

## **PSYC1300 Syllabus (Course Contract)**

*Please be sure to scroll down through page to read all sections of the syllabus. **One of your first week assignments** will be submitting a short quiz based on syllabus content.*

### **Course Description & Instructor Information**

#### **Welcome**

I am delighted to welcome you to PSYC 1300 Learning Frameworks. I hope you will not only learn a lot in this course, but you will find it fun and engaging. Each lesson is made up of a series of different activities to help you master the content in an engaging way. In fact, I hope we will co-create the experience by fully participating in the discussions, being an active member of the various activities, and communicating to me your thoughts and suggestions about the material I am about to share with you.

#### **Course Description**

This course has been designed to expose students to a very different experience to what they may have had in other courses – in terms of:

- A welcoming environment
- Strong community-building component – including establishing trust with the instructor and clarifying course expectations in a fun, inclusive way.
- Stimulating motivation for participation
- Connecting the purpose of this course with the student's personal interests and future direction.

The various topics being covered include goal setting, effective time management, note-taking strategies, how to undo “bad” academic habits, test-taking strategies, and much, much more.

#### **About Me**

I am a native of Mississippi. However, I have been a resident of the greater Houston area for many years. I have two adult children. In my leisure time, I spend it serving as a theatrical director / actor, writer, and motivational speaker. I have worked in education for more than 3 decades, which includes both K-12 and higher education. My roles include coach, teacher, director, and principal to name a few things.

#### **Contact Info:**

- Instructor: Dr. Barrett Brooks
- Email: [barrett.brooks@brazosport.edu](mailto:barrett.brooks@brazosport.edu)
- Office: E 210 PH: 979-230-3286

- Office Hrs.

Mon/Wed	Location	Tues/Thurs	Location
11:15 a.m.-02:45 p.m.	Virtually	08:00 a.m.-09:45 a.m.	E 210
04:00 p.m.-05:30 p.m.	Virtually	11:00 a.m.-01:15 p.m.	E 210
		02:30 p.m.-3:30 p.m.	E 210

- Virtually By Appointment
- Additional contact: 979-230-3527 (Division Secretary)
- Virtually By Appointment
- Additional contact: 979-230-3527 (Division Secretary)

## Course Materials, Tools & Skills

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

The instructor will occasionally assign reading assignments. Students are required to read all assigned material. The reading load is not designed to be heavy. As with any lecture or discussion material, any reading material is fair game for exams, quizzes, or discussions.

## Required materials:

- Opensource (free online) Textbooks:
  - [College Success](#)
  - [Blueprint for Success in College- Career Decision Making](#)
- Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook

from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

- Microsoft Office 365: For more information on accessing a free copy, follow these [instructions](#).

## Tools and Skills:

- 
- Internet browser setting and configuration ([Check your Browser](#))
- E-mail and file attachments
- Uploading and downloading files
- Using a word processing program such as Microsoft Office or saving as an Office file or PDF; I cannot grade Google Docs or open links to assignments.
- 24-hour access to a computer with internet is recommended but not required; you can also use computers on the BC Campus in Learning Services or the Student Success Center.
- An active and current Brazosport College email address - check your email in D2L and BC email daily.
- General knowledge in using D2L course tools such as email, discussions, drop box and quizzes (view [Distance learning website for manuals and tutorials](#))
- General knowledge in the following (view [Distance Learning website for manuals and tutorials](#))
- Respondus Lockdown Browser for testing.
- Check D2L often - I suggest logging in every day. Watch "News" item area for updates and other communications.

CHROMEBOOK USERS AND MAC USERS: I only accept Microsoft Office or Rich Text Format files for assignment submissions.

- To save your Google Doc to an acceptable format make sure you are **connected to the Internet** then to go **File** and select **Download as** and choose **Microsoft Word (.docx)**.
- MAC users- to convert Pages to Microsoft Word:  
<https://support.apple.com/en-us/HT202227>

## **Course Objectives and Learning Outcomes**

By the end of this semester, through class lectures, videos, discussions, activities, and a variety of written and other assignments, you will increase your written and oral communication skills, critical thinking abilities, and toolbox of study strategies.

