

**South Plains College  
Common Course Syllabus  
SOC 2336 - Criminology  
Revised: Spring 2023**

**Department:** Behavioral Science

**Discipline:** Sociology

**Course Number:** SOCI 2336

**Course Title:** Criminology

**Available Format:** Conventional and Internet

**Campuses:** May include Levelland, Plainview, Lubbock Downtown Center, and Dual-Credit

**Course Description:** The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

**Prerequisite:** None

**Credit:** 3 **Lecture:** 3 **Lab:** 0

**Textbook:** Frank E. Hagan and Leah E. Daigle, *Introduction to Criminology: Theories, Methods, and Criminal Behavior*, 10th Edition, Sage Publications

**Supplies:** Computer and Internet access for all course formats and campuses.

**TexBook Program (Inclusive Access):**

Some of the faculty that teach this course have chosen to use inclusive access for the textbook for Criminology.

**SPC TexBook Syllabus Statement**

**TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text

read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.

- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.  
*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:  
**Email:** pwells@texasbook.com / **Phone:** 806-716-2097  
**Email:** agamble@texasbook.com / **Phone:** 806-716-4610

**This course partially satisfies a Core Curriculum Requirement:** Social and Behavioral Science Foundational Component Area (080)

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Approval number 45.0401.51 25

**Student Learning Outcomes:**

- Define key concepts associated with criminology.
- Identify major criminological theories.
- Describe the major categories of crime.
- Explain the various methodological approaches used to research crime and criminal behavior.
- Describe the components and explain the dynamics of the criminal justice system.

**Student Learning Outcomes Assessment:**

See instructor's course information sheet for information on assessment that may include the following: pretests and posttests, quizzes, discussions, essays and/or other types of assessment tools.

**Course Evaluation:**

Refer to instructor's course information sheet for specifics on coursework and grading.

## **South Plains College Policies:**

### **Attendance Policy:**

*As per the SPC General Catalog:*

Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have never attended by the official census date, as reported by the faculty member, will be administratively dropped by the Admissions and Records Office. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

See instructor's course information sheet for additions to the attendance policy.

### **Academic Integrity:**

*As per the SPC General Catalog:*

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily

reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

**More on Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation; Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
3. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

### **Student Code of Conduct Policy:**

As per the *SPC General Catalog*:

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

***South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu).***

***South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu).***

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

**Course Information Sheet**  
**SOCI 2336 – Criminology**  
**Spring 2023**

**Instructor Information:**

**Elaina Fitzgerald**

**Office:** Levelland – AD 147

**Phone:** 806.716.4656

**E-mail:** [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu)

**Preferred Contact Method:**

My preferred contact method is to email me at [efitzgerald@southplainscollege.edu](mailto:efitzgerald@southplainscollege.edu). Please email me through your SPC official email.

For phone calls to my office (806.716.4656), if I am not able to answer, leave a message with your name, course section/time, call-back number, and a detailed message.

\*\*Please note: I prefer to be contacted by email rather than by telephone. The phone number listed above rings only in my Levelland office, but as a general rule, I can get back to you more quickly if you email me rather than call me.

**Course Sections:**

SOCI-2336-001	T/R	11:00 AM - 12:15 PM	Administration Building, 149
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**Office Hours:**

Day	Time	Location	Office/Room
<b>Monday</b>	11:00am to 12:00pm	Levelland	LVL AD 147
	1:00pm to 3:00pm	Levelland	LVL AD 147
<b>Wednesday</b>	11:00am to 12:00pm	Levelland	LVL AD 147
	1:00pm to 3:00pm	Levelland	LVL AD 147
<b>Friday</b>	10:00am to 12:00pm	Levelland	LVL AD 147

This time is set aside for you. You are not “bugging” or interrupting me when you pop in or set up a time to meet with me during these hours. Rather, you are making good use of a resource! You should feel free to use this time as you need — ask me a question, review notes, brainstorm ideas, consider future plans, etc. I’m also happy to meet in small groups.

