

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.*

NOTE - This syllabus is subject to change. Contact your instructor if you have any questions.

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.

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- 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 from Midland, Michigan, but I have lived in Texas for about 33 years. I attended Concordia University in Ann Arbor, Michigan, for my Bachelor of Arts degree in Education. I then attended Michigan State University for my Master of Arts degree in Curriculum and Classroom Teaching.

My husband is a retired chemical engineer from Dow Chemical. We have three boys-one is a civil engineer in College Station and is starting graduate school at OU, one is a graduate from Indiana University with a Master of Music degree and has moved to Minnesota to work at a computer company, and one is a recent Rice University graduate who has won a job with the Houston Symphony. We also have one miniature Schnauzer who is a rescue and is working on his manners in doggy obedience school. I stay very busy with lots of activities which include volunteering at the Pregnancy Help Center and Brazosport Symphony Orchestra, crafting (sewing, painting), participate in a local Bible study, and play in a local bell choir. I also enjoy traveling to Minnesota where we have a lake house. My husband and I like to travel to Nebraska

football games. I have taught Learning Framework at Brazosport College for 12 years.

Contact Info

- Instructor: Rachel Cloeter, M.A.
- Email: rachel.cloeter@brazosport.edu
- Office phone: 979-230-3172 (this phone number does not accept text messages; please leave a message and I will return your call)
- Additional contact: 979-230-3527 (Division Secretary)
- Office: E214 in the Students Success Center; check office door for office hours

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

Tools and Skills:

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- 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](#))
- 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: Google how to convert Pages to Word

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. During class, phones should be stored backpacks/bookbags (talk to instructor if you need to have access to your phone during class.) If you are unsure of what is appropriate class behavior, please ask.

Cell phone policy: Cell phones are not allowed to be "out" during class. If you must have your phone out for any reason, talk to the instructor before class. Students who are using a cell phone during class (without contacting the instructor before class) will be asked to step out of the classroom then return when the cell phone can be properly stored in a back pack or other personal item.

Awards

As specific required course activities are completed, awards are earned. Benchmark based awards are extra tasks which are not part of the required course activities. These tasks will be labeled as a "Benchmark Opportunity". You do not have to participate in earning "benchmark" awards, grades will not be affected, but I do hope you will join in since earning awards can be fun and educational. Collecting each award available in the course will go toward extra credit. Awards available throughout the semester and how to earn them are further described on the "Earning Awards" page within the Content section of the course. Awards can be checked and found under the Assessment tab, then click on Awards. This course does not offer "extra credit" but uses Awards to help students earn a higher grade in the course.

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). **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. Please contact me if you have any concerns or questions.**

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 (Monday-Friday) within 24 hours and over the weekend (Saturday and Sunday) and holidays within 48 hours.

When writing an email to me, you *MUST* include (including all of the necessary information will allow for me to reply to you in a timely manner):

- A salutation: Dear Mrs. Cloeter,
- Your name
- Your course name - this is the **Supplemental** class

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 11:59 pm, except when otherwise noted in the Activity Due Dates column.

| Week & Topic | Readings/videos (before class) | Assignments (out of class) |
|--|--|--|
| <p>1: Course Orientation</p> <p>Weeks of January 16 and 22</p> | <ul style="list-style-type: none"> • None | <p>Due on January 28 at 11:59 pm:</p> <ul style="list-style-type: none"> • Student Information Form • Syllabus Quiz • Online Course Tools Tour Quiz • Getting Tech Ready Video • Library Module 1 • Library Module 2 (<i>due Feb. 18</i>) • Library Module 3 (<i>due March 24</i>) |
| <p>2: Successful Students</p> <p>Weeks of Jan. 16 and 22</p> | <ul style="list-style-type: none"> • 1.1 Who are You Really? • 1.2 Different World of Students | <p>Due on January 28 at 11:59 pm:</p> <ul style="list-style-type: none"> • Semester Goals Activity • Successful Students Quiz • Notes submission |
| <p>3: Careers & Soft Skills</p> <p>Week of Jan. 29</p> | <ul style="list-style-type: none"> • 7.7 Career Development • 12.2 Career Exploration | <p>Due on February 4 at 11:59 pm unless otherwise noted:</p> <ul style="list-style-type: none"> • Notes submission • Career Project Part 1 (<i>due Feb. 25</i>) |

