

Class Procedures

I will lecture only on selected materials, but you are responsible for all concepts and definitions covered in the assigned readings. You should complete assigned readings and exercises BEFORE coming to class and ask questions about anything you do not understand. To facilitate discussion of course materials and exercises, you should bring your text and workbook to class each day.

Disabled Students Program and Services

In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not have an accommodation letter, please contact the DSPS Office at 650.738.4280.

Available Support Services

In the spirit of helping you succeed, please remember that you are not alone in your academic endeavors. 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. The Communications Lab is located in the Learning Center and is beneficial for assistance in key assignments in your Communications Studies courses. 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.

In-Class Conduct Policy

As a Professor at Skyline College, I am dedicated to providing the best possible learning environment to prepare my students for a positive educational experience. In order to facilitate this goal, students will be expected to conform to generally accepted notions of professionalism that typically would be observed in the academic/professional world. The following represents an illustrative, but certainly not exhaustive, list of appropriate/inappropriate conduct in my classes, to which you explicitly agree upon remaining enrolled in the class. Failure to conform will be grounds for appropriate action, including but not limited to expulsion from the classroom and a failing grade in the course.

Cell phones and other electronic devices must be turned off and put away during class. No talking or sidebar conversations are allowed during lectures. When another student is presenting, listen actively and encourage her/him. You are also 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, cell phone interruptions, the use of iPods and/or pagers, habitual profanity or vulgarity, and

continued willful disobedience will result in disciplinary action. Furthermore, students shall refrain from reading materials or doing homework unrelated to our class during our sessions.

Students shall turn off and put away all electronic devices before entering class. This especially rings true during exams when all electronic devices must be put away and turned off. If I see an electronic device while an examination is in session, an automatic “F” may be given immediately.

Academic Integrity

Do not cheat! Do your own work. Examples of dishonest cheating include: handing in plagiarized work done by someone else as if it was your own, talking to another student during an exam or quiz, looking at another student’s paper in an exam, showing your paper to someone else in an exam, trading exam papers, or using unauthorized books/notes or using electronic devices in an exam. Cheating is a serious offense and is not tolerated in our class. If one of your classmates asks you to cheat, do not do it. Helping another student to cheat is a very serious offense. A person asking you to cheat is not your friend-tell your instructor immediately, before they get *you* into trouble.

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, you may be disciplined 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.

Exams

Examinations have 40 to 100 questions and are based on the textbook. Many questions are about terms/concepts and the application of those terms and concepts. Exams will be of the true/false, matching, multiple-choice and essay type. The multiple choice type, you will select the *one best answer* from the alternatives. The correct answer will be judged according to the information given in your textbook. Think of multiple choice questions as a process of eliminating wrong answers and then choosing the one best answer. All examinations will be closed book.

NO MAKE-UP EXAMS WILL BE GIVEN/NO LATE WORK WILL BE ACCEPTED WITHOUT PRIOR APPROVAL OF THE INSTRUCTOR

Bring a half-sheet green scantrons, Form No. 882-ES, and number two pencils with erasers to each exam. Your scantron **MUST BE WRINKLE FREE** and **NOT** look like an unmade bed. I may not accept a wrinkled and disheveled scantrons.

Quizzes

There may be quizzes randomly given, during the semester. The quizzes will cover the material presented in the text and/or in lecture.

Make-Up and Extra Credit

There are no make-ups for missed or late quizzes, exams, papers, speeches, or other class exercises. In addition, there are no extra credit opportunities in my class.

No late work will be accepted. Students are expected to have completed their assignments before coming to class. All assignments are due at the beginning of class. If you are going to be absent you may turn in any work EARLY with my consent.

If you expect outside obligations to keep you from engaging fully in all class activities, you should drop the course and take it some other time. Students should refrain from distracting the instructor with individual matters immediately before class while the instructor is setting up, or from slamming closed books and notebooks just before the announced end of class, as this detracts from the instructor's ability to function effectively for the class as a whole, and to begin and end class in a timely manner.

Students are expected to communicate with the instructor on individual matters outside of class primarily during scheduled office hours, through email, by phone, or by appointment as necessary. **I will be using your SMCCD Gmail account for e-mail correspondences.** To avoid missing important messages from both me and from the college/District, please activate your student email account by logging in at <http://my.smccd.edu/> if you have not already done so. Messages regarding your registration status, as well as other necessary information, will be sent to you through this means of communication.

Assignments and Homework Formatting

Homework and any other graded work are due at the beginning of class on the due date. Homework not turned at the appointed hour of the scheduled start of class will not be accepted. All homework and other work shall be typed or word-processed double-spaced on 8½ x 11" paper using 12 point font and 1" margins all around (you would not turn in hand-scribbled notes at work, nor would you turn in reports or projects late or incomplete; the same will be true here). Work that is not typed will not be graded. It is recommended that you make copies of all assignments, including homework exercise, before submitting them. It protects you from accidental loss on my part and allows you to continue working while the assignment is being graded.

Attendance/ Participation

Please bear in mind that merely *attending* class does NOT mean that you are *participating*. Participating means that you are actively talking and actively listening.

Attendance means you are expected to attend all class sessions, arrive on time, and stay for the full class period. You are responsible for all lessons, cases, group work, and class discussions that occur during each class day. Students shall arrive in class on time, prepared

to begin promptly at the appointed hour. I take attendance at the beginning of the appointed hour, so if I call you and you do not respond, I will consider you absent from the session. Students should plan ahead with regard to traffic, parking, etc.

Absences are considered excessive when the student has been absent twice the number of clock hours that the class meets during a week and may be dropped by the instructor.

If you decide that this class is not for you, it is your responsibility to drop yourself from the class with admissions and records. If you do not handle your responsibility you will receive an “F” in the class.

Participation means that you honor your classmates and professor, by listening respectfully as another talks, and by behaving in a professional manner. Your active involvement in class and group discussions is also part of your participation grade, as well as part of your educational growth. Here are some criteria for positive participation: raising good questions during class discussions; effectively answering questions raised by students or the professor during class discussions; facilitating during in-class exercises (encouraging less active members to participate); and actively participating during in-class exercises (for example, contributing ideas, explaining why your analysis applies course concepts appropriately, etc.).

Voluntary participation is encouraged; however, I will randomly call on students as well, especially those who do not participated voluntarily. It’s your choice. Volunteer and choose when to contribute (i.e., when you know the material or have something of value to share), or let me choose for you! In either case, thoughtful study of assigned readings and preparation of homework exercises before coming to class will ensure that you are ready to contribute.

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. Failure to do so may result in students’ being dropped from the class. Students are expected to spend a minimum of two hours outside of class for each hour spent in class.

Smoking Policy: “Smoking is now permitted only in designated areas in parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby. The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, room 2209, (650) 738-4270, and on the Skyline College website.”