1913.

MANDATORY PARTICIPATION

To be eligible for financial aid funds, you must begin attending all of your classes promptly, within 1-2 days of the first day of your start date. This entails more than merely showing up for the first session or clicking into the online course on Day One. If you are not attending, the College is obligated to drop you from the class. If you are enrolled in an accelerated online, asynchronous course, attendance equals engagement in course-required activities. Please send me an email if you have any questions regarding this policy. For more information, see the [eligibility requirements on the Federal Student Aid website](#).

MCCC E-MAIL AND COURSE COMMUNICATION

While I have an office phone, the best way to communicate with me is via email. I am generally quick to respond, but please be advised that I may take up to 48-hours to respond during the semester (and longer during breaks). I generally do not answer emails after 5PM because of family obligations, so 1 AM messages the night before a paper is due will normally not get a response before class. My expectation is that you will check your email each day, particularly between the final class meeting and the posting of grades. I will not spam the class with non-class related materials, so if you get a message from me, please consider it important and respond if needed.

Each student is responsible for checking his or her email accounts at least every other day during the semester. During the last week of class, reading day, and the entire final exam period (until Dr. Halbert announces that final grades have

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been posted), students should check their email every day in order to make sure there are no issues or concerns about your grade that need to be addressed. Failure to check your email may negatively affect your grade because messages about the class generally are generally important information about assignments.

CLASS CANCELLATION

In the event of inclement weather or other emergency, the College will post closures on the school's web portal and send text messages to anyone who has signed up for them. In the event that I have to cancel a class, I will email the class and post a message on Canvas (assuming I have power at home to access the Internet). I strongly urge each of you to set up [Montco's text messaging alert](#) on your mobile phones as well: the College will send an alert of campus-wide closings.

TUTORIAL SERVICES

Tutorial Services: Free subject-area tutoring, academic workshops, and study skills specialists are available at the libraries at each campus. Tutorial Services helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Contact them at 215-641-6452 or log into the portal and find us online: [Tutorial Services hours and services](#). Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

CLASSROOM POLICIES

As adults, students and the instructor should know to do the following in class:

- Be prepared for class with work completed and required materials available.
- Refrain from non-class related conversations once class has started.
- Keep cell phones and pagers in "silent" mode and refrain from answering them or using them to send text messages. Should a student expect an important call (because of family emergencies or issues of similar magnitude), please make the instructor aware of that possibility before class.
- Inform the professor if you will be recording the class.
- Treat each other with mutual respect: while we can challenge each other's ideas in class, personalized attacks or use of inappropriate language directed at another member of the class community is unacceptable.
- Ask for help if you need it.
- Make the most of this course. It will help in the future.

FINAL WORD

I enjoy teaching Composition courses: I believe they can be the most empowering classes a person can take in college because the skills you learn can help you in virtually every part of your life. I took this job to help people discover their potential: as long as you are willing to do the work, I will do everything in my power to help you not only pass the course, but to be the best writer you can be.

DAILY ASSIGNMENTS

Note: bulleted items are due on the date immediately above them.

Wednesday, September 2, 2026

- First day of class.

Monday, September 7, 2026

- NO CLASS: [Labor Day](#).

Wednesday, September 9, 2026

- Read and sign the class contract (see Handouts section of class web page)
- Complete the contact information survey.
- Read and mark the following handouts (located in Readings section of our Canvas site. They are all part of the large "First Three Weeks Readings" document):
 - "How to Really Read this Book"—Freddie, Halbert, McCormick
 - ["A Special Note on Taking Separate Notes on Readings Rather Than Marking Text"](#)--Halbert
 - "First They Changed My Name"—Caffilene Allen
 - "The Sanctuary of School"—Lynda Barry
 - "The First Major Turning Point"—Malcolm X
 - "'I Just Wana Be Average'"—Mike Rose
 - Chapters VI and VII of *The Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*.
 - "Theme for English B"—Langston Hughes
 - "The Conversion of the Jews"—Philip Roth
 - "Honor Bound"—Joseph Steffan
- REMEMBER: this first reading check will be your first major impression on Dr. Halbert
- Be prepared to have your photograph taken.
- Last Day to Add.