\*\*Please email me 24 hours in advance for a virtual or in-person meeting outside of the times stated above.

**How this Course is Conducted:**

This course is a blended course, which means **you will attend** the class for instruction and lectures, **and** you will access Blackboard online for a portion of your coursework and your grades.

Since this is a blended course, you **must** have access to a computer. More information about technology for the course is below.

## Logging into Blackboard:

To access your course, go to <https://southplainscollege.blackboard.com/> or go to the SPC Homepage and click on the "Login to" link in the top right-hand portion of the page and then click on the Blackboard link on the pull-down or you can type or copy the address into the address window of your computer. I recommend that you bookmark Blackboard on your computer for quick access. You can also log into MySPC and there is a Blackboard link there. Once you reach the site you will click "Log In". The log-in screen will come up asking for your user name and password. Simply follow the instructions on the screen.

## Other Information Concerning Blackboard:

- **Minimum technology requirements:**
  - Word Processing Software – Microsoft Word, Google Docs, WordPerfect. **Microsoft Word is available for FREE as an SPC student through your Office 365 account.**
  - Web Browser – Firefox or Google Chrome
  - Antivirus software
- **Open Computer Access:** There is computer access located on the Levelland campus in the Technology Center and the Library. It is available to all students. Computers are also available at the Lubbock Downtown Center, Lubbock CTE Center, and Plainview Center campuses. Check with libraries and labs for hours.
- **Technical Problems/Support:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your coursework due to bad flash drives, Internet service down, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**
- **IMPORTANT:** Most technical issues are related to using the incorrect internet browser (try using Google Chrome or Firefox instead of Internet Explorer). Please note that I do NOT recommend use of any handheld devices for taking this course. **Cellphones are wonderful but not for coursework done on the Internet.**
- Reminder - **bookmark** the Blackboard login page on your computer.
- **SPC Technical Support:**
  - SPC Help Desk/Information Technology: Call (806) 716-2600 or email [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
  - SPC Blackboard Support: Call (806)716-2180 or email [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) for student technical support.
  - I am your coursework support contact. Only call or e-mail technical support with questions about Blackboard or computer functioning. There is Technical Support information in the Course Resources area of your Blackboard course. It contains links to Student Tutorials for Blackboard. Contact me for any course content information.
- **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN COURSEWORK IN OR YOU MAY HAVE PROBLEMS!** Remember the saying "**TECHNOLOGY HAPPENS!**"
- **Anti-virus Software:** Please make sure that your computer has an up-to-date antivirus software program installed.

## Academic Integrity:

In addition to the policy in the Common Course Syllabus, it should be understood that students found guilty of cheating or plagiarism will earn a zero on the work in question for the first offense and will be dropped from the course with an 'F' should a second offense occur. Any amount of dishonesty is subject to these consequences, whether a lot or a little; this can include but is not limited to one copied sentence of a written assignment, a missing citation, an entire paper copied from someone/somewhere else, one plagiarized post on a discussion board, one copied exam item, looking at the scantron of another student during an exam or an exam or other coursework completed by someone other than yourself. You have also committed academic dishonesty when sharing course content/items/answers. This includes sharing course content with classmates or future students

as well as sharing course content on websites such as Quizlet, Course Hero, or similar “study applications.” For further information and examples please see the Catalog, Student Guide, or refer to [www.plagiarism.org](http://www.plagiarism.org).

### **Guidelines for Classroom Behavior:**

The following is in addition to the Common Course Syllabus:

I would like to welcome all students into an environment that creates a sense of community, pride, courtesy and respect; we are all here to work cooperatively and to learn together. In order to create a smooth and harmonious learning community, please make every attempt to come to all the class sessions, to come to class on time, and to stay until the end of the class unless you have informed the instructor that you must leave early. There may be a time when you are unavoidably late for class. In that case, please come into the room **quietly** and choose a seat **closest** to the entrance. See me after class to record your attendance; otherwise, you will be marked absent.

