##### Description: HREF

**Arts and Communication**

##### Welcome to ENGL 1301-41806 – MW - 12:20 p.m. – 1:40 p.m. – room T107

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Kassandra Buck

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Office Location: C Building – Near the Pit – Second Floor- C277

972-860-7046 (e-mail is MUCH better!!!)

**Please Come and Visit Me!**

**OFFICE HOURS (CST):**

 **MWF – 8:00 a.m. – 9:00 a.m.**

 **MW – 2:00 p.m. – 3:00 p.m.**

 **MW - 8:20 p.m. – 8:50 p.m.**

 **All other times scheduled by appointment only.**

**Note:** All matters associated with this course are subject to change at the instructor’s discretion. Any changes will be communicated to students in writing through eCampus. YOU ARE RESPONSIBLE FOR KNOWING EVERYTHING ON THIS SYLLABUS

**Course Description:**

**ENGL 1301: Composition I**

**2014 Core Curriculum Foundational Component Area: 010 Communications**

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.) **Coordinating Board Academic Approval Number 23.1301.51 12**

**WELCOME!**

I am very excited to have this opportunity to work with you at the start of your college journey. Believing in your ability to perform well, the course requirements will be academically and personally challenging yet accomplishable. It is my expectation that you will grow as a learner this semester via increased knowledge and the ability to think critically, applying, and integrating information learned. It is also my hope that you will experience success now and in the future. You can expect this semester to be filled with lively discussions, activities, and challenging assignments. It is important for you to know that support is available to you. To assist you in meeting with success, I am available via office hours, email, and phone (e-mail is better). Please reach out to me and let me know how your semester is going! The Writing Lab, Tutors, and Libarians are also available. Forming in-person and on-line study groups are also wonderful ways to expand your academic support system.

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**REQUIRED TEXTBOOKS**:

Hammett, Dashiell. *The Maltese Falcon*. New York: Vintage, 1992.

**ISBN**: 978-0679722649

**** **WHAT IS THIS COURSE ABOUT?**

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.

2. Develop ideas with appropriate support and attribution.

3. Write in a style appropriate to audience and purpose.

4. Read, reflect, and respond critically to a variety of texts.

5. Use Edited American English in academic essays.

**Core Objectives:**

ENGL 1301 develops the following Core Objectives:

**Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

**Communication** - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.

**Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Core Objective Development Statements:**

ENGL 1301 develops **Critical Thinking** by requiring students to analyze a variety of texts in terms of audience, purpose and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.

ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

**GRADING SCALE:**

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 0 – 59

**METHOD OF EVALUATION:**

**Essays 50% total**

Essay 1 – 5%, Essay 2 – 10%, Essay 3 – 15%, Essay 4 – 20%

**Rough Drafts (RD) 20% total**

RD # 1 – 5%, RD # 2 – 5%, RD # 3 – 5%, RD # 4 – 5%,

**Journals (J) 20% total**

J # 1 – 5%, J # 2 – 5%, J # 3 – 5%, J # 4 – 5%

**Participation (Part) 10% total**

**WRITING EXPECTATIONS:**  Students will compose essays that adhere to grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) style.Essays will need to adhere to stylistic, topic, and length requirements designated for each assignment. Essays will be graded according to students’ ability to follow specific assignment guidelines, grammatical instruction, and MLA style requirements. This course is NOT a self-paced.

* **Essays and Rough Drafts:**

Students will be required to write several essays during the course of the semester. Essays include in and out of class papers, peer reviews, rough drafts, and timed writing. Unless otherwise directed, all essays must be in MLA format, typed, and double-spaced. Please use Times New Roman font. Word count varies depending on prompt. Final essays should be typed or printed on one side. Please keep a copy of your drafts and final essay on a disk, flash drive or CD. Also keep a copy of each graded essay. Failure to follow directions will result in a zero (0). DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).

* **Journals:**

Students will be required to write several reading responses during the course of the semester. These journals are designed to allow students to critically respond to assigned chapters, current events, etc. Responses are to be typed, double-spaced, 250-700 words (depends on prompt), and in MLA format. Refer to the Journal Guidelines on eCampus. Failure to follow directions will result in a zero (0). DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).

