



## Course Evaluation:

- 1) **Four Exams** each worth 50 points (200 points total; 33% of overall grade). Each exam will consist of multiple choice and short answer questions. The dates of the exams and the material covered on each exam are listed on the Course Calendar. Exams will be available for a 3-day time period to allow you time to take them, but you will only be able to take each test 1 time. Once you log on to the test you will have a specific amount of time to complete the exam. Do not leave the exam screen once you begin. You will not be able to leave the exam and return to it later. Once you enter the exam you must finish! You may use your notes and/or text, but be aware of the time limit. Also, your exams will not be memorization of terms and theories, but will be more concept-oriented. Study examples and situations mentioned in the text and power point presentations.
- 2) **Quizzes** will test your knowledge over each chapter and will consist of multiple choice and short answer questions (150 points total; 25% of overall grade). After each chapter there will be a quiz available through McGraw Hill connect and the link will be provided in the weekly folder found under the course content on Blackboard.
- 3) **Two Homework Assignments** will be completed over the course of the semester (100 points total; 17% of overall grade). These assignments can be found under Course Content listed by their due date. You will lose 5 points each day your assignment is turned in past the due date. It is to your advantage to turn in these assignments on time!
- 4) **Discussion Board (DB) Activities/Labs** will be completed over the course of the semester, each worth 5-10 points (150 points total; 25% of overall grade). Most of these will be Discussion Board posts base off of your lab/or assignment. Please see instructions for each assignment and due dates. I will not grade these if they are posted after the due date, and you will receive a 0 for that activity. Do not ignore these assignments as they are a large portion of your grade. Completely answer each DB question in full detail with thoughtful content using critical thinking to earn the maximum points. Do not copy answers straight from the text. The primary goal for the discussion portion of the course is to "talk" about what you are learning, so it is fine to be somewhat informal and conversational, however check your grammar and spelling and do not use text message lingo. Much of what you can learn from this class can be done through discussion so please read and respond to others' posts even if it does not directly say to do so in your assignment. Your grades on these assignments will not be based on whether or not you give correct answers, but will be based on your content. Please be sure to use the "Create Message" function to begin a new post, and use the "Reply" function when responding to others. Please be respectful of others when posting on the DB, and keep your content appropriate and pertaining to the subject matter.

*\*(Students who do not comply with this last statement will be dropped from the course.)\**

## Final Grades:

- 4 Examinations @ 50 points each: 200 points
  - 15 Quizzes @ 10 points each: 150 points
  - 2 Homework assignments @ 50 points each: 100 points
  - DB activities and labs: 150 points
- Total: 600 points**

<b><u>Final Grade</u></b>	<b><u>Point Percentage</u></b>	<b><u>Point Total</u></b>
A	90-100%	540 - 600
B	80-89%	480 - 539
C	70-79%	420 - 479
D	60-69%	360 - 419
F	Below 60%	Below 359

\*\* I expect you to read the chapters assigned. This exposes you to the material, promotes discussion, and makes it easier for you to understand the power point slides and take good notes. You are expected to participate in class discussions using the Discussion Board (DB) Link, and it will be very obvious if you have not read the material! Plan ahead, and do not wait until the last minute to submit your assignments. Excuses for late work, such as "The network was down," or "I could not figure out how to post or send the assignment" are not acceptable. It is always okay to turn in assignments early although DB postings should be done within the calendar schedule. If you do post early, make sure you return to that assignment to read and respond to others.

\*\*\* All written assignments 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 Integrity:**

Students are expected to maintain complete honesty and integrity in their experiences in the course. Please read and understand the SPC policy regarding academic integrity and honesty found in the SPC General Catalog. If a student violates this policy (e.g., is caught cheating or plagiarizing), he or she will receive an F and administrative withdrawal. See Common Course Syllabus for more details. \*\*\* Remember: You will get out of this class what you put into it!!\*\*\*

### **Academic Integrity:**

**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:

- 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;
- 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
- Missing in-text citations; or
- *5 Copying and pasting from a website or other sources except from the text book or PowerPoint.*

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

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

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

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class. Course/Instructor Evaluation: You will be given the opportunity to evaluate this course and its instructor on a frequent basis. I will actively solicit your written feedback, be it positive or negative, throughout this semester, and I will use it to make needed changes regarding the course content, delivery, and evaluative procedures. You will also complete a more comprehensive evaluation at the time of the final examination.

### **Course Syllabus Statement**

<https://www.southplainscollege.edu/syllabusstatements/>

### **Covid Information**

<https://www.southplainscollege.edu/emergency/covid19-faq.php>