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| | | <ul style="list-style-type: none"> • Career Project Part 2 (<i>due March 24</i>) • Career Project Part 3 (<i>due April 21</i>) • Career Project Part 4 (<i>due May 5</i>) |
| 4: Notetaking Week of Feb. 5 | <ul style="list-style-type: none"> • 4.3 Are You Really Listening? • 4.4 Got Notes? | Due on February 11 at 11:59 pm: <ul style="list-style-type: none"> • Notetaking Quiz • Notes submission |
| 5: Reading & Learning Strategies Week of Feb. 12 | <ul style="list-style-type: none"> • 5.2 How Do You Read to Learn? • 5.3 Dealing with Special Texts • How Margin Notes are Better than the Yellow Highlighter • 12 Ways to Mark up a Book | Due on February 18 at 11:59 pm: <ul style="list-style-type: none"> • Reading & Learning Strategies Quiz • Notes submission • <i>Library Module 2 Due</i> |
| 6: Test Taking Week of Feb. 19 | <ul style="list-style-type: none"> • 6.2 Studying to Learn • 6.3 Taking Tests • College Study Skills: Test-taking and Test Anxiety | Due on February 25 at 11:59 pm: <ul style="list-style-type: none"> • Test Taking Quiz • Notes submission • <i>Career Project Part 1 due</i> |

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| <p>7: Brain Plasticity/Habits/Metacognition</p> <p>Week of Feb. 26</p> | <ul style="list-style-type: none"> • Bad Habits and Your Brain • You Can Grow Your Brain | <p>Due on March 3 at 11:59 pm:</p> <ul style="list-style-type: none"> • Brain Plasticity & Metacognition Quiz • Notes submission |
| <p>8: Growth & Grit Mindset</p> <p>Week of March 4</p> | <ul style="list-style-type: none"> • 5 Characteristics of Grit | <p>Due on March 10 at 11:59 pm:</p> <ul style="list-style-type: none"> • Growth Mindset and Grit Quiz • Notes submission |
| <p>9: Midterm Week</p> <p>Week of March 18</p> | <p>Note due date and time of mid-term exam.</p> | <p><i>Due on March 24 at 11:59 pm unless other wise noted:</i></p> <ul style="list-style-type: none"> • <i>Career Project Part 2 due</i> • <i>Library Module 3 due</i> • <i>Library Citation Assignment?</i> • Midterm Exam <ul style="list-style-type: none"> ○ Opens March 18 at 8 am ○ Closes March 24 at 11:59 pm |

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| 10: Motivation & Goals Week of March 25 | <ul style="list-style-type: none"> 2.1 Setting and Reaching Goals | Due on March 31 at 11:59 pm: <ul style="list-style-type: none"> Motivation and Goals Quiz Notes submission |
| 11: Time Management Week of April 1 | <ul style="list-style-type: none"> 2.1 Time Management Theory Why People Procrastinate: The Psychology and Causes of Procrastination How to Kill Writer's Block and Become a Master Copywriter in Only 3 Hours a Day | Due on April 7 at 11:59 pm: <ul style="list-style-type: none"> Time Management Quiz Notes submission |
| 12: Memory & Active Learning Week of April 8 | <ul style="list-style-type: none"> 4.5 Remembering Course Materials You'll Never Learn The Three Memory-Knowledge Systems that Guide Your Life | Due on April 14 at 11:59 pm: <ul style="list-style-type: none"> Memory & Active Learning Quiz Notes submission |
| 13: Critical Thinking & Group Work Week of April 15 | <ul style="list-style-type: none"> 3.2 It's Critical 3.4 Problem Solving and Decision Making | Due on April 21 at 11:59 pm: <ul style="list-style-type: none"> Critical Thinking Quiz Notes submission <i>Career Project Part 3 due</i> |