Once the class session has begun, please do not leave the room and then re-enter unless it is an emergency. If you have an emergency, inform me on your way out and take your things with you. **My starting a video is NOT a signal for students to leave the class for a break or to get on your cell phone.** You will have questions on exams that are taken from video information so it is important that you pay attention (**no cell phones**) during the videos. If you need to leave the classroom, take your things with you and come back the next class.

If you miss a class meeting for any reason, you are responsible for all material covered, for announcements made in your absence, and for acquiring any materials that may have been distributed in class. I do NOT give out my notes so you will need to get those from another student.

It is important that we are all able to stay focused on the class lecture/discussion and not have disruptive behaviors\* in the class. This includes cell phones. Cell phones have become very commonplace but are inappropriate in class. Please turn them off or mute them prior to class. If you have a special circumstance, talk with the instructor prior to class. In addition, cell phones, laptops, tablets, etc. are not allowed in the classroom except for document-approved cases. **The class is an “electronic free zone” and if you choose to use a device, you may be asked to leave the class.** In addition, it is very rude to read papers or sleep in class. If you feel the need to do any of these things you may leave and return the next class.

**\*To further classify: Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends, using an electronic device, making "side comments" to other students, or any other non-adult behavior as defined by the instructor.** For additional information on student misconduct, refer to the *Student Guide*. Failure to abide by policies may result in expulsion from the class and an "F" for the semester.

- Any student that is called for any disruptive behavior in class may be asked to leave the class for the day and counted as absent for that day. Repeated offenses may result in the student being administratively dropped from the course with a grade of X or F.

### **Statement from SPC regarding COVID-19:**

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/COVID-Response).

### **Institutional Policies:**

South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/Syllabus-Statements).



**Content Warning:**

Students are advised that difficult or sensitive issues may be represented or discussed in this class. While care will always be taken not to cause distress and to create a welcoming learning environment for everyone, there may be occasions where you will confront images or texts, or where you hear discussions that are uncomfortable for you. I will not issue trigger warnings with respect to potentially challenging or distressing content, for several reasons. I do not presume in advance to know what content or discussions may cause you distress; trauma is a deeply complex and personal experience. Instead, I will provide context for materials that feature content generally found to be challenging and make it clear why I am showing particular images or we are reading particular texts. If you ever feel unable to continue to participate in a particular class, you may leave at any point and will not be challenged. I will follow up to address any concerns and provide additional resources for support. You are also, of course, welcome to share any concerns about the course content you may have at any time during the term, and I promise to listen openly and respectfully.

**Basic Needs Statement:**

Other factors may also affect your ability to thrive in this class. In particular, students who have difficulty affording groceries or accessing sufficient food to eat every day or who lack a safe and stable place to live may find that their situation affects their performance. I encourage each of you to contact the Dean of Students or the Health and Wellness Office for support. You may also notify me, if you feel comfortable doing so, and I will do my best to help you identify resources, or simply walk with you to the campus offices that have resources set aside and additional information for all students.

**SPC's Texan Food Pantry Locations:**

- Health & Wellness Center, Levelland Campus
- Health & Wellness Office Lubbock Downtown Center
- Lubbock Career and Technology Center, across from the Learning Center
- Plainview Center: Please contact the Director of the Plainview Center at 806-716-4301.

## Course Policy and Requirements

This is what you need to do to **earn** your grade:

### Textbook:

Frank E. Hagan and Leah E. Daigle - *Introduction to Criminology: Theories, Methods, and Criminal Behavior*, 10<sup>th</sup> Edition

### SPC TexBook Syllabus Statement

**TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.**

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- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.  
*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [pwells@texasbook.com](mailto:pwells@texasbook.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:  
**Email:** [pwells@texasbook.com](mailto:pwells@texasbook.com) / **Phone:** 806-716-2097  
**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

### Attendance:

**You are required to come to class prepared to learn.** This includes reading the textbook material that is to be covered in class before coming to class, completing all homework assignments prior to the deadlines, coming into class with an open mind, and being alert and ready to learn and participate in the classroom.

