**COURSE POLICIES:**

**Late Assignments and Make-Up Exams**

**ALL** homework assignments and essays are due at the beginning of class on the assigned due date. It is EXPECTED that all assignments will be PROOFREAD and ERROR-FREE. You MUST take all exams on the dates listed in the course schedule. There are absolutely no make-up quizzes, homework, or exams!!!

**Attendance**

**Attendance is mandatory.** In accordance with college policies, students may be dropped from a course if they miss 5 or more instructional hours during the term. Thus, if you miss more than 5 class sessions (5 hours) **for whatever reason**, I am authorized to drop you from the class permanently. Although I may drop for excessive absences, it is ultimately YOUR responsibility to drop the class. If I allow you to continue in the class, more than 5 hours of absences will result in a lower grade. There is no difference between an excused absence (illness, unavoidable conflict) and unexcused absence (lazy, hungover) in my class. You are adults, and I respect your ability to make intelligent decisions about your attendance. **NOTE:** In cases of dire emergency, I may make an allowance, but ONLY if you provide written documentation. I will determine any real emergencies on a case-by-case basis. DO NOT schedule your work hours, doctor or dentist appointments, or vacations during class time. Since you have signed up for the course, you have made a commitment to attend all class meetings. You are expected to arrive on time and stay for the entire class period. You will be considered tardy if (1) you are more than five minutes late, or (2) you leave before I excuse the class. **Two tardies will equal once absence.**

**Participation**

You should come to class prepared for all in-class discussions and activities—complete all assignments and bring your texts to class. If you come to class unprepared, you will not be allowed to participate in the activities we are completing in class that day as it is not fair for you to benefit from the hard work that the other members of class have put forth. **Chronic tardiness or absence will affect your participation grade.** If I catch you sleeping, talking out of turn, staring out a window, checking text or social media, working on assignments for other classes, or doing any other activity that is unrelated or distracting from class, you will receive an F for participation for the day and will be marked absent.

**Electronics Policy**

Students must TURN OFF their cell phones and laptops before entering the classroom. Students who use any electronic device during class will be asked to leave the classroom and will therefore be marked absent. Recurrent violations will result in an embarrassing dismissal from class and I will write a student conduct report that will be sent to the Dean. **NOTE:** If you must keep your phone turned on due to an emergency, make sure to inform me before class begins.

**Plagiarism**

Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. According to Merriam-Webster, to plagiarize is “to steal and pass off (the ideas of words of another) as one’s own.” **NOTE:** Students who are caught plagiarizing or cheating on an exam will receive a 0 for that assignment. DO NOT “buy,” “borrow,” “download,” or “access” your essays from any other source. All information borrowed from sources must be identified. Failure to give credit to your sources is theft!!!