### **Student Learning Outcomes**

- Students demonstrate a positive mindset toward learning and maintain motivation.
- Students develop a process through which they change negative, self-defeating habits into positive habits.
- Students make personal connections with peers, their instructor, and other campus support personnel.
- Students develop and pursue useful goals.
- Students demonstrate organization of time and study materials.
- Students describe how to store and retrieve information from their memory.
- Students demonstrate effective reading and note-taking strategies that enhance retention and comprehension.
- Students distinguish effective test-taking strategies to be used before, during, and after taking a test.
- Students employ critical thinking skills when approaching challenging tasks.
- Students demonstrate written and oral communication that is appropriate to context and that effectively conveys meaning and logic.
- Students identify future college and career pathways.
- Students locate and use support center services.
- Students use technology throughout the course.

### **Course Overview & Structure**

This is a face-to-face course but we will use the Virtual Campus/D2L portal at Brazosport College to supplement the course. The structure of the course will include lecture, videos, in-class discussions, assignments (quizzes, papers, projects - all on D2L), and readings. D2L is open 24/7 so you can work on assignments and because you are not

on a fixed schedule **it is up to you** to develop the discipline and schedule the time to be an active learner in this environment. Course material is available in the Content area of the course. Assignments (quizzes, papers, projects, etc.) will be "turned in" in D2L - drop box/quiz area. You are also responsible to keeping track of your grades and attendance.

As a college student, you are expected to conduct yourself as a responsible adult. This includes, but is not limited to, attending class (see attendance policy), seeking academic help, and addressing any problems you may have directly with your instructors. Rights and responsibilities of BC students are outlined in the BC Student Handbook and Calendar. A student's enrollment in this class acknowledges he/she intends to learn course material AND integrate and apply the learning skills discussed in this class across their own academic programs in order to become effective and efficient learners. Certain behaviors that would impede this process will not be permitted: reading non-course related material, texting (sending or receiving), answering phone calls, listening to music in one or both ears, speaking out of turn, etc. If you are unsure of what is appropriate class behavior, please ask.

### **Communication/Instructor Response Times**

*Communication will take place using various interactive tools (Email, Dropbox, and News item area) and may include both real and virtual time (Web Rooms are real time and may be used for online Office Hours and lectures). **Please use your college email account (either [Outlook](#) or D2L) when communicating with me – this is college policy. Brazosport College requires that I reply to BC email only.***

***Feedback on assignments is another way in which I communicate with students. Be sure to read any and all feedback on assignments and make any adjustments needed for future assignments.***

***I will respond to emails sent during the week within 24 hours and over the weekend within 48 hours.***

*Note: most quizzes (the ones not auto graded are noted in the Course Calendar) are auto graded upon submission and assignments using Dropbox or Discussions will be graded approximately 2 days after due date.*

- All testing, including mid-term and final, will take place in your online course.
- Exams will not be accepted late so make sure that you know when exams will open and close.
- You are allowed to use notes while testing.

## Course Schedule

The schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students' interests and progress.

Activities are due at the end of the week on Sunday at 11:30 pm, except when otherwise noted in the Activity Due Dates column.