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| <p>14: Stress, Health, & Financial Wellness</p> <p>Week of April 22</p> | <ul style="list-style-type: none"> • 10.5 Stress • Evaluating Income in Your Career Strategy • How to Make More Money • Chapter 59: Beyond Tuition: Understanding College Expenses | <p>Due on April 28 at 11:59 pm:</p> <ul style="list-style-type: none"> • Stress & Health Quiz • Living to 100 Activity • Notes submission • Budget Reality Calculator <p>Next week:</p> <ul style="list-style-type: none"> • WhichWay Lesson 1: What's a Budget Lesson & Quiz (<i>due Week 15</i>) • WhichWay Lesson 2: What to Know When Using Credit (<i>due Week 15</i>) |
| <p>15: Final Week</p> <p>Week of April 29</p> | <p>Note due date and time of final exam.</p> | <p><i>Due on May 5 at 11:59 pm unless other wise noted:</i></p> <ul style="list-style-type: none"> • Career Project Part 4 • WhichWay Lesson 1 • WhichWay Lesson 2 • Final Exam <ul style="list-style-type: none"> ○ Opens May 1 at 8 am ○ Closes May 5 |

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| | | at 11:59 pm |
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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:

| Percent | Category |
|---------|-------------------------------------|
| 20% | Quizzes (two lowest grades dropped) |
| 10% | Midterm Exam |
| 10% | Final Exam |
| 10% | Financial Wellness Unit |
| 15% | Participation |
| 10% | Attendance - see Attendance policy |

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| 15% | Career Project (Several assignments - see Course Calendar) |
| 10% | Library Project |

Semester grades will be earned as follows:

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|-----------------|---|
| 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.*

PARTICIPATION (15% of semester grade):

Participation includes taking notes in class and turning them in and several other activities. Directions for these assignments can be found in the Content area.

General instructions for notes (more information on notes can be found in the Course Information Module) :

- Your notes should be organized, legible, and readable.
- You should label your notes: Readings/Articles – these can be found in the Overview and Readings area in each module (with title of article{s}), Videos (with name of video{s}), In-class notes
- Notes should be in YOUR OWN WORDS – do not cut and paste information into your notes
- At the end of your notes, write a summary in 3-5 sentences of the main points of the your notes.
- See example provided in the Content area. Ask your instructor for clarification if needed.

Included in all notes:

- Your name

- Date of notes
- Title of notes

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. In order 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.) College does not have "excused" absences to be sure to look at the "percents" below. Attendance issues should be communicated to the instructor.

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

Being tardy and leaving early will count as an absence.

It is the student's responsibility to withdraw from the course if circumstances occur that could present the student form successfully completes 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_____.

Withdrawal requests should be sent directly to the Admissions Office at admissions@brazosport.edu.

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Percents:

16 Week Class that meets 2 Times each week:

0-100%

1-75%

2-50%

3-25%

4+ - 0%

QUIZZES (20% of semester grade)

Students may have a brief quiz over the material from presentations or reading assignments. The quizzes are taken on line 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.

The two lowest quizzes are dropped. Because of this, the first two quizzes will be dropped then as more quizzes are taken, the two lowest will continue to be dropped during the semester.

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.

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.**

Your tests will be taken online.

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.

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.

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.

AI STATEMENT

The growth and development of BC student 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 whose submissions violate this policy and are subject to disciplinary action.

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 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
 - 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 50%_____ in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

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 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.

Brad McGonagle, Vice President of Human Resources & Title IX Coordinator
979-230-3126; brad.mcgonagle@brazosport.edu

Alex Crouse, Director of Student Life and Deputy Title IX Coordinator
979-230-3355; 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 | 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](#).

Timely Care

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.

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.