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**Course Policies**

**\*\*\*PRINT & STUDY – CONTENT WILL BE TESTED ON FIRST ASSESSMENT\*\*\***

### Attendance

Evaluation of your attendance in this course is built into other parts of the grade:

- Two thirds of all class sessions involve the completion of a graded team activity, including team readiness assessments ("TRAs") and application exercises; whenever you complete one of these, your name must be printed on the assignment sheet to make sure that you receive credit. (See "Grading Policies" below regarding credit for missed assignments.)
- The remainder of class periods are orientation sessions designed to guide you in making sense of the assigned readings, during which we will also discuss assignment guidelines in depth; missing these will make successful completion of in-class assignments more difficult.

Regarding FLU & COLDS, if you are experiencing flu-like symptoms or a severe cold, please stay home to avoid spreading what you have to others. We will work out a way to make up missed work once you return; see below under "Dealing with Absences" and "Grading Policies."

### Classroom Etiquette

I ask students who arrive late to wait outside the door for a break following opening announcements (usually 10-15 minutes), at which point the door will be opened. If I am talking when you enter, take a seat near the door rather than crossing everyone's field of vision. To avoid distracting others once you are in the classroom, please:

- **put away all laptops**, unless you have directly obtained my permission to use one.
- keep **cell phones turned off and stowed away** for the entire duration of the class.

**\*\* NOTE: STUDENTS FOUND TEXTING, EMAILING OR SURFING THE INTERNET IN CLASS WILL BE ASKED TO PUT BRING THEIR PHONE TO THE FRONT FOR THE DURATION OF THE CLASS PERIOD. THE THIRD STUDENT FOUND IN A GIVEN CLASS PERIOD WILL BE ASKED TO LEAVE.\*\***

- **put away food & drink** before entering the classroom (water OK, but **\*NO SODAS\*** please).
- go around the **back of the room to reach your seat**; sit by the door if you need to leave early.
- **stop all side conversation with neighbors** whenever anyone is speaking to the class as a whole.
- keep all **notes and books out until I conclude** the class to minimize distractions in the last few minutes.

Please contact me during the first two weeks of the term if you have a disability or other special circumstance that merits an exception to any of the above guidelines.

### Dealing with Absences

Due to the amount of emails and calls I get, I do not provide information about every missed class to every absent student. If you miss a class or part of one, please **follow the steps below before contacting me**, which in many cases will not be necessary.

1. If an assignment is due and you have completed it, post it to the assignment drop box in SacCT by the deadline; but also **PRINT OUT** a copy to deliver to me the next time you attend.
2. Consult the syllabus to determine what activities are scheduled; if you miss a team application exercise **you should still write out** notes for it and bring them to me when you return. (See below under "Grading Policies" for details regarding **credit on missed application exercises**.)
3. Contact other members of your team ASAP to find out about any **announcements that you may have missed**, especially regarding guidelines for assignments, which are usually made during the first 10-15 minutes of a given class session. (You can use the "browse" function in SacCT email to select student names from a list, or gather direct email addresses from team members during the first weeks of the term or from the SacCT roster.)
4. When you return to class, approach me before or after class to **retrieve any graded assignments** that may have been returned during your absence. (Failure to retrieve assignments and read comments on them usually results in low scores on subsequent, similar assignments.)

## Public Course Site

You are responsible for consulting the public (non-SacCT) course site to find

- required sources & assigned readings, including relevance of additional readings posted in SacCT;
- reading guides containing all terms and passages to be studied for TRAs;
- focus statements for notes that are required for application exercises;
- learning objectives and guidelines for writing assignments.

If you wish to save paper you may **print out only the reading guides**, which list required titles, page numbers & relevant terms, referring to the schedule & guidelines on-line. **CAUTION: I will often make revisions to on-line materials before we discuss them in class. Therefore WAIT until that time to print out materials.**

## SacCT & Messaging

Assessments, assignment submissions, sign-ups, peer evaluations and grade posting will be handled through [SacCT](#), the university's on-line instructional system. In order to be registered for this course in SacCT, you will need a **valid Saclink username and password**; if you do not currently have one, call (278-7337); visit the Saclink Desk (Academic Information Resource Center, Room 2005, just behind the library); or go to [www.saclink.csus.edu](http://www.saclink.csus.edu) and follow the instructions for "Set up Saclink" in the left-hand column.

**IMPORTANT:** you must submit BOTH a **printed copy** of written assignments, for grading, and an electronic copy in under the Assignments tab in SacCT, for archive purposes and to meet out-of-class completion deadlines.

In order to receive updates regarding class sessions throughout the term, I will use the SacCT "email" function, which sends mail to your Saclink email account. Therefore you should either check that email account daily, or configure some other email software to retrieve your messages from that account for you to read with mail from other accounts. For guidance on how to do this, call the Help Desk (8-7337) or view the on-line instructions at <http://www.csus.edu/irt/faq/email-calendars-chat/email-configuration/#mobile-email-setup>

When you contact ME, whether through SacCT mail or directly at [jdubois@csus.edu](mailto:jdubois@csus.edu), include the course name or number (HRS \_\_) in the subject heading. I typically respond to student emails on **Monday and Wednesday afternoons**, and usually sometime end of week or weekend, as time allows. For queries that require immediate attention, please call or leave a voice mail at 278-5332. **IMPORTANT: before contacting me by phone or email regarding an absence**, which in many cases is not necessary, see the steps outlined above under "Absences."

## Grading Policies

- Barring genuine emergency that leads to extended absence, **no make-ups** are available for TRAs; but note that the lowest score is dropped, so missing one TRA will not in itself lower your grade.
- If you are **absent during a team activity**, you may receive half credit for turning in thorough notes when you return. If your absence is the result of a genuine emergency, illness, or some other compelling reason, which **except for flu symptoms** must be **verified in writing** by a medical or some other professional, you may receive full credit for that activity. (See above under "Absences" regarding procedure for submitting notes.)
- I generally do not accept rewrites of written assignments; however you may wish to show me preliminary drafts, submitted for review at least three days prior to the deadline. I **DO accept late assignments** during the term, but **subtract 5%** from your overall score **for each class day late**; I will however **not accept late submissions for the final assignment**. Assignments submitted via email to meet a deadline must be delivered in printed form at the next class, without which they will not be graded.
- If you have a **disability** that requires some accommodation, please contact me to discuss such accommodation within the first two weeks of the term. I consider extreme difficulty with social interaction and interpersonal communication a legitimate disability, which should be brought to my attention as soon as possible, since team work is such an integral part of the course. If you are unsure about whether you have a disability, I encourage you to speak with me and/or also to contact the Office of Services to Students with Disabilities (Lassen Hall 1008, 278-6955).
- I will generally elect severe **penalties for academic dishonesty** on tests and assignments: a **ZERO SCORE** for the assignment, and AN **"F" FOR THE COURSE** for a second offense. You are responsible for reading my comments regarding the importance of academic honesty in [iFAQs](#), and for requesting clarification if there is anything you do not understand. You may also want to view the library's on-line [tutorial on plagiarism](#).
- Finally, if you need extra time to complete your work for the course, you must **request an incomplete**, listing in writing whatever assignments are still in progress; I will otherwise not accept a late assignments.