

Required skills and technology: In order to successfully complete this class, you will need regular access to a computer with reliable internet. You will also need to ensure that the computer has up-to-date versions of Adobe Flash Player, Java, and Adobe Acrobat (free PDF reader). Mozilla Firefox, Google Chrome, and Safari are the most stable, compatible browsers and many of the required online tools (such as Blackboard) will work well with these browsers, but will malfunction with Internet Explorer and Microsoft Edge. It is your responsibility to keep your browser and plugins (Java, etc.) updated. You may also need to clear your browser cache occasionally in order to allow your computer to “forget” outdated settings. You will also need to be able to write clearly in standard business English as well as create using Microsoft Word and attach those documents in Blackboard or email.

Expectations for writing in this course:

All written assignments and discussions should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays. In addition, it is expected that written assignments will be exclusively your own work (with credit given for information that comes from another source). Violations of Academic Integrity are serious offenses and within this course can result in penalties which range from receiving a zero (0) on that portion of the assignment to being dropped from the class with an F depending on the severity of the violation (one sentence vs. an entire assignment) and whether the student repeatedly violates these rules within this course.

Late Work Policy: In this class, late written work will be accepted with a penalty of 20% of the maximum grade possible for each calendar day late (including holidays and weekends) and will not be accepted more than 4 days late. Discussion boards will be accepted with a late penalty of 20% per day (as described above) and will not be accepted after the deadline to revise for each discussion board (listed in the course schedule). Pearson Revel chapter quizzes will be accepted late at half credit until the synchronization deadline listed below. Exams cannot be made up without documentation, but there is one extra exam so that your lowest exam can be dropped. □
 I R O D W H R U N L O O E H D F F H S W H G D I W H U H G H V G D X J X M W W K D W S P □

ASSIGNMENTS

1. Welcome Unit (60 points)

On Blackboard, there is a Welcome Unit that contains the syllabus, a syllabus quiz, an introductory writing assignment, and a welcome discussion. The purpose of these assignments is to make sure that students are accessing the class right away and attempting all the different types of Blackboard tools that will be needed to successfully complete this course.

2. Pearson REVEL chapter quizzes (20 points each; Total of 200 points)

The required book for this class is an e-textbook. Access to this e-textbook involves the purchase of an access code. Within each of the required chapters of the e-textbook, there is a chapter quiz, worth 20 points. The best 10 chapter quizzes (out of 12 required chapters) will be worth up to 200 points toward your final grade. Please note: doing more than 10 chapter quizzes will allow you to earn extra credit in the class (half of the points earned on the two lowest

chapter quizzes will be applied to extra credit). The schedule of due dates is in the tentative schedule on Blackboard. The last time that I will synchronize Pearson Revel is Wednesday August 10th at 5 pm; any late chapter quizzes being completed for half credit must be completed before this final synchronization.

3. Discussion board participation (12 @ 20 points each; Total of 240 points)

In order to participate with classmates and engage with the material beyond lecture and in class discussion, students will participate in regular discussion boards (one per chapter). In order to be eligible for full credit, students must post their own unique response to a starter question AND reply to two (2) classmates (and these posts and replies must fully follow the instructions given). Posts that express basically the same thing as a classmate or that are verbatim/near verbatim to the textbook or online sources will get no credit. Replies that are limited to agreement or complimenting the original poster may receive reduced credit or no credit depending on the amount of elaboration.

4. End of unit writing assignments (4 @ 50 points each; Total of 200 points)

There will be four short writing assignments in this class. Each one will require that you reflect on and apply material from class focused on starter questions that I provide to you. These assignments will go beyond your ability to remember the concepts and focus on your ability to think critically about the material and relevant issues. Be sure to read the detailed instructions carefully and make sure that you cover all of the required elements. Not addressing all of the required elements is the most common reason for a student to lose points on the short writing assignments. **Remember that it is your responsibility to ask for clarification if you are confused about the assignment and that I am always happy to review a draft, so don't wait until the last minute to complete these assignments!**

5. Exams (Best 3 @ 100 points each; Total of 300 points)

There will be four exams this semester. The fourth exam (final exam) will count the same as the first three but will be a mix of new material and material from exams one through three. All exams may include a mix of any of the following types of questions: multiple choice, True/False, matching, fill in the blank, short answer/essay. The listing of exam dates is in the tentative schedule below. Exams will be available on Blackboard for two (2) calendar days, from 8 AM on the first day until 11 PM on the second day (a total of 39 hours). If you miss an exam and can provide documentation demonstrating that you were unable to take the exam during any of the time it was available due to an unforeseen event outside of your control*, then you will be permitted to take a make-up exam. You must take that make-up exam within two days of the original exam (or within two days of when you are able to return to school according to your documentation). The fourth exam cannot be made up because it is at the very end of the semester. *Please note: waiting until the very end of the exam availability and then having technical difficulties caused by your browser's or device's compatibility will not allow for a make-up exam.

Extra Credit

Extra credit is optional, therefore no extra credits will be accepted after the deadline for any reason. Extra credit is added directly to your final grade in the class and is your opportunity to improve your final grade in the class by up to a half letter grade. You may earn a maximum of

50 points of extra credit by doing approved extra credit activities, which can be found on the Blackboard page. Some extra credits will have a specific due date, while others will be accepted until the extra credit deadline of 5 pm on Friday August 5th. No extra credit will be accepted after 5 pm on Friday August 5th

Final Grade Calculation

Your final grade will be determined as follows

Welcome Unit	60 points
Pearson REVEL chapter quizzes (best 10 @ 20 pts)	200 points
Discussions boards (12 @ 20 pts)	240 points
Short writing assignments (4 @ 50 pts)	200 points
Exams (best 3 @ 100 pts)	300 points
<hr/>	
Total	1000 points*

*Please note that if a student opts to do extra credit, that student could earn up to 1050 points out of 1000 (or 105%).

Please note: if your final grade reflects a percentage that is not a whole number (e.g. 69.2 points is 69.2%), it is my policy to round up that percentage to the next whole number (e.g. 69.2% rounds to 70%).

Your letter grade will be based on the following percentages:

90% and above	A
80%-89%	B
70%-79%	C
60%-69%	D
<60%	F