 **Note**: All drafts, including final, must be submitted when and as required in order to successfully complete this course. All drafts and final papers will be submitted to SafeAssign by 11:59 p.m. CST on the assigned due date. Failure to do so WILL result in a failing grade.

* **Rubrics**

All assigned essays will be graded with a rubric. See in the Start Here! button for a copy of the rubric.

**LATE WORK:** Deadlines are a part of the professional world and of life. All drafts, including final, must be submitted when and as required in order to successfully complete this course. All drafts and final papers will be submitted as a hard copy on the assigned due date as well uploaded to SafeAssign at the beginning of class. Late work is NOT accepted despite technology difficulties. DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).

\*\*\*\*\*\*\*\*Late assignments will not be accepted\*\*\*\*\*\*\*

**IMPORTANT POLICY INFORMATION**

**FINANCIAL AID STUDENTS:** If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account.

**Financial Aid Statement for Distance Learning Classes:** If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus.  Do not drop or stop attending any class without consulting the Financial Aid Office.  Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct ***published in the DCCCD Catalog at*** http://www1.dcccd.edu/cat0506/ss/code.cfm

**Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. *Cheating* includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. *Plagiarism* is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. *Collusion* is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.**

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a **zero** on the assignment and could even receive an **F** for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) will receive **one** or more of the following penalties:

o The grade of **zero (0)** on that particular assignment.

o A course grade of **F** (depending on the severity of the student’s dishonesty or plagiarism).

o The professor may request that the student drop the class.

# INSTITUTIONAL POLICIES

# DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) **in person** or **by mail** by **Thursday, November 19th.** You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

**\*\*\*STOP BEFORE YOU DROP: THE 6 DROP RULE\*\*\***

For students who enrolled in college level courses for the **first time in the fall of 2007**, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop **no more than six courses during your entire undergraduate career** unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <https://www1.dcccd.edu/coursedrops>.

**DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged.  Developmental Studies and some other courses will not be charged a higher tuition rate.  Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/](http://www.dcccd.edu/Current%2BStudents/Paying%2Bfor%2BCollege/Third%2BCourse%2BAttempt/) .

**FINANCIAL AID STATEMENT**

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

**TEXAS SUCCESS INITIATIVE (TSI)**

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at <https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm>.

###### ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES

Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name. (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ACADEMIC HONESTY POLICY/CODE OF CONDUCT**

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at <https://www1.dcccd.edu/cat0406/ss/code.cfm>. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty **and cannot be made up**.

**PRINTING ON CAMPUS**

Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account **before** you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

**RELIGIOUS HOLIDAYS/OBSERVANCES**

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on *Student Responsibilities*.

**STUDENT E-MAIL:**

**Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts**. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to <http://www.dcccd.edu/MSOffice>. All communication should be conducted through your official student email account.

**INCLEMENT WEATHER STATEMENT**

In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the [Dallas County Community College District](http://www.dcccd.edu) and [Eastfield College](http://www.eastfieldcollege.edu) web pages will display a notification of any closings or delays. **If there is no notice of changes or delays, then classes are in session as usual.** You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

**OBTAINING GRADES AT THE END OF THE SEMESTER**

**Grade reports are no longer mailed.  Convenient access is available online or by telephone.  Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services.  Web site address:** [**http://econnect.dcccd.edu/**](http://econnect.dcccd.edu/)**.  Telephone number: 972-613-1818.**

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE**

The instructor reserves the right to amend this syllabus as necessary.

**EVALUATION:** In this course, grades will be based on each student’s performance on five essays, discussion boards, journals, and participation (including positive involvement in class activities and discussions). For the essays, **please refer to the attached grading criteria that details how grades are assigned**. Grades given for daily activities will be based on the purpose and nature of the assignments. We will use the following letter/number grades:

**A** = 90 — 100 **B** = 80 — 89 **C** = 70 — 79 **D** = 60 — 69

**NG =** No Grade (given at Professor Buck’s discretion—student will rework the assignment for a grade)

**F** = 59 or below with regular class attendance throughout the semester

**N =** given to students who do not attend class regularly yet remain registered in the course. The “N” will affect the student’s ability to receive financial aid.

