

## **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.

#### **Meet the Instructor**

**My name is Traci Perry and I have been in education for thirty-four years. I taught elementary and middle school for twenty-four years and was an Advanced Academics Specialist for the last few years in public education. I have been teaching Learning Frameworks for Brazosport College for several years now because I am passionate about educating others! I retired from public education in May of 2023, but still am active in the education community. I have one daughter, Dakota, who graduated from Stephen F. Austin State University and is now working on her graduate degree. Her first novel is also being published and will be released early Summer! I love to fish and travel in my motorhome with my husband, Ronald Blackerby. Besides traveling around in our motorhome, we enjoy taking cruises whenever we can.**

#### **Contact Info**

- Instructor: Traci Perry
- Email: Traci.Perry@brazosport.edu
- Cell/Text: (Emergencies only please; call or text) 979-292-4599
- 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. 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. 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; I cannot grade Google Docs or open links to assignments (must be saved as a .docx, .pdf, or .txt file).
  - 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 PDF 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)** or a **PDF (.pdf)**.
- 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. All materials, assignments, discussions, and tests will be conducted in D2L. *There are no live meetings.* The structure of the course will include: readings, videos, discussions, assignments (quizzes, papers, projects), and exams. 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.

Because this is a 6-week course, you should expect the workload to be *about triple that of a traditional, 15-week course*. I *highly recommend* that you schedule set times each week to work on the course. This will help you keep up with the workload for the course.

As a college student, you are expected to conduct yourself as a responsible adult. This includes, but is not limited to, participating actively in the course (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. 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).* **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.** When emailing, be sure to include a subject and your name along with a full explanation of your concerns.

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 or on holidays within 48 hours.***

*Note: most quizzes (the ones not auto graded are noted in the Course Calendar) are auto graded upon submission. All other assignments will be graded within one week of the due date.*

- All testing, including mid-term and final, will take place in your online course using Respondus Lockdown Browser.
- Exams will not be accepted late so make sure that you know when exams will open and close.

## 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. **Assignments are due by 11:30 on Sunday unless otherwise noted.**

Week	Topics	Readings/videos (before class)	Assignments (out of class)
1	<ul style="list-style-type: none"> <li>Orientation</li> <li>Successful Students</li> <li>Careers &amp; Soft Skills</li> </ul>	<p>Orientation:</p> <ul style="list-style-type: none"> <li>Syllabus</li> <li>Online Course Tools Tour</li> <li>Getting Tech Ready (video)</li> </ul> <p>Successful Students</p> <ul style="list-style-type: none"> <li>1.1 Who are You Really?</li> <li>1.2 Different World of Students</li> <li>Successful Students Videos</li> </ul> <p>Careers &amp; Soft Skills</p> <ul style="list-style-type: none"> <li>7.7 Career Development</li> <li>12.2 Career Exploration</li> <li>Careers &amp; Soft Skills Videos</li> </ul>	<p><u>Orientation</u> <b>(All assignments due Sunday, July 21st by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Syllabus Quiz</li> <li>Online Course Tools Tour Quiz</li> <li>Profile &amp; Forwarding Email Activity</li> <li>Class Introduction Discussion</li> <li>Library Modules Introduction (<i>Module 1 Due</i>)</li> </ul> <p><u>Successful Students</u> <b>(All assignments due Sunday, July 21st by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Successful Students Reading Quiz</li> <li>Traits of Successful Students Reflection</li> </ul> <p><u>Careers &amp; Soft Skills</u> <b>(All assignments due Sunday, July 21st by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Professional Email Activity</li> <li>Group Challenges Reflection</li> <li>Soft Skills Employers Want Discussion</li> <li>Career Project Part 1</li> </ul>

