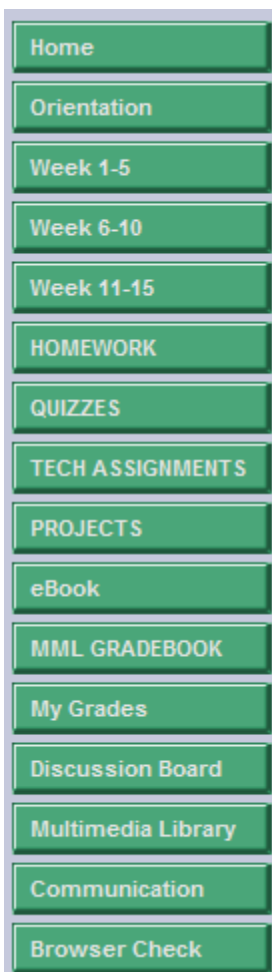


COMMON COURSE POLICIES

Students in my courses complete face-to-face classes, online or a combination of the two. For many of my classes, there is a face-to-face section (meeting twice a week) and an online section. In these cases you may attend class or view online lectures to gain the appropriate content. Requirements are exactly the same in the face-to-face section and the online section. Consult your course syllabi to determine when and if a face-to-face section of my courses meets.

The policies below apply to all of my courses whether they meet face-to-face or online. Read through these policies carefully as they may not be what you are used to in other courses.

About a week before the first day of classes, the class website will be available at <http://www.coursecompass.com>. To log into the course, you'll need our Course ID and a student access code. The Course ID is listed on the top of the course syllabus. Student access codes are bundled with the textbook you may have purchased at the YC bookstore. You can also purchase a student access code through the website above about a week before classes start. At the course website, you'll see that the course is run through several buttons that are along the left hand side of the screen:



Home button – This button takes you to the course entry page where you can find class announcements and the My Assignments box.

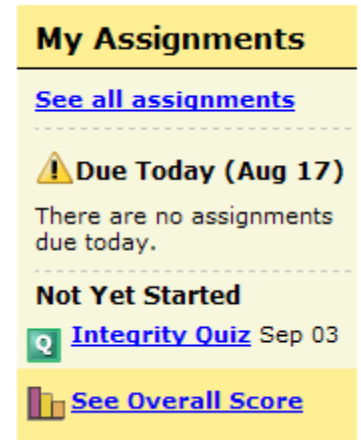
Orientation button - Under this button you'll find the course information and syllabus. You'll also download and install free software and get a tour of the entire course.

Week buttons - All required content and assessments can be accessed through these buttons. By completing the work within these folders, you stay on target completing the material in the course. In each of the folders you'll read the sections in the textbook (the online version contains videos and interactive practice exercises), complete online interactive exercises, compose assignments, and create technical memos on projects. You'll also find the lecture videos I have produced in the weekly folders.

HOMEWORK, QUIZZES, TECH ASSIGNMENTS and PROJECTS buttons - Although the entire course is located within the Week buttons, these buttons provide quick access to all assessments in the course. The HOMEWORK button allows you to access weekly MyMathLab homework. The QUIZZES button gives access to the weekly MyMathLab quizzes. The TECH ASSIGNMENTS button gives you quick access to all of the technology assignments. The PROJECTS button gives access to the projects.

eBook button - This button is a shortcut to the online textbook. There are also links to the online textbook under the Week button in the weekly folders.

MML GRADEBOOK button - You can access your MyMathLab Gradebook for scores on homework and quizzes. Grades for MML Homework are instantly updated in the MyMathLab gradebook. Your overall grade is also in this gradebook.



My Grades button – Grades and comments on your technology assignments and projects are posted in the My Grades gradebook. A ! in this gradebook means that you have submitted the assessment. Once it has been graded, this ! will change to a number which you can click to examine feedback on the assessment.

Discussion Board – The button takes you to the class discussion board. Using these discussion boards, you can pose and answer questions posted your instructor and fellow students. This is also where you will find hints on homework, quizzes, technology assignments, and projects.

Multimedia Library button - This button is a shortcut to the video content produced by the textbook publisher.

Communication button – This button is generally used to access the email features in the course.

Browser Check - This button allows you to install the plugins required for the video content, the MyMathLab homework and other class requirements.

