

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

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

#### **Welcome!!!**

I am delighted you have chosen to enroll in Learning Frameworks. I commend you for placing such importance on doing well in college and developing skills that will not only potentially help you improve your grades and standing in college, but ensure you become a lifelong learner.

By enrolling in this course, you are showing that you take your college experience seriously and intend to become a learner who takes responsibility for his/her academic success.

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 so you won't be expected to listen to me lecture the whole time! In fact, I hope we will co-create the experience by fully participating in the discussions, being an active member of the various peer-group activities, and communicating to me your thoughts and suggestions about the material I am about to share with you.

This course will only be challenging for anyone who refuses to bring 100% commitment to each lesson. That's not you...so let us look forward to your earning an A!

#### **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 attendance and participation
- Connecting the purpose of this course (both for math success and overall success in college) 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.

#### **Meet the Instructor**

**About Me:** I am Dr. Lisa Davis and I have been an instructor with Brazosport College for 6 years. In addition to working for the college, I also serve as the Chief Academic officer for Sweeny ISD. I am married, have 3 grown children, 4 beautiful grand-daughters, and 3 crazy dogs. I am originally from Chicago, but have lived in Texas for the last 27 years. I am a loyal Chicago Cubs fan and love to spend time with my family, travel, and write when I am not working. I am looking forward to working with all of you this semester.

**Contact Info:**

- Instructor: Dr. Lisa Davis
- Email: Lisa.Davis@brazosport.edu
- Cell/Text: 979-549-4959 (Emergencies only please; call or text)
- 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](#) (shown as CS on the schedule)
    - [Blueprint for Success in College- Career Decision Making](#) (shown as BP on the schedule)
  - Outliers: The Story of Success by Malcom Gladwell - ISBN#97800-316-01793-0
  - 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 (there are some assignments you will be unable to complete using a Chromebook or Drive). 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; 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](#)):
- 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 an ASYNCHRONOUS Online course. The structure/contents 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	Assignments
1: Course Orientation	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Student Information Form</li> <li>• Syllabus Quiz</li> <li>• Online Course Tools Tour Quiz</li> <li>• Profile &amp; Forwarding Email</li> <li>• Class Introduction Discussion</li> </ul>
2: Technology & BC Library	<ul style="list-style-type: none"> <li>• Getting Tech Ready</li> <li>• Library Information</li> </ul>	<ul style="list-style-type: none"> <li>• Technology &amp; MLA Quiz</li> <li>• Library Module</li> <li>• Evaluating a Source</li> <li>• Outliers Quizzes (<i>due Week 15</i>)</li> </ul>
3: Successful Students	<ul style="list-style-type: none"> <li>• 1.1 Who are You Really? (CS)</li> <li>• 1.2 Different World of Students (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Semester Goals Activity</li> <li>• Successful Students Quiz</li> <li>• Your Values</li> </ul>
4: Careers & Communication	<ul style="list-style-type: none"> <li>• 7.7 Career Development (BP)</li> <li>• 12.2 Career Exploration (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Skills Employers Want Discussion</li> <li>• Career Project Part 1 (<i>due Week 6</i>)</li> <li>• Career Project Part 2 (<i>due Week 8</i>)</li> </ul>

		<ul style="list-style-type: none"> <li>• Career Project Part 3 (<i>due Week 11</i>)</li> <li>• Career Project Part 4 (<i>due Week 15</i>)</li> </ul>
5: Note-taking	<ul style="list-style-type: none"> <li>• 4.3 Are You Really Listening? (CS)</li> <li>• 4.4 Got Notes? (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Note-taking Quiz</li> <li>• Note-taking Written Assignment</li> <li>• Note-taking Methods Discussion</li> </ul>
6: Motivation & Goals	<ul style="list-style-type: none"> <li>• 2.1 Setting and Reaching Goals (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Motivation and Goals Quiz</li> <li>• Motivation and Goals Written Assignment</li> <li>• Barriers to Success Discussion</li> <li>• SMART Goals</li> <li>• <i>Career Project Part 1 due</i></li> </ul>
7: Financial Wellness	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• Budget Reality Calculator</li> <li>• Which Way: What's a Budget Lesson &amp; Quiz</li> <li>• Which Way: What to Know When Using Credit</li> </ul>
8: 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>	<ul style="list-style-type: none"> <li>• Brain Plasticity &amp; Metacognition Quiz</li> <li>• Brain Plasticity &amp; Metacognition Written Assignment</li> <li>• Growing Your Brain Discussion</li> <li>• <i>Career Project Part 2 due</i></li> </ul>