	<ul style="list-style-type: none"> <li>Note Taking</li> <li>Reading/Learning Strategies</li> <li>Test Taking</li> <li>Brain Plasticity/ Metacognition</li> </ul>	<p>Note Taking</p> <ul style="list-style-type: none"> <li>4.3 Are You Really Listening?</li> <li>4.4 Got Notes?</li> <li>Note Taking Videos</li> </ul> <p>Reading/Learning Strategies</p> <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> <li>Reading &amp; Learning Videos</li> </ul> <p>Test Taking</p> <ul style="list-style-type: none"> <li>6.2 Studying to Learn (Not Just for Tests)</li> <li>6.3 Taking Tests</li> <li>College Study Skills: Test-Taking and Test Anxiety</li> <li>Test Taking Videos</li> </ul> <p>Brain Plasticity/Metacognition</p> <ul style="list-style-type: none"> <li>Bad Habits and Your World</li> <li>You can Grow Your Brain</li> <li>Brain Plasticity/Metacognition Videos</li> </ul>	<p><u>Note Taking</u> <b>(All assignments due Sunday, July 28th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Note Taking Reading Quiz</li> <li>Notes Submission</li> </ul> <p><u>Reading/Learning Strategies</u> <b>(All assignments due Sunday, July 28th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Reading/Learning Strategies Reading Quiz</li> <li>Reading Strategies Self-Assessment Discussion</li> <li>Notes Submission</li> </ul> <p><u>Test Taking</u> <b>(All assignments due Sunday, July 28th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Test Taking Reading Quiz</li> <li>Test Anxiety Self-Assessment</li> <li>Test Taking Struggles Discussion</li> <li>Notes Submission</li> </ul> <p><u>Brain Plasticity/Metacognition</u> <b>(All assignments due Sunday, July 28th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>Brain Plasticity &amp; Metacognition Reading Quiz</li> <li>Growing Your Brain Discussion</li> <li>Brain Plasticity &amp; Metacognition Written Assignment</li> <li>Notes Submission</li> </ul>
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3	<ul style="list-style-type: none"> <li>• Growth Mindset &amp; Grit</li> <li>• Motivation &amp; Goals</li> <li>• Time Management</li> <li>• <b>Midterm</b></li> </ul>	<p>Growth Mindset &amp; Grit</p> <ul style="list-style-type: none"> <li>• 5 Characteristics of GRIT- How Many do You Have?</li> <li>• GRIT &amp; Growth Mindset Videos</li> </ul> <p>Motivation &amp; Goals</p> <ul style="list-style-type: none"> <li>• 2.1 Setting &amp; Reaching Goals</li> <li>• Motivation &amp; Goals Videos</li> </ul> <p>Time Management</p> <ul style="list-style-type: none"> <li>• 2.1 Time Management Theory</li> <li>• Procrastination: Causes, Tips, ad Questionnaire</li> <li>• Time Management Videos</li> </ul>	<p><u>Growth Mindset &amp; Grit</u> <b>(All assignments due Sunday, August 4th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>• GRIT &amp; Growth Mindset Reading Quiz</li> <li>• Growth Mindset Test</li> <li>• Notes Submission</li> </ul> <p><u>Motivation &amp; Goals</u> <b>(All assignments due Sunday, August 4th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>• Motivation &amp; Goals Reading Quiz</li> <li>• Semester Goals Activity</li> <li>• Notes Submission</li> </ul> <p><u>Time Management</u> <b>(All assignments due Sunday, August 4th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>• Time Management Reading Quiz</li> <li>• Weekly Schedule Activity</li> <li>• Time Management Written Assignment</li> <li>• Notes Submission</li> </ul> <p><b><u>Midterm Exam (Covers Weeks 1-3 through Growth Mindset &amp; Grit and due Sunday, August 4th by 11:30pm-----No late exams will be accepted)</u></b></p>
4	<ul style="list-style-type: none"> <li>• Memory &amp; Active Learning</li> <li>• Critical Thinking</li> </ul>	<p>Memory &amp; Active Learning</p> <ul style="list-style-type: none"> <li>• 4.5 Remembering Course Materials</li> <li>• The Three Knowledge-Memory Systems that Guide Your Life</li> <li>• You'll Never Learn</li> <li>• Memory &amp; Active Learning Videos</li> </ul> <p>Critical Thinking</p> <ul style="list-style-type: none"> <li>• 3.2 It's Critical</li> </ul>	<p><u>Memory &amp; Active Learning</u> <b>(All assignments due Sunday, August 11th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>• Memory &amp; Active Learning Reading Quiz</li> <li>• Memory &amp; Active Learning Written Assignment</li> <li>• Notes Submission</li> </ul> <p><u>Critical Thinking</u> <b>(All assignments due Sunday, August 11th by 11:30pm)</b></p> <ul style="list-style-type: none"> <li>• Critical Thinking Reading Quiz</li> <li>• Thinking Critically About Issues</li> <li>• Lost at Sea Discussion</li> </ul>