At the beginning of each week an announcement will be posted in the course website that outlines what is assigned for the week and what is due. You'll need to visit the class website on a daily basis to complete the requirements for the course. To gain access to our course, you'll need a student access code and your course ID. Your student access code is bundled with your textbook or can be purchased at <http://www.coursecompass.com>. You may purchase the student access code about a week prior to the first day of class. I'll provide you with the course ID at that time.

COURSE COMPONENTS:

Weekly MML Homework: Online homework is completed via MyMathLab on the course website (<http://www.coursecompass.com>). MyMathLab homework covers the basic skills covered in each section. Online homework maybe completed on any Windows compatible or MAC compatible computer connected to the internet. You can also print out the MyMathLab homework, do it at home, and enter the answers at a later date. These exercises are the main way for you to learn and reinforce the skills you learn from your textbook, class meetings and online videos. The MyMathLab homework includes opportunities to view textbook videos, sample problems that are worked out and sample problems that you complete step by step. You'll also have opportunities to *Ask Your Instructor* about specific problems.

Each week you'll have about 10 to 30 problems to complete. These problems correspond to learning objectives outlined in the document Weekly Objectives. You must score at least 75% on the Weekly MML Homework to be eligible to take the Weekly MML Quiz. You must typically attain this score by Sunday night at 11:59PM. Any quiz you are not eligible to take is recorded as a zero. During the semester you'll also complete about 10 technology assignments designed to help you learn how to use the software tools in the course.

The Weekly MML Homework and Technology Homework are worth 20% of your grade.

IF YOU DO NOT COMPLETE THE WEEKLY MML HOMEWORK FOR TWO CONSECUTIVE WEEKS, YOU MAY BE DROPPED FROM THE COURSE. Please contact me as soon as possible if you are not able to meet the deadlines so you are not dropped from the course.

Weekly Quizzes: Once you attain 75% on the Weekly MML Homework, you are eligible to take the Weekly MML Quiz covering the same objectives. Online quizzes maybe completed on any Windows compatible or MAC compatible computer connected to the internet. The Weekly MML Quiz is due the Thursday following the Sunday that the Weekly MML Homework is due. This allows you a chance to learn and practice the material using Weekly MML Homework, ask questions, and then complete the Weekly Quiz on the same material.

Weekly Quizzes are 30% of your grade.

Projects: In most of the chapters or groups of chapters in the text book, you'll complete one or more projects. These projects require a typewritten write-up called a technical memo. The technical memo is based on problem solving techniques developed by a George Polya. You'll learn about these techniques in class and on the class website. The expectation is that the paper will be at the ENG 100/101 level and composed using a word processor such as Microsoft Word and an equation editor called Mathtype. To insure that I am able to open and read your project memo, it must be turned in during class or saved in doc, docx, or rtf format and submitted through the class website. The grade on each paper will be determined using a rubric which will be distributed online. These project memos are graded on a 35 point scale, but are recorded out of 20 to 35 points. Early in the semester your grade will be out of 20 or 25 points allowing you to earn extra credit for scoring over that mark. As the semester progresses, your grade will be recorded out of high and higher totals culminating in a total possible of 35 at the end of the semester. These projects are due as indicated on the schedule in the course calendar. You'll have at least 1 to 2 weeks to complete each project.

IF YOU DO NOT COMPLETE A PROJECT, YOU MAY BE DROPPED FROM THE COURSE. Please contact me as soon as possible if you are not able to meet the deadlines so you are not dropped from the course.

Projects are 40% of your grade.

Final Project: During the last week of the course, you will complete a comprehensive project. This project will also require a technical memo similar to the memos completed throughout the semester. The final project is worth 10% of your total grade.

Final Grade: Your final grade is determined from the course components as follows: Weekly MML Homework (20%) + Weekly Quizzes (30%) + Projects (40%) + Final Project (10%). If you receive

- 90 to 100 % of the total possible points, you will earn an A
- 80 to 89 % of the total possible points, you will earn a B
- 70 to 79 % of the total possible points, you will earn a C
- 60 to 69 % of the total possible points, you will earn a D
- 0 to 59 % of the total possible points, you will earn an F.

Grades for the course can be found in two places. Your MyMathLab gradebook contains grades for Weekly MML Homework, Weekly Quizzes, Technology Assignments, and overall grades. Your Blackboard gradebook contains grades and comments on projects and technology assignments.

