READ
WRITE
THINK

Rene Descartes, the father of analytical geometry and rationalism, said, “I think, therefore I am.”

Even though rocks, rivers, and most Katy Perry fans do not think, but they still exist. That is also the case with many of the students who enter college each year. Sadly, if they do not begin thinking early in their careers, they will cease to exist as students.

Writing is translating your thoughts into print. If you can think, you can write, though you may need to clean both your thinking and translation to make them clearer.

This class is for students who want to learn how to take in information analytically, write intelligently, and think for themselves. You will be expected to read more than two pages at a time. You will learn to communicate your thoughts. This is a class for people interested in life skills, not G.E. credits.

We will start with the basics: grammar and punctuation. We will read fiction and nonfiction. We will
discuss the tools authors use to make you laugh, to make you angry, and to make you think the way they do. You will learn about outlines, drafts, and structure. We will discuss essays, research papers, story writing, reviews, and obituaries.

The goal of this class is to provide you with tools to help you throughout your college career and professional life.

**Course Information**

**Course Outcomes**

Writing is thinking with rules, it's as simple as that. If you can organize your thoughts and learn the rules of spelling and punctuation, you can write.

Thoughts expressed on paper are required to follow rules, mores and conventions such as grammar, spelling, punctuation, and the proper use of words. The goal of this class is to arm students with the tools they need to read, write, and think on a college level.

After completing this class, students should be able to:

- Demonstrate various invention practices: brainstorming, free writing; outlining, journaling
- Demonstrate ability to write in various modes: personal narrative, expository, analytical, descriptive, argument
- Demonstrate the phases of writing: draft, revision, final copy
- Explore sources of writing: reading, thinking, analyzing, discussion
- Create a thesis statement that suggests the focus of the paper; does not point out the obvious, and is written as a sentence.
- Develop and include enough details and examples to support the identified thesis and reinforce focus
- Demonstrate various patterns of organization and use the organization pattern that suits your identified purpose & audience.
- Illustrate the concept of Audience in your writing.
- Artfully combine Audience, Purpose, and Tone in compositions written in and outside of class
- Write in a vocabulary appropriate to your subject and identified audience.
- Begin and conclude a paper effectively.
- Show effective control of mechanics: paragraphing, punctuation, spelling.
- Differentiate between key ideas and supporting details in reading
- Locate the thesis statement in reading assignments
- Practice good group skills: how to give useful feedback, and how to make use of feedback you receive
- Develop self-assessment skills

**My Course Requirements**

**Attendance counts.** This class meets two times per week. Missing two days of classes is the same as skipping an entire week of another section. Quizzes will generally take place on Tuesdays, though there may be some Thursday quizzes as needed. There will be presentations and group discussions on Thursdays. These activities will be graded. PER DIVISION POLICY, ATTENDANCE IS MANDATORY. MISSING EIGHT CLASSES MAY RESULT IN A FAILING GRADE AND WILL RESULT IN A LOWER GRADE.

**Arrive on time.** Tuesdays begin with a quiz. Arrive after the quiz is collected, and you will be out of luck. The good news is that missing a couple of quizzes will not hurt your grade. On the other hand, should you find yourself poised between an A- and a B+, those extra points will come in handy.
No texting. No browsing. No kidding. This is a college-level class. If you have your cell phone, netbook, iPad, iPod, tablet, PSP, 3DS, notebook, or any other electronic distraction in class, switch it off. The instructor will tell students who text, surf, or talk on the phone to leave class. Students leaving class for texts and calls on a regular basis not will be warmly greeted upon their return.

No eating in class. Rather than split hairs on what is and is not acceptable to eat in class, food and drink are banned from the classroom except on the occasion of a professorially approved celebration. THAT INCLUDES BOTTLED WATER AND COFFEE.

Offer ideas. Participation in class is not mandatory, but it will impact your grade. Silent observers will not receive points for participation.

Submit assignments at the beginning of class on the date they are due. Late assignments will be marked down. PRINT your papers the night before they are due to avoid printer catastrophes. (Essays should be double-spaced and printed on one side of the page.) Do not even consider missing class to finish assignments.

Bring your books to class. You do not need to bring all four books to class, just the one we are currently reading.

DO NOT PLAGIARIZE. Students caught plagiarizing will receive an automatic F. Plagiarism is unethical and illegal, even when it is done by mistake. Feel free to cite other people's work or build off their ideas; just make sure to attribute quotes and citations.

