

Expected Preparation for Class: Students must come to class with the required assigned texts/textbook(s) each class period, and they must come prepared with all work completed, as assigned. Students should plan to spend a minimum of two hours outside of class for each hour spent in class to learn and make satisfactory progress in the class.



Academic Integrity: The work you submit/present must be your own. All paraphrases and quotations must be cited appropriately. The Skyline College Student Handbook has a complete statement defining cheating and plagiarism, available online. If you are caught cheating or plagiarizing another person's work, the action may be addressed in one or more of the following ways:

1. You may be given an F on the assignment;
2. You may be referred to the College Disciplinarian for further sanctions which range from a warning to expulsion from Skyline College.

Please note, if you have any questions about appropriate ways to cite sources, complete your own work, or if you are unsure how to incorporate your own ideas with ideas from other sources, please ask.

Available Support Services: The Learning Center (Building 5) provides support for writing, reading, math, and other subjects. Sign up for LSKL 800 for general tutoring, or for LSKL 853 for reading and writing support through the Writing & Reading Lab in the Learning Center. Librarians, on the 2nd floor of building 5, can assist with research projects and library questions. Academic counselors, health services, and other student support services are available in the Student Services Center in Building 2.

Academic Adjustments for Students with Disabilities: In coordination with the Disability Resource Center office, reasonable accommodation will be provided for eligible students with disabilities. For more assistance, please contact the DRC Bldg 5, Room 5132 or call 650-738-4280.

Class Conduct Policy: Students are responsible for adhering to the Code of Student Conduct outlined in the Skyline College Catalog and the Skyline Student Handbook, available online.

Students who engage in disruptive behavior—conduct that interferes with the instructional, administrative, or service functions of the course – can be subject to disciplinary action, including suspension and/or expulsion from the course and/or college. Specifically, inappropriate smart phone use, habitual profanity or vulgarity, and continued willful disobedience will result in disciplinary action.

Sexual Misconduct, Harassment, Assault and Title IX: San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <http://smccd.edu/titleix/>

To learn more about these issues and how you can help prevent them, you are encouraged to view the Not Anymore videos, which can be found on WebSMART under the Student Services link. Click on Not Anymore Video