80 points out of the total points for the class are for class participation. As far as I'm concerned, everyone is in this class to learn and will therefore will come to class fully prepared to discuss the material in a meaningful way. For that reason, everyone now has 80 points for participation. You can lose up to 2.5 points per class if you (a) don't show up, (b) show up late, (c) leave early, (d) do not participate (i.e. take notes, actively pay attention in class, no sleeping) or (e) treat a fellow class member or the instructor in an unprofessional and disrespectful manner.

## Overview of Assignments:

### 10 Chapter Quizzes:

There are ten twenty-question multiple choice and true/false quizzes. The chapter quizzes are 30-minute timed quizzes and will close at the deadline. Do not click on the link until you are ready to take the test. Practice quizzes and flashcards are available to use as study tools and are taken from the same test bank as the chapter quizzes. If you fail to submit 5 quizzes you may be dropped from the course.

### 4 Crime Journal Assignments:

You will have a Semester Long Crime Journal Project assignment. It is detailed in a separate handout available on Blackboard in the Course Resources section and in each weekly module when a submission will be due. This handout is currently available and will remain so for the entire semester.

### Crime Analysis Research Project:

You will complete one research paper for this course. Details regarding this will be provided in Blackboard within the Course Resources section and in the weekly folder for when the submission is due.

### Exams:

- There will be four (4) exams. To avoid scheduling problems, the following exam dates are "set in stone," therefore do not schedule conflicts. ***If there is a conflict with a religious holiday, you must let me know by February 1<sup>st</sup>, 2023 or you will be expected to complete the exam on the scheduled date.***
- All exams will be delivered **via Blackboard**, and you will have one attempt to complete the exam. If you miss an exam, a grade of "0" will be recorded for that exam grade and you may take a make-up comprehensive exam at the end of the semester.

### Break down of points for the course:

4 Exams @ 125 each =	500 points
4 Crime Journals @ 25 each =	100 points
10 Chapter Quizzes @ 10 each =	100 points
Crime Analysis Paper =	120 points
Attendance =	80 points
Total =	900 points

**All grades will be posted on Blackboard under the My Grades link.**

**Feedback:** I will reply to all messages or emails within 24 hours during the week; 48 hours on the weekend. I will grade your Journals and Research project within two weeks. Quizzes and Exams will be graded within a week or automatically.

Total Possible Points - 900 points. In addition, grades are NOT automatically rounded up.

**Grading scale:** A = 810 – 900; B = 720 – 809.99; C = 630 – 719.99; D = 540 – 629.99; F = 0 – 539.99.

This scale is the typical: A = 90%-100%; B=80%-89.99%; C=70%-79.99%; D=60%-69.99%; and F=0%-59.99%.

If you have any questions about any of the course work or anything about the course material do not hesitate to speak to me during office hours, before/during/after class, or via e-mail or Blackboard messaging.

**Study materials are provided** under each module link on your Blackboard menu panel. Study tools include Power Points, Course Outlines and Materials, and Practice Quizzes to help students study the materials for the

course and prepare for exams. The practice questions come from the same test bank as some of the questions that will be on your exam. You may take each quiz as many times as you want, and they are not timed. The grades you earn on the Practice Quizzes are not counted in your total points earned, so they do not raise or lower your grade for the course. However, taking the Practice Quizzes may help your exam grades.

**Drop Policy:**

In addition to the catalog policy of the General Catalog, a record of attendance will be maintained. **It may be considered that a student may be dropped from the course with an X if they miss a minimum of 2 weeks of class/BB assignments with no communication and/or is earning an F. If absences occur after the final drop date you will not be dropped and will receive the grade you have earned.** Attendance will be taken every class period beginning the first day of class and will be used to document attendance.

**Extra credit opportunities will be made available during the semester.** I recommend that you take advantage of those opportunities as they become available as I will not make extra credit available on individual request.

Remember that the **official deadlines** are when the work is **due**, but I recommend that you set your **personal deadlines** for when you **do** your work a couple of days before the official **due** date.

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.