This is, however, a 100-level course. You will NOT be required to write a research paper.

All essays and stories must be submitted on Turnitin unless other arrangements are made.

Your writing is fair game. We will discuss student essays and stories in class.

Extra credit. Do not count on extra credit. I seldom offer it.

Preventing sexual harassment. Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment.

Expectations posted by the Arts and Humanities Division (bellevuecollege.edu/artshum/policy.html)

When in doubt, the instructor will always side with Arts and Humanities policies. Students in this course should be aware of the following:

1. **Attendance:**

   Attendance at all scheduled class meetings is mandatory. This requirement is particularly meant to apply to courses that are designated for classroom delivery, although distance education courses may also have certain attendance requirements. This requirement is intended 1) to prevent instructors from having to adjudicate individual excuses, and 2) to recognize that excuses are ultimately irrelevant both here at BC and in the workplace.

   While specific attendance requirements are up to individual faculty members, the Arts and Humanities
Division recognizes that attending class and participating actively are perhaps the most important way in which students can set themselves up for success. Conversely, not attending class almost certainly leads to failure.

Students in performance courses (Drama, Music, etc.) are reminded that attendance builds the professional relationship necessary between partners or in working groups.

In order for students to be eligible for a grade in a course, they must not miss more than ten classes, or 20% of the total class time scheduled, for any reason. When absences go beyond ten, instructors may a) give a grade of "F" for the course, or b) lower the final grade as much as they see fit. This does not imply that you may be absent fewer than ten times or 20% without seeing an effect on your grade; indeed, we wish to emphasize that any absence undermines your progress and will result in your having to work harder to catch up. Ten absences or 20% is merely the figure beyond which you cannot go without risking your eligibility for a course grade. In cases of legitimate hardship, students may also request that instructors grant a “HW” (hardship withdrawal), which is a non-credit grade.

In summary, when you are absent from a class more than ten times or 20% in any given quarter, you may receive a failing grade. Whatever written policy an instructor has in the syllabus will be upheld by the Arts and Humanities Division in any grievance process.

2. **Dropping A Course:**

If you decide to drop a course, you are responsible for doing the required paperwork at the Student Services Center. Should you fail to do so, your name will appear on the final roster and your instructor will be required to assign a grade for you—in most cases, that will be an "F." Many instructors, in fact, feel strongly that students who take up seats in this unproductive way are keeping more serious students from getting an education, so they use "F" grades for "phantoms."

3. **Classroom Environment:**

The college’s "Affirmation of Inclusion" is posted in each classroom and sets forth the expectation that we will all treat one another with respect and dignity regardless of whether or not we agree philosophically. This expectation is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don’t show disrespect for reasonable people who might believe otherwise. In an on-line course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions.

Part of this respect involves professional behavior toward the instructor, colleagues, and the class itself. Disruptive behavior is disrespectful behavior. The Arts and Humanities Division honors the right of its faculty to define "disruptive behavior," which often involves such things as arriving late, leaving early, leaving class and then returning, talking while others are trying to hear the instructor or their group members, doing other homework in class, wearing earphones in class, bringing activated beepers, alarm watches, or cellular phones into class, inappropriate comments or gestures, etc. In on-line courses, “flaming’ anyone in the class is also considered disruptive behavior. Such behavior interrupts the educational process. When you are in doubt about any behavior, consult your instructor during office hours: we recognize the judgment of the instructor as the final authority in these matters.

When disruptive behavior occurs, instructors will speak to or e-mail the students concerned. Those students are then responsible for ending the disruptions at once. Failure to do so may result in removal of
the students from class.

4. **Values Conflicts:**

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression which might conflict with one’s personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments. Consult the syllabus and discuss such issues with the instructor.

5. **Academic Honesty:**

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation—using someone else’s design or performance idea, for example. In short, plagiarism is passing off someone else’s ideas, words, or images as your own; it amounts to intellectual theft—whether or not it was your intention to steal. Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that any work you submit may be tested for plagiarism.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of “F” without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels, and any further disciplinary action taken by the Dean may also be appealed through existing processes.

Students in English 201 should note that documentation is a major objective of that course, so failure to scrupulously document supporting material in your papers may result in a failing grade for that entire course. Students in all courses requiring research papers should also note that matters of documentation form go beyond editing; they are closely related to the content of the paper. Improper form in research papers is grounds for failing the paper. Individual instructors will clarify documentation requirements for specific assignments. If you have any doubts as to whether you are documenting properly, do not hesitate to consult your instructor.
6. **Reading Level:**

Reading skills are absolutely essential for your success in any college program. The following reading levels are recommended for our courses.