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| --- | --- |
| **Grade** | **Grade Description** |
| **A****Excellent** | * The A assignment is superior. The purpose of the assignment is fully achieved. It demonstrates mastery of the assigned task and diligence in its presentation.
* The writer has carefully followed all directives given by the instructor.
* The assignment is clearly presented in the appropriate manner (i.e., the assigned argumentative strategy).
* The writer has established and maintained a clear, controlling idea that serves as a claim statement in an essay.
* The writer has composed an academic prose that demonstrates clear purpose, logical organization, and relevant support through evaluation and synthesis.
* The assignment is exemplary in that has a well-formed and well-organized content.
* Ideas show evidence of careful reasoning. They are well-developed with specific supporting details.
* If the assignment calls for research, it is done and presented thoroughly and effectively.
* All grammatical and MLA stylistic elements of writing are done with care and precision.
* Sentence structure is varied and precise with no major errors.
* Any supporting materials, required or included, demonstrate excellence in planning and presentation.
 |
| **B****Good** | * The B assignment demonstrates a good attempt to perform the assigned task. The purpose is mostly achieved.
* The writer has followed all or most of the directives given by the instructor.
* The assignment is presented in the appropriate style (i.e., the assigned argumentative strategy).
* The assignment has good organization and exhibits a good attempt at establishing, and maintaining a clear controlling idea that serves as a claim statement and the formation of content.
* Ideas show good reasoning and development, with many details included, but some aspects of development and/or reasoning may be slightly uneven.
* If the assignment calls for research, it is done and presented thoughtfully and carefully.
* Most of the grammatical and MLA stylistic elements of writing are done well, but a few minor or perhaps even a major error exists.
* Sentence structure is concise and mostly free of errors.
* Any supporting materials, required or included, demonstrate a good effort in planning and presentation.
 |
| **C****Acceptable** | * The C assignment demonstrates an acceptable attempt to perform the assigned task. The purpose of the assignment is performed satisfactorily.
* The writer has followed most or some of the directives given by the instructor.
* The assignment is presented in the appropriate style (i.e., the assigned argumentative strategy).
* The assignment has satisfactory organization, and exhibits a satisfactory attempt at establishing, and maintaining a clear controlling idea that serves as a claim statement and the formation of content.
* Ideas show acceptable reasoning, but development is general with only a few specifics.
* If the assignment calls for research, it is done and presented in a satisfactory manner.
* Some of the grammatical and MLA stylistic elements of writing may be done well, but often multiple errors exist.
* Mostly, sentences are free of errors, but some structures may be troubled.
* Any supporting materials, required or included, demonstrate a satisfactory effort in planning and presentation.
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| **Grade** | **Grade Definition** |
| **D****Poor** | * The D assignment demonstrates a poor attempt to perform the assigned task. The purpose of the assignment is performed in a limited or partial manner.
* The writer has followed some of the directives given by the instructor.
* An attempt is made to appropriately present the assignment (i.e., the assigned argumentative strategy), but sometimes the style is only partially formed.
* The assignment has deficient organization, and exhibits a deficient attempt at establishing, and maintaining a clear controlling idea that serves as a claim statement and the formation of content.