Week & Topic	Readings/videos (before class)	Assignments (out of class)
1: Course Orientation	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>Due Jan 21st @11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Student Information Form</li> <li>• Syllabus Quiz</li> <li>• Online Course Tools Tour Quiz</li> <li>• Getting Tech Ready Video</li> <li>• Library Module 1</li> <li>• Library Module 2 (<b>see schedule</b>)</li> <li>• Library Module 3 (<b>see schedule</b>)</li> </ul>
2: Successful Students	<ul style="list-style-type: none"> <li>• 1.1 Who are You Really?</li> <li>• 1.2 Different World of Students</li> </ul>	<b>Due Jan 28<sup>th</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Semester Goals Activity</li> <li>• Successful Students Quiz</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Notes Submission</b></li> </ul>
3: Careers & Soft Skills	<ul style="list-style-type: none"> <li>• 7.7 Career Development</li> <li>• 12.2 Career Exploration</li> </ul>	<p><b>Due Feb 4<sup>th</sup> @ 11:30 p.m.</b></p> <ul style="list-style-type: none"> <li>• Career Project Part 1 (<i>due Feb 25<sup>th</sup></i>)</li> <li>• Career Project Part 2 (<i>due Mar 17<sup>th</sup></i>)</li> <li>• Career Project Part 3 (<i>due Apr 21<sup>st</sup></i>)</li> <li>• Career Project Part 4 (<i>due May 3<sup>rd</sup></i>)</li> <li>• <i>Notes Submission</i></li> </ul>
4: Notetaking	<ul style="list-style-type: none"> <li>• 4.3 Are You Really Listening?</li> <li>• 4.4 Got Notes?</li> </ul>	<p><b>Due Feb 11<sup>th</sup> @ 11:30 p.m.</b></p> <ul style="list-style-type: none"> <li>• Notetaking Quiz</li> <li>• Notetaking Written Assignment</li> </ul>
5: Reading & Learning Strategies	<ul style="list-style-type: none"> <li>• 5.2 How Do You Read to Learn?</li> <li>• 5.3 Dealing with Special Texts</li> <li>• How Margin Notes are Better than the Yellow Highlighter</li> <li>• 12 Ways to Mark up a Book</li> </ul>	<p><b>Due Feb 18<sup>th</sup> @ 11:30 p.m.</b></p> <ul style="list-style-type: none"> <li>• Reading &amp; Learning Strategies Quiz</li> <li>• <i>Library Module 2 Due</i></li> <li>• <i>Notes Submission</i></li> </ul>
6: Test Taking	<ul style="list-style-type: none"> <li>• 6.2 Studying to Learn</li> <li>• 6.3 Taking Tests</li> <li>• College Study Skills: Test-taking and Test Anxiety</li> </ul>	<p><b>Due Feb 25<sup>th</sup> @ 11:30 p.m.</b></p> <ul style="list-style-type: none"> <li>• Test Taking Quiz</li> <li>• <i>Career Project Part 1 due</i></li> <li>• <i>Notes Submission</i></li> </ul>

7: Brain Plasticity/Habits/Metacognition	<ul style="list-style-type: none"> <li>• Bad Habits and Your Brain</li> <li>• You Can Grow Your Brain</li> </ul>	<b>Due Mar 3rd @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Brain Plasticity &amp; Metacognition Quiz</li> <li>• Brain Plasticity &amp; Metacognition Written Assignment</li> </ul>
8: Growth & Grit Mindset	<ul style="list-style-type: none"> <li>• 5 Characteristics of Grit</li> </ul>	<b>Due Mar 10<sup>th</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Growth Mindset and Grit Quiz</li> <li>• <b>Notes Submission</b></li> </ul>
9: <b>Midterm Week</b>		<b>Due Mar 17<sup>th</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• <i>Career Project Part 2 due</i></li> <li>• <i>Library Module 3 due</i></li> <li>• <b>Midterm Exam opens, Mar 18th @ 8:00 a.m., and closes @ 8:00 a.m. Mar 24th.</b></li> </ul>
10: Motivation & Goals	<ul style="list-style-type: none"> <li>• 2.1 Setting and Reaching Goals</li> </ul>	<b>Due Mar 31st @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Motivation and Goals Quiz</li> <li>• Motivation and Goals Written Assignment</li> </ul>
11: Time Management	<ul style="list-style-type: none"> <li>• 2.1 Time Management Theory</li> <li>• Why People Procrastinate</li> <li>• How to Kill Writer's Block and Become a Master Copywriter in Only 3 Hours a Day</li> </ul>	<b>Due Apr 7th @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Time Management Quiz</li> <li>• Time Management Written Assignment</li> </ul>