- **most 100 level courses:** high developmental, or college level
- **200 level courses:** 106 or college level

Our experience shows that students reading three levels below the level of a course text can expect to fail the course.

7. **Writing Level:**

Writing skills are equally essential for your success in any college program. The following writing levels are recommended for our courses.

- **most 100 level courses:** ENGL& 101 placement
- **200 level courses:** ENGL& 101 completion

Our experience shows that students writing below the level of a course text can expect to work much harder than prepared students and may even still perform poorly on exams and papers.

8. **The First Week of Classes:**

It is important to attend classes from the very beginning. If you cannot do so, you are responsible for notifying your instructor. Your instructor is in no way responsible for re-teaching material that you missed because of your failure to attend the first classes. Indeed, missing crucial introductory material may affect your performance during the remainder of the course.

9. **Classroom Materials:**

Students are responsible for consulting the course syllabus daily and bringing to class the appropriate texts and materials. Failure to do so does not constitute an exception from the daily work.

10. **Late Work:**

Individual instructors make their own rules on accepting or grading late work. The Arts and Humanities Division believes strongly that honoring deadlines is essential for student success. Consult your instructor regarding any late work. In general, late work may be a) downgraded as severely as the instructor chooses, b) given no credit, but still be required for passing the course, or c) not accepted at all. The extent to which late work affects grades is up to the instructor. Instructors may also elect not to give feedback to works in progress if required drafts or plans are not turned in on time.

Failure to attend class on the day a paper is due does not constitute an excuse for lateness. Similarly, missing an exam does not oblige the instructor to give a make-up. Your instructors will inform you about their individual penalties for late papers and missed exams.

All lateness or absence on due days or exam days should be arranged with the instructor well in advance.
11. **Auditing:**

Auditing a course does not excuse students from doing the work of the course. All auditors need to meet with the instructor during the first week to sign a contract specifying the level of participation that is expected.

12. **Waiting Lists:**

Bellevue College uses an automated waitlist process that offers students a fair and consistent method of being enrolled in a full class if openings occur. If a class is full, you can choose to be put on the waitlist; you will automatically be enrolled in the class when a space becomes available and you are first on the list. Students move up on the list as others are enrolled. It is your responsibility to check your schedule daily to find out if you have been enrolled into the class.

After the open enrollment period ends, instructors may admit students using blue “Special Permit to Enroll” cards, at their sole discretion.

13. **Retaining Student Work:**

Your instructor is free to destroy any student work not picked up during the first week of the quarter immediately after your course was offered. If you want work held longer for pick up, you must make arrangements in advance with your instructor.

14. **Student Responsibility:**

Instructors may, at their discretion, agree to accept student work that is submitted in various ways, including in person, to the division office, or via e-mail. It is the student's responsibility to verify that all assignments are actually received by the instructor, whether they are submitted in person or electronically.

It is the student's responsibility, not the instructor's, to initiate communication about progress or concerns with the course. Instructors are under no obligation to inform students that work is overdue, to nag students to complete assignments, or to call students who fail to attend class. Similarly, students need to keep themselves informed about syllabus changes that may have been made in class. We suggest finding a partner the first week of classes and keeping each other up to date if one is absent.

15. **Students With Special Needs:**

Students with disabilities who have accommodation needs are required to meet with the Disability Resource Center (DRC), room B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class must review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with the Disability Resource Center, or review those needs with the instructor as well.

16. **Students Observing Religious Holidays:**

The Arts & Humanities Division of Bellevue College, committed to advancing pluralism, recognizes its students’ diverse religious beliefs. Those students who wish to observe a religious holy day should not be
penalized for doing so. Whenever feasible, students should be allowed to make up academic assignments that are missed due to such absences. However, the student must notify the instructor in writing at the beginning of the quarter (no later than the end of week 2). Because religious holidays are scheduled in advance, instructors have the right to insist that course work be completed prior to an anticipated absence for religious observances.

