

EDUC 1300 Fall 17 CLASS POLICY (Prof. Sparks)

Attendance

- 15 weeks of classes (MWF [3x15=45] MW [2X15=30] 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 class and all of your classes.
- IF you missed more than 6 hours of class time, the instructor can drop you from the class.

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
- Computer labs are located throughout the campus. (You pass one when you come to class. USE IT, if you don't have access).
- 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 the first time.
- Each Required Assignment is worth 100 points.
- Other Assignments (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.

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- **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.

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:

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