**Syllabus 2.0**

**Course Policies**

College level composition/writing skills, critical thinking skills, and communication skills are necessary for satisfactory completion of the assignments. If you feel you may need additional assistance in this area, please visit the Center for Learning and Advancement or your instructor.

Please refer to the GCU Catalog at <http://www.gcu.edu/catalog/> for student policies

**Cell Phones/Lap tops:** During class all phones should be switched off. There are no calls or text messages allowed during the class period. If there is a real EMERGENCY that requires you to have your phone on vibrate to receive a call, please let me know before class.

You may use a lap top to take notes. However, if you are caught using your laptop for actives unrelated to class for example surfing the internet or updating your Twitter account or Facebook page during class you will be asked to leave your laptop at home.

**E-mail/Individual Forum:**

E-mail is one of the best ways to reach me. However, there are a few important stipulations. If you email, please be respectful and compose an email conducive to business communication (e.g. use capitalization and punctuation- no text message language). Emails should include your name, section, and a return address. Emails that do not abide by these rules WILL NOT be answered.

1. I only *officially* check my email during my office hours. If you email me on Sunday and an assignment is due Sunday at Midnight, you may not receive a reply in time. Plan ahead!
2. Give me 24 hours to respond. If you have not received a response from me in those 24 hours, I did not receive your email. Check that you spelled my email address correctly and try again or send me a text message, use an alternate email, or call my office.
3. Do not email me with questions that can easily be answered by looking at the syllabus.

**Speeches and Presentation:** You may not leave the classroom while a classmate or guest speaker is giving a presentation. If you must leave the classroom you must wait until the presentation is complete and then quietly excuse yourself. Furthermore, you may not reenter the classroom while a presentation is in progress. You need to patiently wait for applauds.

Please refrain from leaving the classroom during presentations. These days are clearly marked on the course calendar, so plan ahead! Go to the bathroom and get something to drink prior to class starting.

If you miss the day of your speech you will not be permitted to give the speech in class. If your absence is excused you may give your speech during my office hours. However, if your absence is not excused you must still make an appointment during office hours, but your speech will be considered late and will be subject to late point deductions.

If you miss the day we sign up for speeches, you should come prepared to give your speech on the first day of speeches. DO NOT assume you have a later speaking spot.

**Respect:** I expect you to be considerate and respectful to everyone in this classroom. I will have no tolerance for anyone being disrespectful at any time during this course. It is important that the instructor and all students maintain an atmosphere of safety and freedom in the classroom in order for all to feel comfortable in expressing ideas and reactions. It is imperative that we are all respectful of one another and mindful of difference during discussion periods. If at any time you feel unable to express yourself or to participate fully, please make an appointment with the instructor to discuss the situation. If a topic is emotionally difficult or offensive to you, or you believe that a class activity may be personally disturbing, you should notify the instructor in advance

* Attire- you need to be dressed appropriately when you come to class, this means you need to be covered and your clothing needs to properly fit classroom occasions (i.e. presentations and lecture). This means no pajamas or stinky gym clothes.
* Language & behavior- you must be courteous to all your classmates and you may not make or engage in degrading comments or behaviors at any time. This means not talking while I’m talking or while anyone else is talking. Please, avoid racist, sexist, homophobic or other negative language that will unnecessarily exclude members of our classroom.

If you fail to respect your classmates you will be asked to leave the classroom. I will also fill out a student misconduct form which describes your inappropriate behavior.

**Student Responsibilities:**

It is your responsibility to come to class having read the required material. This course involves class discussion and it will be your job to contribute in a meaningful way. Active participation in the class allows for an interactive learning process. Students are encouraged to share their own ideas as well as encourage other’s ideas on topics relevant to this course.

\*Important announcements, assignment instructions, changes to the schedule/syllabus, and grades will be posted on Loud Cloud. It is your responsibility to check Loud Cloud *at least three times per week* to keep apprised of any changes.