		<ul style="list-style-type: none"> <li>3.4 Problem Solving &amp; Decision Making</li> <li>Critical Thinking Videos</li> </ul>	<ul style="list-style-type: none"> <li>Notes Submission</li> </ul>
5	<ul style="list-style-type: none"> <li>Health, Stress, and Financial Wellness</li> </ul>	<ul style="list-style-type: none"> <li>10.5 Stress</li> <li>10.3 Beyond Tuition- Understanding College Expenses</li> <li>Health, Stress, &amp; Financial Wellness Videos</li> </ul>	<p><b><i>(All assignments due Wednesday, August 14th by 11:30pm)</i></b></p> <ul style="list-style-type: none"> <li>Stress &amp; Health Reading Quiz</li> <li>Living to 100 Activity</li> <li>Health Goals Discussion</li> <li>Budget Activity</li> <li>WhichWay Lesson 1</li> <li>WhichWay Lesson 2</li> <li>Notes Submission</li> <li>Library Module 2 due</li> <li>Library Module 3 due</li> <li>Career Project Part 2</li> </ul>
6	<ul style="list-style-type: none"> <li><b>Final</b></li> </ul>		<ul style="list-style-type: none"> <li><b>Final Exam-----<i>(Final Exam due Thursday, August 15th by 11:30pm)No late exams will be accepted.</i></b></li> </ul>

**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.**

### **Grading Criteria**

Students are required to complete all Activities (assignments), participate in discussions and submit all written work according to the stated deadline. Participation is crucial for success in this course. College instructors expect students to spend time 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.

*The breakdown of the requirements is as follows:*

15%	Participation (This includes assignments such as notes submission, activities, and reflections)
10%	Discussions
15%	Quizzes
10%	Written Assignments
10%	Library Modules (There are 3 modules)
10%	Financial Wellness Unit
10%	Career Project (There are 2 parts to this)
10%	Midterm Exam
10%	Final Exam

*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.*

**PARTICIPATION (15%)**

During the semester, you will be given several assignments to work on that will count toward your participation grade. These will include notes submissions, activities, and reflection assignments.

**DISCUSSIONS (10%)**

Students will participate in a weekly discussion post. Students will be expected to post responses to discussion prompts and reply to two other students' posts.

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

Students may have a brief quiz over the material from presentations or reading assignments. Quizzes not taken by the due date will receive a zero for that quiz grade. Quizzes that are auto-graded will show grades upon submission. Several quizzes are not "auto graded" which means that you will not have a grade until the instructor can grade the quiz.

**WRITTEN ASSIGNMENTS (10% 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. More information and an example will be provided.

**LIBRARY PROJECT (10%)**

You are going to complete 3 modules to help you gain a better understanding of how to find information, examining sources, and citing sources to avoid plagiarism.

**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.

**CAREER (10%)**

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

**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.

**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 within the following week, 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 Schedule 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).**

#### **ATTENDANCE/ACTIVE PARTICIPATION**

Class attendance is required. In an online course, attendance is determined by **active participation**. Active participation means that you are logging in weekly, contributing to class discussions, accessing course materials, and completing class assignments

A student may be withdrawn if there is no evidence that they have actively participated for two consecutive weeks and have made no attempt to contact the instructor to discuss this. The instructor will complete the require paperwork for an Administrative Withdrawal only if the student fails to actively participate for two consecutive weeks.

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. Be sure to check the [BC Catalog](#) to determine the final date to withdraw from the course.

Withdrawal requests should be sent directly to the [ecounselor@brazosport.edu](mailto:ecounselor@brazosport.edu) (include your name, Brazosport ID number, and the course information).

#### **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), call (979) 230-3266, or go to their offices in K100.

### **Student Expectations**

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

### **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](#)
  - Located in the BC bookstore

### **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.

### **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. 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.

### **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

### **AI Statement**

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 such as through ChatGPT or another computer program will not be accepted for any learning activity. Students who submit AI-generated work and violate this policy are subject to disciplinary action.

## 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.

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 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).

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 Support

To help you on your educational pathway, Brazosport College provides all students with access to TimelyCare. If you're feeling stressed, challenged, or in need of help, download the TimelyCare app today! It's your virtual health and well-being service platform that's 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. To withdraw, email [ecounselor@brazosport.edu](mailto:ecounselor@brazosport.edu) with your name, Brazosport ID number, and course information.

## 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.