### Grading

You will be graded on the following:

<table>
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<tr>
<th>Component</th>
<th>Percentage of Grade</th>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<td>Class participation</td>
<td>05%</td>
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<tr>
<td>Essays and writing assignments</td>
<td>50%</td>
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<tr>
<td>Mid-term exam</td>
<td>15%</td>
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<tr>
<td>Final</td>
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The link to the College Grading Policy is located on page 10 of the Course Catalog and also on the web at: [http://www.bellevuecollege.edu/policies/id-3000/](http://www.bellevuecollege.edu/policies/id-3000/).

### Books and Materials Required

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<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publisher</th>
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<tr>
<td>Grammar Girl Presents the Ultimate Writing Guide</td>
<td>Mignon Fogarty</td>
<td>St. Martin’s Griffin</td>
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<tr>
<td>The Green Mile</td>
<td>Stephen King</td>
<td>Pocket Books</td>
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<tr>
<td>Stiff: The Curious Lives of Human Cadavers</td>
<td>Mary Roach</td>
<td>Norton Publishing</td>
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### Classroom Learning Atmosphere

**Instructor’s Expectations**

A healthy class discussion is one in which every student gets the chance to participate, even when they are wrong. Disagreement makes class lively. Arguing does not. Belittling other students’ work and ideas will NOT be tolerated.

In this class, students who participate will be rewarded with points. Students who inhibit or embarrass
other students will not be called upon.

This class is NOT a democracy. Students may vote on dirty names for the instructor after class; but during class, he gets the final word.

Leave your swearing, vulgarities, racial epithets, and sexist remarks at home. They will not be tolerated in class. Bring your ideas, values, and personal understandings. They are most welcomed.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://www.bellevuecollege.edu/policies/id-4000/

Division Statements

In case you missed it before, allow me to repeat what I said about plagiarism. DO NOT PLAGERIZE IN THIS CLASS. Students caught plagiarizing other people's work will be sent to school standards. Plagiarism is unethical and illegal, even when it is done by mistake. This is, however, a 100-level course. You will NOT be required to write an in-depth research paper.

Information about Bellevue College's copyright guidelines can be found at: http://bellevuecollege.edu/lmc/links/copyright.html

For those of you wondering what qualifies as Plagiarism, go to: http://bellevuecollege.edu/writinglab/Plagiarism.html

Student Code

“Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at: http://www.bellevuecollege.edu/policies/id-2050/

Important Links

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and
classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: https://bellevuecollege.edu/sam.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website.

### Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc.

### Public Safety

The Bellevue College (BC) Public Safety Department’s well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: http://bellevuecollege.edu/publicsafety/

### Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - http://www.bellevuecollege.edu/enrollment/deadlines/. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - http://www.bellevuecollege.edu/enrollment/holidays/. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
Course Calendar

(My apologies. As I adapt to each class and its needs, I often break away from this schedule.)

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<td>5) This is a very fast-paced class with no time for discussion. We will watch a video and you will leave with a 100- to 150-word essay assigned. Reading assignment: <em>Grammar Girl</em> pages 1-55, expect quizzes all week!</td>
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| 12) | Discuss assigned reading.  
Continue discussion of great essays as needed  
Discuss the rules and reasons for grammar.  
Reading assignment: Grammar Girl pages 55-156. |
| 13) | Less surprising quiz, Grammar Girl pages 55-75.  
Discuss the Donkey and the Fox.  
In-class assignment.  
Eating Granma  
Check class for wimps |
| 14) | Quiz, Grammar Girl pages 76-85.  
"Mr. Kent, you bastard!" Part I: In-class editing exercises. |
| 15) | Quiz, Grammar Girl pages 86-125.  
Discussion: Technical writing and why. |
| 16) | First essay due at the beginning of class  
Quiz, Grammar Girl pages 126-156.  
"Mr Kent, you bastard!" Part II: Group writing challenge. |
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<td></td>
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<td>Discuss editing marks</td>
<td>Discussion of journalism—History, significance, and future.</td>
<td>Class discussion about review writing.</td>
<td>Watch short film.</td>
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<td>If essays are graded:</td>
<td>Discuss editorial, opinion, and review writing.</td>
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<td>In-class exercise.</td>
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<td>Read excerpts from student essays—discuss strengths of writers.</td>
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<td>Review: Rules of class's most common punctuation errors.</td>
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<td>Reading assignment: <em>Grammar Girl</em> pages 157-278.</td>
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<td>Very short discussion about the midterm.</td>
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<td>What can we learn from <em>The Green Mile</em>? Discussion about Stephen King.</td>
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<tr>
<td>Prepare for final exam and discuss grades.</td>
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