9: Growth & Grit Mindset	<ul style="list-style-type: none"> <li>• 5 Characteristics of Grit</li> </ul>	<ul style="list-style-type: none"> <li>• Growth Mindset &amp; Grit Quiz</li> <li>• Growth Mindset Test</li> <li>• Growth Mindset &amp; Grit Discussion</li> <li>• <b>Midterm Exam</b></li> </ul>
10: Time Management	<ul style="list-style-type: none"> <li>• 2.1 Time Management Theory</li> <li>• Procrastination: Causes, Tips, and Questionnaire</li> <li>• How to Kill Writer's Block and Become a Master Copywriter in Only 3 Hours a Day</li> </ul>	<ul style="list-style-type: none"> <li>• Time Management Quiz</li> <li>• Time Management Written Assignment</li> <li>• Weekly Schedule</li> <li>• Procrastination Quotient Discussion</li> </ul>
11: Memory & Active Learning	<ul style="list-style-type: none"> <li>• 4.5 Remembering Course Materials (CS)</li> <li>• You'll Never Learn</li> <li>• The Three Memory-Knowledge Systems that Guide Your Life</li> </ul>	<ul style="list-style-type: none"> <li>• Memory &amp; Active Learning Quiz</li> <li>• Memory &amp; Active Learning Written Assignment</li> <li>• Building Focus Discussion</li> <li>• <i>Career Project Part 3 due</i></li> </ul>
12: Reading & Learning Strategies	<ul style="list-style-type: none"> <li>• 5.2 How Do You Read to Learn? (CS)</li> <li>• 5.3 Dealing with Special Texts (CS)</li> <li>• How Margin Notes are Better than the Yellow Highlighter</li> <li>• 12 Ways to Mark up a Book</li> </ul>	<ul style="list-style-type: none"> <li>• Reading &amp; Learning Strategies Quiz</li> <li>• Reading Strategies Self-Assessment</li> <li>• Active Reading Strategies Discussion</li> </ul>

13: Test Taking	<ul style="list-style-type: none"> <li>• 6.2 Studying to Learn (CS)</li> <li>• 6.3 Taking Tests (CS)</li> <li>• True/False Exams</li> <li>• Tips on Writing the Essay Type Examination</li> <li>• Taking Multiple Choice Exams</li> <li>• College Study Skills: Test-taking and Test Anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Test Taking Quiz</li> <li>• Test Anxiety Self-Assessment</li> <li>• Test Taking Strategies Discussion</li> </ul>
14: Stress & Health	<ul style="list-style-type: none"> <li>• 10.5 Stress (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Stress &amp; Health Quiz</li> <li>• Living to 100</li> <li>• Health Goals Discussion</li> </ul>
15: 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>	<ul style="list-style-type: none"> <li>• Critical Thinking Quiz</li> <li>• Challenges to Working in Groups Discussion</li> <li>• Career Project Part 4</li> <li>• Outliers Quizzes</li> <li>• <b>Final Exam</b></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



15%	Midterm Exam
15%	Final Exam
5%	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)
5%	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/participation is expected in terms of regular active engagement in D2L. If the instructor observes that you are not actively submitting assignments and quizzes and participating in the discussion boards for longer than a period of two weeks, you will be administratively withdrawn from the course.

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 **November 7, 2022**.

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 "autograded" have been noted in the the Content area by the quiz.

### **EXAMS (30%)**

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.

