

Syllabus
Learning Contract

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Instructor weekly schedule and office hours online at:
<http://www.phillipsd.com>

Required Materials

- Required Textbooks
- Note taking tools (computer or paper and a *pencil*)
- Internet Access (provided in the lab or your own access at home, etc.)

Regular participation in the course

This class is designed as an on-campus course with access to BlackBoard. This necessitates your participation on a regular basis. Participation will include your completion of in-class work and regular access to BlackBoard.

Dropping or Withdrawing from the course

It is the student's responsibility to drop or withdraw from classes. If a student intends to drop or withdraw from this course, please do so through appropriate channels and at appropriate deadlines.

Incomplete

The Incomplete grade option **will not** be available - unless 65% of the course work has been completed and turned in.

Access to the Internet, Accessing Canvas, and E-mail Address

Access to the Internet is required for this course as well as regularly accessing the Canvas portal. You will also need yourname@student.yosemite.edu e-mail address. There will be times when the instructor will need to communicate announcements to students outside of class using your student email. Internet-accessible computers are available throughout the campus. If you have questions or need help setting up an e-mail account, please talk to the instructor.

Schedule of Readings, Assignments, Exams, etc.

An "Schedule of Work" for readings, assignments, exams, etc. is available on the instructor's Canvas web site. You must understand that the course textbook is not an option and that it will be required for this course. Reading is an active process, defined in the Merriam-Webster dictionary as *to learn from what one has seen or found in writing or printing*. All assignments must be submitted on time. **Late assignments will not be accepted.** The process for submitting assignments will be discussed in class.

Examinations

There will be exams in class and online. Each exam may be comprehensive. The final exam for this class is **to be determined**. NOTE: Please check the final exam schedule in the class schedule.

Individual Work and Working Together

You are encouraged to work with other students to understand *concepts*. However, you have to submit completed assignments as your own work. Assignments are not group projects.

Visitors

At times it may be appropriate that visitors are invited to class. Please check with the instructor in advance of bringing a visitor. **No children** are allowed in class as per Modesto Junior College

policy.

Cell phones, pagers, PDA's, and other similar devices

Please turn off your electronic equipment when you attend class. For cell phones and pagers, you can have them set on silent and/or vibration mode. When these devices "go off" in class, it disturbs the learning process. Please be courteous to others.

Cheating and Plagiarism

Cheating and plagiarism will not be tolerated. Appropriate action will be taken if these offenses occur. What follows is the Academic Integrity Policy in the Student Code of Conduct for Modesto Junior College:

The grading of a student's work rests on the fundamental idea that an instructor is evaluating a student's own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course.

The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the college.

No Make-Ups

There are no make-ups for assignments, projects, quizzes, or exams unless extenuating circumstances exist. All make-ups are at the discretion of the instructor. It is your responsibility to discuss your circumstances with the instructor as soon as possible.

Disclaimer

This syllabus is a guideline for your participation in this course. The syllabus and schedule of assignments are subject to change. The instructor reserves the right to change the syllabus (i.e. add items, delete items, etc.) in order to adjust the syllabus as necessary for the learning benefit of the student and to meet the prescribed objectives for the course.

View the instructor's website, throughout the semester, for any updates to the syllabus.

<http://www.phillipsd.com/>

