

## Course Policy for Dr. Jaoudi's HRS Courses

Students are responsible for reading assignments, lecture materials, exams, the research paper, and films, depending on the class syllabus.

There are three on-line exams; see the Syllabus Schedule. The exams are not cumulative. For example, exam #2 begins where the previous exam ends.

Each on-line exam contains multiple choice and true/false questions based on ideas and vocabulary obtained from notes on lectures, class discussions, hand-outs, reading assignments, and films, depending on the course content. Each exam is 50 minutes long with 30 questions. Please check your Syllabus for the exact on-line exam times and dates.

For one-on-one walk-in and by appointment tutoring help with **SacCT**, contact the Student Technology Center at [stc@csus.edu](mailto:stc@csus.edu)/telephone (916) 278-2364/Academic Computing Resources building Room 3007.

### **There are no make-up exams.**

Students with disabilities who require special accommodation must provide disability documentation at SSWD, Lassen Hall 1008 (916) 278-6955. **Students with special testing needs must provide the appropriate forms at least two weeks prior to an exam in order to schedule with the Testing Center.**

In **HRS 140**, each exam is 20% of the grade. Exams comprise 60% of the final grade and the research paper and class participation are 20% each. In **HRS 152, HRS 155, and HRS 183**, each exam is 30% of the grade. To determine the final grade, the 90% for exams is combined with 10% for active class participation. More than one or two absences indicate a lack of participation, even as a listener.

The attendance policy of the Department of Humanities and Religious Studies is that a "maximum of one week of absences from a class is allowable without penalty: three absences for a class that meet on MWF, two for one that meets on TR, and one for a class that meets once a week. The normal departmental policy is to reduce the grade one-half step for every absence beyond the allowable maximum of one week of absences."

The writing requirement for **HRS 140** is satisfied by the research paper. Please number the pages, double space, and use 12 point font. Carefully read the California State University's Advisory Standards for Writing at:

[www.csus.edu/acaf/umannual/advstndrds.htm](http://www.csus.edu/acaf/umannual/advstndrds.htm)

In **HRS 140**, student research papers need five scholarly sources. Include a separate page for bibliography. Diana Hacker's *A Pocket Style Manual* and Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* are available in the Hornet Bookstore at reasonable prices. The Turabian is a helpful guide for footnoting, formatting additional references, and citing an interview. Turabian is also an invaluable resource professionally after graduation.

For free, one-on-one **help** with choosing a topic, understanding difficult texts, and writing the research paper, contact the **University Writing Center** at (916) 278-6356 or [www.csus.edu/writingcenter](http://www.csus.edu/writingcenter).

**Late papers are not accepted. Electronic papers are not accepted. See the syllabus for the due date. Research papers are collected at the beginning of class on that date. There are no exceptions to this policy.**

For a copy of the final paper, with comments, provide the professor with an additional copy of the paper and a stamped, self-addressed envelope. Turn these in **with** the research paper. To protect against plagiarism, copies are kept with the professor.

**Student Tutorial on how not to plagiarize:**  
<http://library.csus.edu/content2.asp?pageID=353>

**Do not come late to class or leave the classroom while the class is in session. Attendance is taken once; students not present will be marked absent. In the event of tardiness, do not enter the classroom; it disturbs other students. No exceptions are made to these policies of mutual consideration and civility.**

**Turn cell phones and laptops off at the beginning of class.**  
Students caught with laptops and cell phones on must leave the classroom.

Employ only academically appropriate language and behavior.