12: Memory & Active Learning	<ul style="list-style-type: none"> <li>• 4.5 Remembering Course Materials</li> <li>• You'll Never Learn</li> <li>• The Three Memory-Knowledge Systems that Guide Your Life</li> </ul>	<b>Due Apr 14<sup>th</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Memory &amp; Active Learning Quiz</li> <li>• Memory &amp; Active Learning Written Assignment</li> </ul>
13: Critical Thinking & Group Work	<ul style="list-style-type: none"> <li>• 3.2 It's Critical</li> <li>• 3.4 Problem Solving and Decision Making</li> </ul>	<b>Due Apr 21<sup>st</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Critical Thinking Quiz</li> <li>• <i>Career Project Part 3 due</i></li> </ul>
14: Stress, Health, & Financial Wellness	<ul style="list-style-type: none"> <li>• 10.5 Stress</li> <li>• Evaluating Income in Your Career Strategy</li> <li>• How to Make More Money</li> <li>• Chapter 59: Beyond Tuition: Understanding College Expenses</li> </ul>	<b>Due Apr 28<sup>th</sup> @ 11:30 p.m.</b> <ul style="list-style-type: none"> <li>• Stress &amp; Health Quiz</li> <li>• Living to 100 Activity</li> <li>• Budget Reality Calculator</li> <li>• WhichWay Lesson 1: What's a Budget Lesson &amp; Quiz (<i>due May 3<sup>rd</sup></i>)</li> <li>• WhichWay Lesson 2: What to Know When Using Credit (<i>due May 3<sup>rd</sup></i>)</li> </ul>
15: <b>Final Week</b>		<i>Due May 3<sup>rd</sup> @ 11:30 p.m.</i> <ul style="list-style-type: none"> <li>• <i>Career Project Part 4</i></li> <li>• <i>WhichWay Lesson 1</i></li> <li>• <i>WhichWay Lesson 2</i></li> <li>• <b>Final Exam</b> opens Apr 29<sup>th</sup> @ 8:00 a.m. and closes at 8:00 a.m. May 5<sup>th</sup> @ 11:30 p.m.</li> </ul>

## Grading Criteria

Students are required to complete all Activities (assignments), participate in discussions and submit all written work according to the stated deadline. Attendance and participation are crucial for success in

this course. College instructors expect students to spend time outside of “class” as well, through reading, writing, and studying course material.

Grades can be viewed by clicking on Assessments then click on grades. You can also see your grades by looking at the area "Your Name" Progress. Any issues with grades need to be brought to my attention immediately.

Specifically, for every hour you are in “class” you need to study for two-to-three hours. This means working on this class material for approximately one hundred hours outside of “class”. This is college!

*The breakdown of the requirements is as follows:*

15%	Written Assignments
15%	Quizzes
10%	Midterm Exam
10%	Final Exam
10%	Financial Wellness Unit
5%	Participation (This includes several assignments - see Course Calendar and Grade book.)
10%	Attendance - see Attendance policy
15%	Career Project (Several assignments - see Course Calendar)

10%	Library Project
-----	-----------------

*Semester grades will be earned as follows:*

90% and above	A
80 % - 89%	B
70 % - 79%	C
60% - 69 %	D
59.9% and below	F

To receive transfer credit or dual-credit, *you must make a C or better.*

### **WRITTEN ASSIGNMENTS (15% of semester grade):**

You will complete several written assignments this semester. These assignments are designed to help you reflect on the course material, your experiences outside of class and college, and stimulate new insights on becoming a more successful earner. The highest points will be received by students who follow the directions and the example. Please read all directions carefully. Look at the example and rubric provided; your paper should look just like the example.

Directions:

- Length: 500 -600 words - see example for individual paragraph word count.
- Proper spelling, grammar, and punctuation (Use BC Writing Center - 979-230-3460)
- Create a Word document (or similar type document - *no Google docs or links*)
- Use MLA formatting - Times New Roman font, size 12, 1" margins, double space)
- Include word count at bottom of paper (-20 points for missing word count)
- Include the name of an article or video that we discussed/used in class; underline the name of the video/article (-15 points for not underlining)
- Running header in upper right-hand corner

- Use your notes, articles, discussions, and videos to write your paper.

More information on Written Assignments will be presented in class and in a module.

## **ATTENDANCE (10%)**

Class attendance is required, and students are expected to arrive on time and to remain the entire class period. It is the student's responsibility to find out what was missed in the case of an absence. To receive credit for attending the class, the students must arrive on time and not leave early. The 15-minute rule applies (arrive 15 minutes late or leave 15 minutes early, student is counted absent). If you are absent, please look at the Course Calendar; this will let you know what you missed (videos, power points, etc.)

Check your attendance by clicking on Assessments, then click on You Attend. Any issues need to be brought to my attention immediately.

