Course Policies and Procedures

ASSIGNMENTS

- Email is preferred method of contact.
- All course work will be submitted electronically according to the instructions in the course site.
- If the course site is malfunctioning, you can email me your work as Microsoft Word attachments.
- Save a backup of all work on a reliable (and possibly multiple) storage device.
- For full credit, assignments must be received on time.
- No late assignments are accepted. No make-up work is accepted after the last day of class.
- Do not submit work for this course that has been submitted for another course or for this course in a previous semester (for example, repeating the course or completing the course after withdrawing a previous semester. This is a violation of the academic honesty policy; work of this nature will receive an automatic grade of zero. Likewise, other **work that violates the academic honesty policy will receive an automatic grade of zero**.
- Schedule changes may occur. You are responsible for keeping up with schedule/assignment changes regardless of your attendance. All changes will be posted in the course site.
- Work that is not submitted will receive an automatic grade of zero. Be aware that a grade of zero will lower the overall grade average for the course.
- I reserve the right to request a copy of your assignments at any time.

WORKING AHEAD & RETURNING ASSIGNMENTS

- You have the option of turning in some assignments early. If you choose to do so, be aware that I do not grade assignments as you turn them in. I grade after the specified due date of that particular assignment and will return that work to you when I return the assignment to everyone else in the class. This prevents students who have not completed the assignment from copying assignments from those students who already have their papers graded.
- I appreciate your patience in waiting for your grades, especially in this culture of instant electronic gratification. However, there are many of you and just one of me, and I am not a machine. I will do my best to post grades in a timely fashion, usually within 10 days of a deadline.

GRADES

- During the semester the Blackboard grade center displays a column with the running weighted total of a student's grade for completed work throughout the semester. This column displays the grade average for completed work ONLY; it does not factor in grades for outstanding work. Once zeroes have been entered as grades for missing work, the grade average will change significantly, in many cases dropping by at least one letter grade.
- The percentage displayed in the running weighted total column essentially translates into the numerical grade for the course. The weighted percentages calculated in this column reflect the grade percentages presented elsewhere on this syllabus. Any other columns related to points (points possible, total points, etc.) DO NOT matter in terms of calculating the grade average for this course.