Monday, September 14, 2026

- Freewriting activity for Paper #1. Post a copy on the Discussion Board in the "Paper 1: Freewriting" section.
- Bring your reading packet to class.
- Read and mark "The Comma" in Hacker (*A Pocket Style Manual*) 54-61. If these page numbers do not line up with your edition, read your edition's statements on comma usage with coordinating conjunctions (and & but) and comma usage with introductory elements/phrase/clauses.
- Read and mark "MLA Format; sample research paper" (Hacker 176-186) and skim the sample essay to visually see how a paper should look in this course.
- NOTE: Dr. Halbert may be a few minutes late as he will be coming from a medical appointment. Do not leave class.

Wednesday, September 16, 2026

- First draft of Paper #1 due. Bring a printed copy to class (for 5 points) and post a copy to the discussion board in the "Paper #1: Draft 1" forum (for another 5 points).
- [Set up your conference with me using Starfish/My Success Network](#) on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.

Monday, September 21, 2026

- NO CLASS. Required conferences. Bring a REVISED and printed second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Five points for posting, 10 points for attending conference with a printed copy.

Tuesday, September 22, 2026

- NO CLASS: We do not meet on Tuesdays.
- Last Day to Drop.

Wednesday, September 23, 2026

- NO CLASS. Required conferences. Bring a REVISED and printed second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Five points for posting, 10 points for attending conference with a printed copy.
- First day of Withdrawal Period without signature.

Monday, September 28, 2026

- Final draft of Paper #1 due. See checklist for details. Post a copy in the "Paper #1: Final Draft (Graded)" assignment (for up to 200 points) and a copy in the "Paper #1: Final Draft (Discussion Board)" slot (for five points).
- NO CLASS. Dr. Halbert will be attending an event in Harrisburg.

Wednesday, September 30, 2026

- Read and mark Paulo Freire's "The 'Banking' Concept of Education" (located in the Readings section of our Canvas web site).
- **WARNING:** This reading is incredibly difficult. You will need to budget at least two hours to this document. Use a dictionary and write questions you have about the text in the margins along with your other comments.

Monday, October 5, 2026

- Read and mark "[How to Integrate a Quote into a Paper](#)" from the Handouts Section.
- Read and mark "[How to Deal with Titles](#)" from the Handouts Section.
- Read and mark the entire "Research" section in *A Pocket Style Manual* (87-106): core concepts include "Finding Appropriate Sources," Avoiding Plagiarism," and "Evaluating Sources." Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.
- Read and mark "Integrating Sources" and "Integrating Literary Quotations" in *A Pocket Style Manual* (116-132).
- Read and mark "Quotation Marks" in *A Pocket Style Manual* (70-73). Place a Post-it book tab next to "quotation within a quotation" and "blended quotation."
- Skim and Mark "MLA Documentation Style" in *A Pocket Style Manual* (132-176). Put a Post-It book tab on page 134 ("List of MA in-text citation models" and "list of MLA Works Cited Models"). Place a Post-it book tab next "One Selection from an Anthology," " Work from a Web Site," and "A Database."
- You may wish to start Paper #2.

Wednesday, October 7, 2026

- First draft of Paper #2 due. Bring a printed copy (for five points) and post a copy in the "Paper #2: Draft 1" forum (for another five points).
- Bring your copy of Freire and *A Pocket Style Manual* to class.
- [Set up your conference with me using Starfish/My Success Network](#) on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.

Monday, October 12, 2026

- NO CLASS: Required conferences. Bring a REVISED printed second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Five points for posting, 10 points for attending conference with a printed copy.

Wednesday, October 14, 2026

For collegewide policies and services, please see the Institutional Syllabus, located on our Canvas course menu.

- NO CLASS: Required conferences. Bring a REVISED printed second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Five points for posting, 10 points for attending conference with a printed copy.

Monday, October 19, 2025

- Third draft of Paper #2 due. Bring a printed copy (for five points) and post a copy in the "Paper #2: Draft 3" forum (for another five points).
- Bring your laptop so that you can do the in-class self-check. You will need to be able to access a copy of MS Word, available in the Montco Portal under "Office 365" if you do not have it installed. You should export your paper as an MS Word file prior to class if you use Google Docs or another word processor and be able to access the actual file on your computer.
- Bring your copy of Freire and *A Pocket Style Manual* to class.

Wednesday, October 21, 2025

- Read and selection from *Lies My Teacher Told Me* by Loewen (located in the Readings section of our Canvas web site).
- Read and mark the selection from *Limbo* by Lubrano (located in the Readings section of our Canvas web site).

Monday, October 26, 2026

- Final draft of Paper #2 due. See checklist for details. Post a copy in the "Paper #2: Final Draft (Graded)" assignment (for up to 200 points) and a copy in the "Paper #2: Final Draft (Discussion Board)" slot (for five points).