Students may be withdrawn if he/she misses the maximum number of classes listed below (see chart). Being tardy and leaving early will count as an absence. The instructor will complete the require paperwork for an Administrative Withdrawal only if the student misses the number of classes stated in the chart.

It is the student's responsibility to withdraw from the course if circumstances occur that could prevent the student from successfully completing the course. Students should notify the instructor of the decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. All students who remain in the course after the last day to withdraw will receive a grade based on their performance. **The last day to withdraw from class is April 1, 2024.**

Withdrawal requests should be sent directly to the Admissions Office at [admissions@brazosport.edu](mailto:admissions@brazosport.edu).

Class	Meetings per Week	# of Missed Classes Resulting in the
-------	-------------------	--------------------------------------

		Withdrawal from the Course
16 Weeks	3 Times	5 (Five)
16 Weeks	2 Times	4 (Four)
16 Weeks	1 Time	2 (Two)
11 Weeks	2 Times	3 (Three)
6 Weeks	4 Times	3 (Three)
4 Weeks	4 Times	2 (Two)

Percents:

*16 Week Class that meets 3 Times each week:*

0-100%

1-80%

2-60%

3-40%

4-20%

5 - Withdrawn from course

*16 Week Class that meets 2 Times each week:*

0-100%

1-75%

2-50%

3-25%

4 - Withdrawn from course

*16 Week Class that meets 1 Time each week:*

0-100%

1-50%

2 - Withdrawn from course

*11 Week Class that meets 2 Times each week:*

0-100%

1-75%

2-50%

3 - Withdrawn from the course

*6 Week Class that meets 4 Times each week:*

0-100%

1-75%

2-50%

3 - Withdrawn from course

*4 Week Class that meets 4 Times each week:*

0-100%

1-50%

2 -Withdrawn from the course

### **QUIZZES (15% of semester grade)**

Students may have a brief quiz over the material from presentations or reading assignments. The quizzes are taken online and have a due date. Quizzes not taken by the due date will receive a zero for that quiz grade. Several quizzes are not "auto graded" which means that you may receive a "0" in the gradebook until the instructor can grade the quiz. Quizzes that are not "auto graded" have been noted in the the Content area by the quiz.

## **EXAMS (20%)**

Students will complete two major exams (midterm and final) and various module quizzes this semester. More details are provided within the online course, including how to prepare to “ace” these exams. EXAMS MAY NOT BE TAKEN OR SUBMITTED LATE.

## **CAREER (15%)**

The Career Project is in four parts: Career Interest, Career Exploration, a Career Interview, and a Career Presentation. More information on these parts can be found in the module named Successful Students and Careers.

## **PARTICIPATION (5%)**

During the semester, you will be given several assignments to work on either during class or outside of class that will count toward your participation grade. In addition to these assignments, you will be asked to participate in class discussions. Participation assignments will be placed in a drop box.

## **FINANCIAL WELLNESS (10%)**

You are going to complete three activities to help you gain a better understanding of your future career salary, budgeting, and credit scores.

## **LIBRARY PROJECT (10%)**

You are going to complete activities to help you gain a better understanding of what the library offers, how to find information, and examining sources.

## **LATE WORK POLICY:**

Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time is considered highly desirable and an important asset to develop. LATE WORK WILL NOT BE ACCEPTED. Assignments submitted LATE will NOT be graded and WILL BE given a ZERO. This policy is subject to change only with EXTREME extenuating circumstances.

**Most assignments are due on a Sunday night. If you do not receive a grade on an assignment, please contact the instructor ASAP. Keep track of your assignments by using the GRADES area in the course. D2L has added a tool on the Course Home page which reminds you of the work that you still need to complete for the week. Since not all assignments may be posted in this area, be sure to consult the Course Calendar daily.**

**Computer problems and technical difficulties are not acceptable reason for late work. D2L is shut down at times during the semester for updating – be sure to be aware of these dates. Use good time management skills and start your work early.**

**If you contact me before the assignment is due and as soon as you know there is an issue, I will try to help you. If not, I am not able to help. Issues (technology, etc.) need to be brought to my attention before 6 hours of the due date of the assignment (example: if assignment is due at 11:30 pm, you need to contact me by 5:30 pm of the day the assignment is due).**

## **LOGGING INTO THE COURSE**

**To log into the Virtual Campus** and access your course go to <https://online.brazosport.edu> (add this log in page as a bookmark for faster access). Enter your Brazosport username and password. Once logged in, click on the course title for PSYC1300 in the My Courses area located in the middle of the page.

