

EDUC 1300 Summer 17 CLASS POLICY (Prof. Sparks)

Attendance

- 6 weeks of classes (MTuWTh [4x5=20] Class Sessions + Final Exam
- Tardies are disruptive to the instructional experience therefore, 3 tardies will equal an absence. Tardies are defined as **coming late, **leaving early, or **missing an extensive portion of the class.
- Attendance counts for 100 points toward your final grade.
- If you attend class regularly, you will be successful in this all of your classes.
- IF you missed more than 6 hours of class time, the instructor can drop you from the class. Each class is 2 hours.

Classroom Protocol

- No cellphone use in class. If you have an emergency situation communicate this with me before class. When class starts put your phone away.
- Laptops/Tablets can be used to take notes.
- Class Participation is essential.

Desire 2 Learn (Learning Management System)

- This is a hybrid class with all information (availability) and submissions (will be completed) on line through D2L (Desire 2 Learn).
- There are various **Help** files and videos online that you can view to assist you. Go to LSC-Online, then click the "STUDENT HELP" Tab.
- OTS (Office of Technology Services) is located in CLA (1st floor)
- 24 hr access: Phone: 1-866-614-5014 ; online@lonestar.edu
- The Computer Assistance Lab provides student-use computers that are loaded with most campus software and programs. Tutors and lab assistants are available to provide computer tutoring, assistance using basic Microsoft Office products, and support for students new to using an online learning management system (Brightspace by D2L). The lab is located in ADM 203.
- IF YOU NEED HELP, JUST ASK ME OR ONE OF YOUR CLASSMATES!!!!!!

Assignments

- ALL Assignments should be completed by the designated due date. Check the Course Schedule, Check List and the Calendar in D2L for this information.
- ALL Assignments will be submitted in the appropriate "Dropbox" to receive credit.
- If your submitted assignment is not acceptable, you will be required to re-submit it. You will have 1 to 2 two days to submit your revision after being sent the notification that your submission is unacceptable. To assure that you meet this deadline check D2L regularly.
- Always, do your very best work the first time.
- Each Required Assignment is worth 100 points.

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- **Other Assignments** (All Quizzes, Discussions and special assignments) are worth a total of 100 points. **Other Assignments** are due by Sunday at 11:59 PM and close on Monday at 11:59 PM. **Other Assignments** can not be submitted late or made up.
- **DON'T PROCRASTINATE!**

Extra Credit

- Extra opportunities will be listed in the "EXTRA CREDIT MODULE" on D2L.
- Submission Instructions with the required information to receive credit will be available in the "EXTRA CREDIT MODULE."
- Extra Credit points can be applied to "Overall Points" and/or "Other Assignment Points."

Communication

- The best form of communication with me is email through the Desire 2 Learn(D2L) Online System (<http://www.lonestar.edu/lsc-online/>).
- Send all emails, appointment requests, etc related to this class through Lone Star Online (D2L). Always communicate with me using D2L. **DON'T EMAIL LATE ASSIGNMENTS. ALL ASSIGNMENTS MUST BE SUBMITTED TO THE PROPER DROPBOX.**
- I will not respond to emails from your personal email after the first week of class.
- **ALL EMAILS** must have a "Subject" which relates to the content of your email. **DO NOT** hit **REPLY** and place information about different content. I should be able to see what the content of each email is about by looking at the Subject line.
- Check the **"NEWS"** section on D2L (front page) daily. This is where I will post **IMPORTANT INFORMATION** throughout the semester.
- You can send me a text (832) 263-3092, if you have an emergency.

Early Alert

Early Alert is a student success effort that is designed to help students reach their full educational potential. Early alerts may be submitted any time during the semester; however, research shows that the first three to eight weeks (**first two weeks for summer**) are the most critical for students. By submitting an early alert on a student, a faculty member is sending a message to advising/counseling team who will then contact the student or schedule a meeting with the student to discuss support options. Students may be referred to Early Alert for many reasons. A few examples of those reasons include:

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|-------------------------------------|-------------------------|
| • Poor academic performance | Tardiness |
| • Lack of basic study skills | Personal issues |
| • Attendance | Financial issues |