Wednesday, October 28, 2026

- In-class essay. [Bring exam card](#). See Graded Task Descriptions for details.

Monday, November 2, 2026

- Library Orientation Day. Absences count double. Location to be announced.
- Research Paper prewriting due. Post a copy in the "Research Paper: Prewriting" forum and bring a printed copy to class (five points total).
- REMINDER: Tomorrow is election day. Make a plan to vote if you did not vote by mail and are registered to vote.

Wednesday, November 4, 2026

- Meet in Library for research. Sign in with Dr. H in the lobby.
- Last day of Withdrawal Period without signature.

Thursday, November 5, 2026

- NO CLASS: We do not meet on Thursdays.
- First day of Withdrawal Period with faculty signature.

Monday, November 9, 2026

- Meet in Library for research. Sign in with Dr. H in the lobby.

Wednesday, November 11, 2026

- [Annotated Bibliography](#) due by 5PM today. Submit to "Annotated Bibliography (Graded)" (for up to 50 points) and post to "Research Bank" on the discussion board (for five points).
- Make sure your Annotated Bibliography contains all three sections and looks like the [sample annotated bibliography](#).
- Two-minute Presentations (10 points).
- Today is [Veterans Day](#).

Monday, November 16, 2026

- First Draft of Research Paper Due. Bring a printed copy (for five points) and post a copy to the "Research Paper: Draft 1" forum (for five more). Minimum of TWO pages required.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal. Make sure you pick a conference at Pottstown Campus, not Blue Bell.

Wednesday, November 18, 2026

- Second Draft of Research Paper Due. Bring a printed copy (for five points) and post a copy to the "Research Paper: Draft 2" forum (for five more). Minimum of five pages required.

Thursday, November 19, 2026

- NO CLASS: We do not meet on Thursdays.
- Last day of Withdrawal Period with faculty signature.

Friday, November 20, 2026

- NO CLASS: We do not meet on Thursdays.
- All withdrawals after today require administrative approval and documentation.

Monday, November 23, 2026

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting; 10 points for attending conference with a printed copy.
- **Folks who sign up for this conference time and attend with a complete draft will get five points of extra credit.**

Wednesday, November 25, 2026

- NO CLASS: Thanksgiving Break starts

Monday, November 30, 2026

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting, 10 points for attending conference with a printed copy.

Wednesday, December 2, 2026

- NO CLASS. Student Conferences. Bring a REVISED printed and complete draft (with works cited) and post a copy to the discussion board in the "Research Paper: Conference Draft" forum. Five points for posting, 10 points for attending conference with a printed copy.

Monday, December 7, 2026

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- Fourth Draft of Research Paper Due. Bring a printed copy (for five points) and post a copy to the "Research Paper: Draft 4" forum (for five more). The paper should be complete with an [MLA Works Cited Page](#).

Wednesday, December 9, 2026

- Fifth Draft of Research Paper Due. Bring a printed copy (for five points) and post a copy to the "Research Paper: Draft 5" forum (for five more). The paper should be complete with an [MLA Works Cited Page](#).
- Bring your laptop so that you can do the in-class self-check. You will need to be able to access a copy of MS Word, available in the Montco Portal under "Office 365" if you do not have it installed. You should export your paper as an MS Word file prior to class if you use Google Docs or another word processor and be able to access the actual file on your computer.

Monday, December 14, 2026

- Final draft of Research Paper Due. Post a copy in the "Research Paper: Final Draft (Graded)" assignment (for 300 possible points) and in the "Research Paper: Final Draft (Discussion Board)" slot (for 5 points). Both are required.
- Our last class meeting.
- It is always a good idea to attend and arrive on time to any final course meeting in college.

End of Semester Reminders

- It is a good idea to go the final meeting of all your classes. Professors often give key information for final projects, final exams, and other issues on the final day. Small class sizes also mean they generally notice who came to the final class (and who did not).
- Check your Montco email and Canvas announcements every day until Dr. Halbert says the grades are posted.
- Don't email Dr. Halbert to see if the grades are done: he will announce when he is done.
- Do check your gradebook on Canvas during exam week to see individual assignment grades as they are entered.
- If there is a problem with a graded assignment, please email Dr. Halbert immediately.
- Final grades due Wednesday, December 23, 2026, at 11:59 PM. I will post an announcement when the grades are finalized. Please do not email me to see if grades are done early: wait for the announcement.