If you experience problems with log in contact the BC Helpdesk using the information provided below. The Helpdesk is there to provide fast assistance when having technical issues.

**HelpDesk Contact Information:** [text chat with technical support](#), email [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu) or call (979) 230-3266.

## **Student Expectations**

This is not designed to be a difficult course. If you log into class often, take good notes, complete assignments, and study outside of class, you

should have no problem earning a good grade in this course. I am available for any questions or concerns about the subject material.

As a student in this course, you will or need to:

- log in often.
- use the Syllabus as your guide.
- ask questions - don't wait.
- read course Materials.
- actively participate in Discussions.
- think critically.
- use proper "[netiquette](#)" in email and discussion posts. (Opens in new browser tab or window. Click the X in the upper right corner of new tab or window to return to course)
- meet all assignment and testing deadlines.
- be self-motivated and disciplined.
- show increased knowledge and demonstrate it during class activities.
- work with others in a fair and kindly manner.
- **Exams:** *complete tests.*
- **Dropbox activities:** *submit by due date.*
- **Homework/practice:** *do online homework/practice.*

## Student Support & Services

### Help Desk

- - [Chat with a Helpdesk representative](#)
  - [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
  - 979-230-3266
  - [Helpdesk website](#)
  - Campus Location: K.100

### Online Tutors

- - [About the Writing Center](#)
  - [Create an Online MATH Tutoring Appointment](#)
  - [Schedule an Online WRITING Tutoring Appointment](#)

- **Video:** [Scheduling an Online Session](#)
- **Video:** [Attending an Online Session](#)

## **Online Academic Advisor**

- - [Chat with an Academic Advisor](#)
  - 979-230-3238 or contact the department secretary at 979-230-3237
  - [Online Counseling Services](#) website
  - Campus Location: E-Wing

## **Learning Services**

- - [Chat live with a Learning Service Representative](#)
  - [Proctor Testing](#)
  - 979-230-3253
  - [Learning Services website](#)
  - Campus Location: [view map](#)

## **Library**

- - [Chat live with a Librarian](#)
  - 979-230-3310
  - [Library website](#)
  - Campus Location: F.134

## **Campus Bookstore**

- - [Bookstore website](#)
  - 979-230-3410
  - Campus Location: [view map](#)

## **Distance Learning**

- - [Virtual Campus Manuals & Tutorials](#)
  - [Success Tips](#)

- [Student Guide & Calendar](#) website
- [Online Course Tools Tour](#) RSVP form
- [Distance Learning website](#)
- 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

## **When Taking a College Course**

You are currently enrolled in a college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has little if no face-to-face contact with either your instructor or fellow students:

- Class time ~ 45 hours
- Study time ~ 6 to 9 hours of study time per week
- Tests ~
  - weekly modules and exercises
  - be aware of quiz dates via Syllabus/Calendar/Announcements
  - if applicable, form independent study groups with peers.
  - ask questions.
  - quizzes may be timed.
- Grades ~
  - attendance counts toward your grade - use the Your Attend tool to check your attendance.
  - keep track of your own grades using the grade book
  - calculate your own grades to keep track of grade requirements.
  - have questions about your grade ASK immediately via email (don't wait till the mid or end of the course)
- Instructors ~
  - DO not remind you of incomplete work or assignment dates.
- Students:
  - Accountability - you are responsible for your work/attendance.
  - monitor your own time.

- make your own decisions about extracurricular activities.
- practice good time management strategies
- understand YOUR responsibilities and expectations of college.
- BE prepared.
- DON'T procrastinate!

## **Course & College Policies**

### **Attendance**

As per college policy, you are expected to attend classes regularly, whether they are face-to-face or online.

### **Tests/Make-ups**

If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date should be sufficient. All assignments must be completed to pass the course.