**Grade Disputes:**

If you would like to discuss a grade with me, I would be happy to have a respectful conversation with you. In order for this to occur, I ask you:

* *Calm down:* yelling at me will not convince me of anything.
* -*24 hour rule:* Wait at least 24 hours after receiving your assignment before approaching me. However, do contact me within one week of receiving your assignment.
* *Write it down*: If you have a question about the grade, just come and talk to me. If you feel the grade was unfair and would like me to review or give you more points on an assignment, you need to give me a logical *written* argument explaining why you feel I have graded you unfairly.

**Warning:** If you decide to dispute a grade, I reserve the right not only to raise the grade, but to *lower* the grade as well. So be certain that you have a valid dispute and don’t just dislike your grade.

**Grading Scale**

The following grading scale will apply to all graded work as well as the student’s final grade in the course.

|  |  |  |  |
| --- | --- | --- | --- |
| Letter Grade | Point Scale | Letter Grade | Point Scale |
| A | 93-100 | C+ | 77-79 |
| A- | 90-92 | C | 70-76 |
| B+ | 87-89 | D | 60-69 |
| B | 83-86 | F | < 60 |
| B- | 80-82 |  |  |

**Participation:** Participation is the fact of taking part, as in some action or attempt, thus participation is earned through attendance, class discussions, and class activities. When you take part in classroom discussions as well as other class activities you will earn points toward class participation. However, if you over participate and detract from lecture, class discussions or activities I will not award participation points. So be certain you offer valid and thoughtful comments. You must do more than just show up to earn participation points. You cannot make up participation points if you are not in class…You need to be in class to participate.

**Emailed Papers:** I want your papers turned into the proper drop boxes on Loud Cloud. Thus, you need to ensure your assignments match the drop box title you are submitting them to. Do NOT email me your papers because you’ve waited till the last minute. It is your responsibility to navigate turning your assignment in on time.

If you are experiencing difficulties with Loud Cloud contact tech support. If you have a ticket number you may email me your paper with the ticket number.

**Disability**

If you have a disability that may have some impact on your ability to complete work or participate and for which you need accommodations, you need to notify Disability Services and Resources.

**Make-Up or Late Work**

All class work is due on the date specified by the instructor. All late work will be docked one letter grade for each day it is late (10 %). If you must miss class it is your responsibility to contact the instructor to find out what you’ve missed and you must arrange to obtain copies of notes from a classmate. In-class participation points and activities cannot be made up if you are absent. Generally, make-up assignments, presentations, or quizzes/exams will *not* be permitted. If make-up work is permitted it will be based on individual circumstances on a case-by-case basis, decided by the instructor.

You may not make up final exams, presentations, or papers. ***There will be no exceptions***.

**Quizzes, Assignments, and Grading:**

Final grades will be based on your performance on course quizzes, participation, and writing assignments. Points awarded for assignments will be at the discretion of the instructor. Please read the grading scale and instructions carefully. As I cannot quantify your effort in the class, your grade will be based solely on your performance. If extra credit is offered, it will be at the discretion of the instructor. I cannot and will not raise grades solely to improve grade point averages, continue scholarships, or advance students in a program. It is class policy that if your final grade is within .5 of a point away from the next grade up, *and* you have been attending class and participating regularly, I will bump up your grade. Otherwise, grades stand. If at any time you have questions or need clarification regarding assignment or exam expectations, see me *before* the assignment is due. If you are having difficulties with course material, please contact me. The time to be concerned about your grade is before trouble arises.

**Loud Cloud Drop Boxes**

You must put your assignments in the correct drop boxes for them to be grade. Thus, ensure the assignment you are submitting matches the name of the drop box, if you have questions please contact me. If you put your assignment in the wrong drop box or only in the turnitin drop box, it will NOT be graded.

**Academic Integrity**

Any breech in academic integrity, e.g., plagiarism, cheating of any sort, will result in ***failure of the assignment***. If you use the work of others in an assignment you must cite it or it is considered plagiarism. Please ask me if you have any questions or if you are unsure of how to cite a source.

\*\***Please Note**\*\*

* You are responsible for knowing the additional policy and procedures listed in the student handbook.
* The proposed schedule may change in accordance to the needs of the course. I will inform you of any changes *during the classes* prior

**If you need help at any point during the semester please ask.** **I am more than willing to help you!**