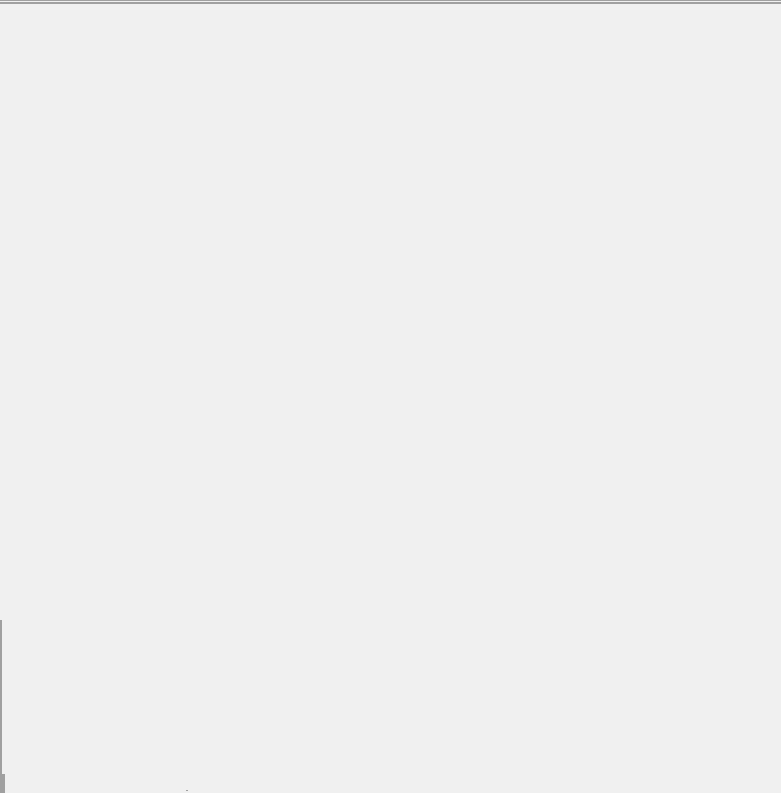
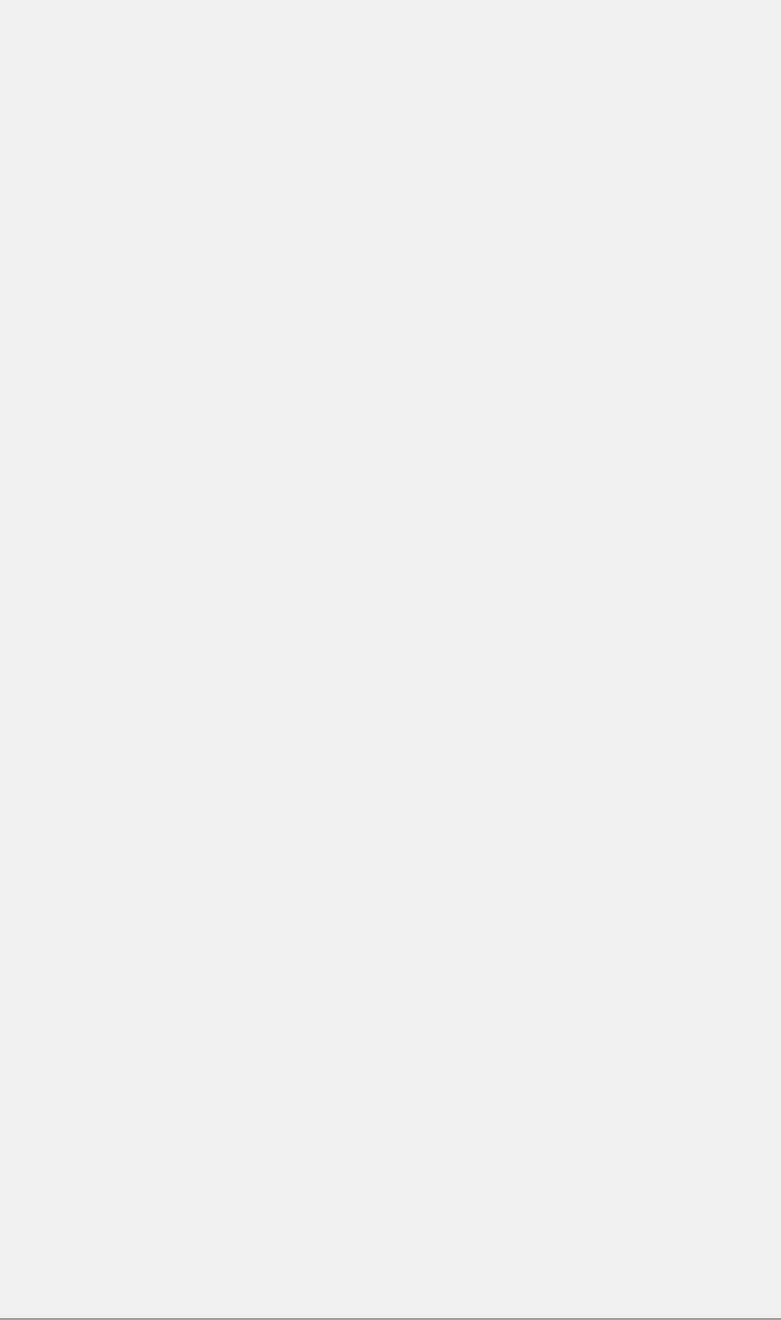


Campus Name



**Essays:** Format: APA 6<sup>th</sup> Ed. 2 - 3 pages each, no cover page needed. Include a references list. The references list does not count in page number requirement.

Paper Format (APA 6<sup>th</sup> Ed):

Cover Page  
Introduction  
Discussion  
Recommendation and Conclusion  
Reference Page

**Online Assignments:** Chapter review questions or labs each week.

- x Quizzes are open book, untimed, and unlimited attempts up to the due date. The last attempt is the final grade.
- x Chapter review questions are to test the understanding for each chapter.

**Mid Term/ Final Exam:**

See Blackboard for more information and instructions.

**Group Projects:**

See Blackboard for more information and instructions

**Grading Criteria:**

Participation & Attendance	(20%)
Mid Term	(15%)
Chapter review questions	(20%)
Essay	(15%)
Group Project	(15%)
Final Exam	(15%)

**Grading Scale:**

100-90	A	W	Approved Withdrawal
89-80	B	WP	Approved Withdrawal Passing
79-70	C	WF	Approved Withdrawal Failing
69-60	D	I	Approved Incomplete
Below 60	F		

**17. Include Grade Appeal Statement:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld,

raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

#### **18. TENTATIVE SCHEDULE**

See blackboard for weekly assignments, labs and readings.

#### **19. ADDITIONAL INFORMATION**

Do not hesitate to ask any questions whatsoever in regards to the course material. Do not be hesitant or afraid to display the way one's mind process information. Always remember that the biggest mistake in your life, is being afraid of making mistakes. Only through mistakes will we learn the greatest lessons in life.