### **Late Policy**

Prompt submission of assignments and timely feedback to classmates via the Feedback area is vital to this class. **Work turned in by the due date and time on the due date will be considered on time. Work that has not been submitted by due date and time will be considered late and will receive a Zero (0) for a grade. Any issues need to be brought to the instructor's attention immediately.**

### **Course Disclaimer**

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

Every attempt has been made to make sure that the content, due dates, links, spelling, grammar, etc. are correct and in working order. If you find

a link that does not work, spelling or grammar issues, incorrect due dates, or content issues, please contact me.

## **College Policies**

**View current [Student Guide & Calendar](#) (includes Student Conduct, Honor Codes, and Academic Honesty) for detailed College Policy information.**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in an F in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

## **Online Student Conduct**

- Students are expected to abide by Brazosport College's code of student conduct, including the rules applicable to online courses and student conduct in general.
- Students enrolled in distance education courses are expected to perform with the highest level of academic honesty and integrity.
- Breaches of conduct include:
  - Misconduct
  - Cheating on a Test
  - Plagiarism
  - Collusion

Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

## **Responses to Academic Dishonesty, Plagiarism, or Cheating**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in 0 in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

### **Title IX Statement**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If students experience an incident of discrimination, sexual harassment, or sexual misconduct, they are encouraged to report it.

If a faculty or staff member "is informed of a student's pregnancy or related condition" by the student or "a person who has a legal right to act on behalf of the student," the employee must "promptly" tell the student or representative how to notify the Title IX Coordinator of the student's pregnancy or related conditions and must provide the Title IX Coordinator's contact information to the student or representative, unless the employee "reasonably believes" the Title IX Coordinator already knows.

While students may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what is told to them to college officials. Students can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Brad McGonagle, Vice President of Human Resources & Title IX Coordinator  
979-230-3126; [brad.mcgonagle@brazosport.edu](mailto:brad.mcgonagle@brazosport.edu)

Alex Crouse, Director of Student Life and Deputy Title IX Coordinator  
979-230-3355; [alex.crouse@brazosport.edu](mailto:alex.crouse@brazosport.edu)

## Special Needs & Accessibility

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities. Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Contact Phil Robertson, ADA Coordinator (Email: [Phil.Robertson@brazosport.edu](mailto:Phil.Robertson@brazosport.edu) | Call: 979-230-3236) for additional information.

- [Steps to Apply for Disability Services at Brazosport College](#)
- **Brightspace** (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.
- **The Virtual Classroom** (used for live presentations) and Video Assignment tool are produced by BONGO. Both are screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.
- **Zoom** is another tool used for live presentations. Accessibility features include customizable font sizes, keyboard accessibility and screen user support. Visit [Zoom Accessibility](#) page for additional information.
- **Mediasite** from Sonic Foundry and the Mediasite player are used for managing and playing faculty lecture videos. Please read the [Mediasite Content Accessibility](#) documentation for more information on their accessibility standards and the [Mediaplayer Accessibility Keyboard Shortcuts](#) guide.
- **YouTube Videos** may also be used in online courses. Visit [YouTube Accessibility Settings](#) page for additional information on

how to set [accessibility for YouTube on Android](#), [turn captions on and off](#) and [use YouTube with a screen reader](#).

## **Student Privacy**

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

## **Student Support**

To help you on your educational pathway, Brazosport College provides all students with access to TimelyCare. If you're stressed, challenged, or need help, download the TimelyCare app today! It's your free virtual health and well-being service platform, available 24/7, 365 days of the year. Search "TimelyCare" in your app store. Then, register with your student email to access your health care services.

## **Withdrawals**

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

*However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class, does not mean that you have officially withdrawn from the class.

## **Copyright Policy**

The [Digital Millennium Copyright Act \(DMCA\)](#) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport

College.

[Alternative legal sources are available](#) for use by faculty and students including books, music, and movies. There is also [our campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](#) for additional information and resources dealing with copyright, practices, and procedures.

## **AI Statement/Policy**

The growth and development of BC students is the ultimate goal for campus leaders. To reach this goal students are expected to engage with learning activities that will promote critical thinking. Hence, the Learning Frameworks Department expects students to create and cultivate original work. Therefore, assignments generated by AI ChatGPT, or some other computer program is not accepted for any learning activity. Students who submit; violate this policy are subject to disciplinary action.