



## Course Requirements

There will be 5 learning units completed during this class (one every two weeks). There will be 1 activity, 1 response paper, and 1 quiz for each learning unit. See [Deadlines for Assignments](#) for a detailed list of deadlines for each learning unit. Your final grade in this class will be determined by the total points you earn as a percentage of the total points possible (350): 90% = A, 80% = B, 70% = C, 60% = D, 59% and below = F. The specifics of each assignment are discussed below:

Quizzes: There will be 5 quizzes worth 30 points each at the end of each learning unit. The quizzes will consist of 30 multiple-choice and true-false questions and you will have 30 minutes to complete them. The quizzes are forced completion and timed, so once you start a quiz, you **have** to finish it. You cannot save the quiz, exit and come back later to complete it. Once you have submitted your quiz, your score will immediately be shown. Feedback on wrong answers will not be available until after the deadline for the quiz has passed. Quizzes will be available **no later** than Thursday of the second week of the learning unit and **must** be completed by 11:55 p.m. on the Sunday of the 2nd week of the unit. If by some unforeseen circumstance, I am unable to post a quiz by Thursday, the deadline will be extended. **There are no late quizzes allowed**, so do not wait until right before the deadline. The **only exception** to this rule is if something happens to your computer or connection **during** the quiz. If this happens, notify me via e-mail immediately. In most cases, I can reset your quiz before the deadline, but in the rare instance in which I cannot get to a computer myself, you will be allowed extended time to take the quiz. There will be one opportunity at the end of the term for those students who missed a quiz to complete a makeup quiz. The makeup quiz can also be used to replace a low quiz score. It will be comprehensive and be of similar format as the regular quizzes. The makeup quiz will be available during the last week of learning unit #5 and will be due by 11:55 p.m. on the Wednesday of finals week.

Activities: There will be one activity for each learning unit (20 points each) over the course of the term. The purpose of the activities is for you to learn how to analyze and apply the concepts discussed in the reading (including supplements). Activities will be completed at the LaunchPad website for the textbook (access code is needed; see [LaunchPad Access Instructions](#) for further information on how to purchase and/or register an access code). Activities must be completed by 11:55 p.m. on the **first** Sunday of the applicable learning unit. **No late activities will be accepted** (you can makeup for a missed activity by completing the extra credit opportunities provided that are discussed below).

Essay Papers: There will be one essay paper due for each learning unit (20 points each). Essay papers will be written in response to one essay question I pose regarding reading, supplements, webpages I request you visit, etc. Papers should be in **essay format**, typed and double-spaced. There will be a separate link for each paper assignment located in the applicable learning unit on Moodle, and specific directions regarding length or other formatting will be contained within the instructions. In order to get full credit, students' answers to questions posed must be complete, detailed and thoughtful. See [Essay Paper Grading Criteria](#) for more information about the papers and how I evaluate them. Papers need to be submitted to the Moodle site and are due no later than 11:55 p.m. on the **Saturday** of the second week of the applicable learning unit (see [Submitting Assignments to Turn-it-In for Moodle](#) for directions on how to submit your papers). You are allowed to turn **one and only one** essay paper in late and you will also have **one** opportunity to re-write either Essay Paper #1 OR #2 for a better grade. Late and Re-written essay papers are due by **11:55 p.m.** two weeks from the original due date. **The last 3 essay papers CANNOT be rewritten as you should be well aware of what I expect in a paper by Essay Paper #3. If you are using Essay #5 as your one late paper, it must be received by the date and time the makeup quiz is due (11:55 p.m. on Wednesday of finals week).**

Extra Credit Discussion Forums: There will be a maximum of 3 points of extra credit available through the discussion forums for each learning unit, which means you will have the opportunity to earn 15 points total extra credit. The **main purpose** of the extra credit is to replace a missing activity, not to boost your grade. Making sure you earn all the extra credit possible will ensure that you will not be penalized more than 5 points for a missing assignment. There will be 5 discussion topics assigned (one for each learning unit) as extra credit throughout the term. Discussion for each topic will begin during the beginning of the 2nd week of the learning unit. Postings must be thoughtful and detailed in order for the student to receive the extra credit points. **A student will be able to earn their full 3 points of extra credit for each learning unit by participating in the discussion forum.** Further instructions on how to post to discussion forums and scoring of postings are available at [How to Post in Discussion Forums](#).

### **Class Policies**

Cheating/Plagiarism: Do your own work! Using someone else's work as your own or using information or ideas without proper citation (which is called plagiarism) can lead to your failing the assignment, test or class. Bibliographies **and** in-text citations are required **whenever you use outside sources, including internet sources** (unless otherwise indicated by me).

## College Policies

Students with Disabilities: LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

Non-Discrimination Policy: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws (for further information <http://po.linnbenton.edu/BPsandARs/> ) Board Policy P1015.

Drop Policy: If you wish to drop this course for a full refund and without it appearing on your transcript, you must do so by **Monday, October 1, 2018**. The last day to officially withdraw from this course (a 'W' appears on the transcript) is **November 9, 2018 (in person) or November 11, 2018 (online)**. Students who have not accessed the Moodle site will automatically be dropped from the course by me and replaced with students on the waitlist.

Incomplete Grades: You **may** be eligible for an 'Incomplete' grade if you have finished **90%** of the class work. If you have an 'Incomplete,' all coursework must be finished by the end of the next term. I can only award an 'A', 'B', 'C', 'D', or 'F' grade. **You must contact me before the end of the term with proper documentation to receive an Incomplete.**