Your tests will be taken online. Here are the steps you will need to do in order to take the tests:

- To test remotely, students will need to prepare their computers with the security necessary for remote/at home testing. This secure network will only be required for the Midterm and Final Exams. Prior to the test, you will need to download [Respondus Lockdown Browser](#). This download is free.
- Once you have the download installed, you will be required to take the exam in the Lockdown Browser. Follow the steps in the [RLDB Quick Start Guide D2L manual](#).
- You will need a webcam to verify your identity- pay careful attention to the section "Using a Webcam (Respondus Monitor)."
- Take a practice remote exam to test your computer setup.
- If you need assistance, go to the [Lockdown Browser Help Center](#).

### ***Alternative Option:***

If your device cannot be properly set up for remote testing:

- Schedule a time to have your test proctored in [Learning Services](#)- *you must reserve a testing time*. You will need to provide a valid student ID (with current validation sticker); dual credit students may use their current HS student ID. Reserve early- slots will fill up fast.
- If you do not live near enough to use the testing services at BC and your device cannot be set up for remote testing, you will have to utilize the testing services of a local college or university to have them proctor your midterm and final exams. It will be important to familiarize yourself with these procedures used at these off-campus locations prior to testing. **This is your responsibility and is a course requirement.**

### **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 (10%)**

Please refer to the guidance and expectations for active engagement that are detailed under the ATTENDANCE section of the syllabus.

## **FINANCIAL WELLNESS (5%)**

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

## **LIBRARY PROJECT (5%)**

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**

Plagiarism or any form of cheating involves a breach of student-teacher trust. This means that any work submitted under your name is expected to be your own, neither composed by anyone else as a whole or in part, nor handed over to another for complete or partial revision.

Not understanding [plagiarism](#) is not an excuse.

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. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

If dishonesty, plagiarism, or cheating is confirmed the instructor may determine what consequential action is appropriate which may include:

- redoing the assignment for a reduced grade
- assigning a failing grade for the assignment
- assigning a failing grade for the class

### **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 you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinator 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).

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

Mareille Rolon, Human Resources and Title IX Coordinator  
Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@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](#).

## **COVID-19 Statement**

We care about the health and safety of our students, faculty, and staff. Brazosport College continues to take certain measures to minimize the spread of COVID-19. As we plan for the start of the Fall 2022 semester, we ask that you be mindful of the following:

- Faculty, staff, and students should perform a daily health check before entering any building on the Brazosport College campus. It is vitally important that you please stay home if you are sick.
- We encourage you to be mindful of your personal interactions to protect yourself and others and help slow the spread of COVID-19.

Pursuant to the new CDC guidance issued on August 11, 2022:

- An individual who is diagnosed with COVID:
  - The individual should stay home and isolate for at least 5 days after symptom onset. If, after 5 days, the individual is fever-free for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms, isolation may end.
  - Regardless of when isolation ends, it is recommended to avoid being around people who are more likely to get very sick from COVID-19 until at least day 11, and wear a high-quality mask around others for 5 additional days after isolation.
- If an individual has close contact (within 6 feet for a cumulative total of 15 minutes) with a person who has tested positive, the individual should wear a mask around others for 10 days and test on day 5, if possible. If symptoms develop, please get tested and stay home.
- For those who are sick and suspect they have COVID-19 but have not received their test results yet:
  - Regardless of vaccination status, the individual should isolate from others. If the test results are positive, follow the CDC's full isolation recommendations. If the results are negative, the individual can end their isolation.

We will continue to follow guidance from the CDC, state, and local health departments. We are prepared to make changes to operations if necessary, so it is vital that you check your Brazosport College email for updates.

Please continue following the CDC guidelines for preventing the COVID-19 Coronavirus, which include, but are not limited to, thorough hand washing, social distancing, and receiving COVID-19 vaccinations.

All COVID-19 questions or concerns should be directed to Marshall Campbell, Vice President, Human Resources and Chair of the Executive Council.

## **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).

### **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.