is lacking in some manner, i.e. depth of understanding, coherence, unity.* Some ideas may show an attempt to reason, but development is general to poor with few specifics.
* If the assignment calls for research, it is usually lacking.
* Some of the grammatical and MLA stylistic elements of writing may be done acceptably, but errors exist and may impede meaning.
* Some sentences are free of errors, but some structures may be troubled.
* Supporting materials, required or included, demonstrate an effort in planning and presentation but may be limited in scope or in understanding or good judgment.
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| **F****Failing** | * The F assignment demonstrates an unacceptable attempt to perform the assigned task. The purpose is not achieved.
* The writer might have followed some of the directives given by the instructor.
* The writer might attempt to appropriately present the assignment (i.e., the assigned argumentative strategy).
* The assignment may have organization and formation of some type of content.
* The writer failed to establish and maintain a clear, controlling idea that serves as a claim statement in an essay.
* Many ideas lack reasoning and development.
* If the assignment calls for research, it may be lacking or nonexistent.
* Some grammatical and MLA stylistic elements of writing may be done well, but errors often exist and may impede meaning.
* Some sentences are free of errors, but some structures may be troubled.
* Any supporting materials, required or included, demonstrate minimum effort, and often planning and/or presentation are nonexistent.
 |
| **LATE WORK:** Deadlines are a part of the professional world and of life. All drafts, including final, must be submitted when and as required in order to successfully complete this course. All final papers will be submitted to Safeassign. Late work is NOT accepted despite technology difficulties. DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).\*\*\*\*\*\*\*\*Late assignments will not be accepted\*\*\*\*\*\*\* |

**ATTENDANCE:** Attendance is mandatory. Because each class period will consist of a mixture of lecture, discussion, group work and free-writing, your thoughtful, attentive, and active participation is ESSENTIAL (and will form a portion of your grade). Be on time – class will start promptly at noted time on your schedule. Leaving early (without prior approval) will count as an absence.

Attendance is absolutely crucial to your success in ENGL 1301. I encourage you to come to every class meeting; otherwise, you will miss a great deal of information and material you need to succeed in this course. Therefore, there are no excused absences (emergencies will be considered on a case by case basis). Each student is allowed three (3) missed classes, no questions asked. Save them for when you really need them. Each ADDITIONAL absence above the noted three will cost you a full letter grade off your semester grade.

***NOTE:*** If there is an assignment due the day you are absent, you are **STILL** responsible for turning in your assignment to me in order to get credit for the assignment.

**PUNCTUALITY:** Constant tardiness to class is disrespectful to both your instructor and your peers. Persistently arriving late to class will affect your participation grade in the course. Three (3) tardies will result in one (1) absence for the course; I will consider you absent if you arrive more than 15 minutes late to class. If an assignment is due the day you are tardy, you will earn a 10-point deduction off the assignment due for the first offense. Any offense after, you will earn a zero (0).

**PERSONAL COMMUNICATION DEVICES:** Turn off all cell phones, pagers, laptops and other personal communication devices before the start of class. DO NOT use them during class. **The use of any personal communication device in class will result in an unexcused absence**.

**CLASS PARTICIPATION:** Your success in this course is a function of your level of engagement. I am interested in the quality of your remarks rather than the quantity. Please use your analysis of the readings, your weekly responses, and prior research and/or study when responding orally in class, and please be prepared to back up any points/opinions you make. Students will be responsible for completing peer review with other students in this course.

**CLASSROOM ENVIRONMENT:** The academic environment is a serious one and is not a “party” atmosphere. Students in this class are expected to behave with decorum and courtesy to the professor and to all their fellow course students. **Bad behavior will not be tolerated**. Students who choose to behave inappropriately will be dropped from the class and may not return until they have met with the professor to discuss inappropriate behavior and methods for improving in-class behavior. In addition, students exhibiting inappropriate behavior may be asked to drop the class.

**FOOD AND DRINK POLICY STATEMENT:** We the undersigned understand that bringing drinks and food into the college classroom is a privilege and a responsibility. Out of respect for other members of the Eastfield College community, we agree to take full responsibility for our actions. This includes but is not limited to removing cans, bottles, trash, etc. from the classroom when we leave, and depositing our trash in appropriate receptacles outside the classrooms. Also, we agree to clean up spills and, if special cleaning is needed, to contact appropriate college personnel immediately.”We also agree not to bring food or drinks in the classroom that have a strong odor or can invariably cause disturbance to the classroom environment and other students.The right and responsibility for setting classroom food and drink policy does not extend to classrooms or other areas where students and faculty are working directly with or around college property such as computers, lab materials, equipment, and/or college-owned books. Classroom and other spaces such as these will be restricted from the use of food and drink at all times for students and college personnel. In addition, the right and responsibility for setting classroom food and drink policy does not extend to items that are generally prohibited from the campus (e.g. alcohol, tobacco products).