Email Policy: This policy sets forth guidelines for email communication with your instructor. Excessive emails make unreasonable time demands on both the sender and recipient. Please ensure you have a legitimate need before you write. Please sign all emails with your name and course you are taking. This helps me to respond quicker to your needs.

Your instructor will answer email about

- Questions arising from difficulty in understanding course content.
- Requests for feedback about graded assignments.
- Private issues appropriate for discussion within the teacher-student relationship.

Your instructor will not answer email which

- Poses questions answered in the course information sections of the course site.
- Lack a subject line clearly stating the purpose of the email.
- Raises an inappropriate subject.

MyMathLab has a button called *Ask My Instructor* which is an excellent way of asking questions about a specific homework.

Your instructor will answer email received on a given day no later than close of work on the next workday. If I cannot return email in a timely manner because I am sick or out of town, I will let you know via the course website.

You are reminded that you should read your email and login to the course website every day to assure that you receive course information in a timely manner.

Discussion Policy:

- Discussion boards are useful for asking questions and responding to questions from other students.
- Your instructor will participate sparingly in discussions. My role is to guide discussions.
- Discussion board participation is not required, but is encouraged. Some topics for the course may only be addressed on the discussion board.
- Students are expected to focus on the specific topic of the discussion. The introduction of irrelevant subjects is not permitted. Violators will be asked to leave the discussion.
- All students have the right to express their own opinion in discussions, and every other student must respect this right. Any student posting a comment disrespectful of this right will be asked to leave the discussion.
- “Flaming” is posting abusive or insulting messages. Any student who engages in flaming in a discussion will be required to leave the class. A grade of F for the course will be reported.
- Controlling behavior includes, but is not limited to, attempts to dominate a discussion by posting threads excessively, intentionally changing the discussion topic, or exhibiting an inappropriate or argumentative attitude. Controlling behavior is not permitted. Violators will be asked to leave the discussion. Students required to leave a discussion will be notified of this consequence in a private email.

Grading Policy:

- Students will submit all homework electronically via the course website or during class meetings.
- If there are technical problems with the course website, written work can be sent to your instructor in an email. The subject line of the email must include your name, the course name and number, and the assignment number. No work received via email will be graded if the subject line is not properly completed.
- All due dates refer to midnight Arizona time on the listed due date. Late work will not be accepted.
- The course software standard for submission of written work is Microsoft Word (using Mathtype) and Microsoft Excel. Other word processing software may be used as long as it is able to produce documents as long as the file format is readable in Microsoft Word or in PDF format. Other software may be used with the permission of the instructor.
- Your instructor will review projects and technology assignments within 5-10 days of the due date and will send you feedback electronically, either by email, through comments posted on an assignment via the course site or by handing back your assignment in class.
- When technical problems occur and you cannot submit your project or technology homework electronically, send an email to your instructor to explain the difficulty. If you cannot use email, call your instructor to explain the difficulty. If you reach your instructor’s voice mail, leave a message explaining the difficulty and a phone number contact where you can be reached.
- I am fairly sympathetic about technical problems to a point. I also ask that you be sympathetic to technical problems I may encounter during the semester.
- Grades on projects and technology homework will be posted in the Blackboard gradebook within 5-10 days of the due date of the assignment. You must refer to the gradebook in the course site to determine the grade you earned on each assignment. Please do NOT try to determine your grade by sending email or calling your instructor. MyMathLab homework and quiz grades are posted immediately after it is submitted in the MyMathLab Gradebook. A ! in your gradebook indicates that an item has been

submitted, but not graded. Once the item has been graded, the ! will change to a number. Clicking on this number will allow you to see feedback on that item.

- If you need to discuss your grade or feedback you received from your instructor on an assignment, make an appointment with your instructor. This may be done during published office hours, via email or via the telephone.
- Students are responsible for keeping a copy of all graded assignments. Absent a copy of graded work in question, no grade change or credit for a missing assignment is possible.
- Students must ensure that files are free of viruses before submitting them. Keep your virus detection software up to date. Should an file fail scrutiny by Yavapai College's standard virus detection software, the student submitting it will be so advised by email. A virus-free version of the file must be resubmitted within 24 hours of the posting date of this email. Any subsequent failure to adhere to this requirement will cause an assignment to be unacceptable.
- If a file is not accepted because this policy is not adhered to, a 0 grade will be recorded for the assessment.

Weekly MML Homework and Weekly Quiz:

- You can find the Weekly MML Homework for the class under *the Homework* button or through the My Assignments box.
- You can find the Weekly Quiz for the class under *Quizzes* button or through the My Assignments box.
- Weekly MML Homework is typically due on Sunday night at 11:59 PM AZT. Specific dates can be found on the course calendar. You must score 75% on the Weekly MML Homework by the due date to be eligible to take the Weekly Quiz.
- Weekly Quizzes are typically due on the Thursday following the Sunday the Weekly MML Homework is due.
- If you do not attain the required 75% on the Weekly MML Homework, you will automatically receive a zero on the corresponding Weekly Quiz.
- You'll insure yourself of the best success if you start the Weekly MML Homework as early as possible. This will allow you to ask questions and give you the greatest amount of time to complete the Weekly Quiz.
- **IF YOU DO NOT COMPLETE THE WEEKLY MML HOMEWORK FOR TWO CONSECUTIVE WEEKS, YOU MAY BE DROPPED FROM THE COURSE.** Please contact me as soon as possible if you are not able to meet the deadlines so you are not dropped from the course.

Getting Technical Help Policy:

- If you have trouble with the course, call MyMathLab Product Support at **1-800-677-6337** Mon-Fri, 8am to 8pm, Sun, 5pm to 12am (All times are Eastern Standard Time, U.S. and Canada). Since our course is not at the Yavapai College website, the YC HelpDesk will not be able to provide technical support.
- To obtain technical help while working in computer labs on campus, report your problem to the lab assistant on duty.
- You are responsible for the operation of the computer system you use off campus. A malfunctioning computer system is not a valid excuse for submitting late work.
- If technical difficulties with college computers or network servers affect assignments, quizzes, exams or other scheduled assessments, your instructor will use the following procedures to communicate with you to provide appropriate directions in the order listed below:
 - An announcement will be posted on the course site.
 - If the course site is unavailable, an email will be sent to all students.
 - If the course site and email are not in service, your instructor will place a message on voice mail at 928-776-2108.

General College Policies

Attendance: Students are expected to attend and participate in all class “sessions”. A session may be a class meeting or the viewing of video content. A student who expects to be absent due to another school-sponsored activity or compelling personal reason (as defined by the instructor) must make prior arrangements with the instructor. All coursework must be made up as directed by the instructor. A student who does not adhere to instructor and College attendance requirements will be dropped from the course as defined in the Yavapai College General Catalog.

Course Withdrawal: To officially withdraw from a course, the student must use the Yavapai College Portal to officially withdraw. Withdrawing from a course after the published deadline (October 18) requires instructor permission. To obtain this permission, the student must request the approval in writing with an accompanying reason. When a student withdraws from a course before October 18 on their initiative, a “W” will appear on the student’s permanent college record. Between October 18 and December 4, a student may withdraw by contacting me and requesting that I withdraw the student. During this period of time, the student will receive a Y on their permanent record. After December 4, you must receive a grade of A, B, C, D, F, S, or U. Requests for S/U grading must be made prior to October 18. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.

Course Mentoring: Contact the course instructor during office hours, through e-mail or phone, or at the beginning/ending of a class session to arrange for additional course assistance. Many student support services are also available to assist students in successful course completion.

Academic Integrity: Honesty in academic work is a central element of the learning environment. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s “Student Code of Conduct”. Definitions of plagiarism, cheating and violation of copyright and penalties for violation are available in the Yavapai College General Catalog. I am very intolerant of any violations of academic integrity and I will penalize any student presenting work as their own that is not.

Student Code of Conduct: Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Student Code of Conduct” outlines behavior expectations and explains the process for responding to allegations of student misconduct. My expectations are that each of you is at Yavapai College to learn. Any behavior that is disruptive to the learning environment will be dealt with by asking the person responsible to leave. The responsible person will not be allowed back into the learning environment until they have met with the instructor and the Division Dean.

Disability Support Services: Yavapai College is committed to providing educational support services to students with documented disabilities. If anyone in this class has a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact Disability Resources at 776-2085.

Learning Resource Center: A Learning Resource Center is available at the Prescott and Verde Valley campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and equipment for students with disabilities, computer-assisted instruction, adult basic education and English as a Second Language classes.

Cell Phones and Pagers: Yavapai College is committed to providing a quality-learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing centers. Cell phones and pagers must be used outside these facilities.