

Frances Duncan
Class Expectations and Guidelines

Contact Information

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Course Companion Website: www.pic.edu, Click on Students and under Quick Links click on Course Companion Websites

Office Hours: As posted, or by appointment

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Department Secretary: Ms. Clara Ezell

Attendance: School policy states a student may miss one more class than the number of times the class meets per week. After that the instructor may withdraw the student for non-attendance. Roll will be taken daily. Two consecutive weeks of absence will result in a grade of F for non-attendance.

Withdrawal Policy: Students who wish to receive a grade of W should complete the appropriate paper work prior to the last day to withdraw from classes. Students who do not withdraw from the class will receive a grade in the class.

Make-up Policy: Students are responsible for any work they miss. Assignments turned in late will have the grade reduced by 2 points for each day the material is late. Assignments two or more weeks late will not be accepted for credit. Out of class assignments for **bonus credit will not be accepted late.**

Lecture Classes: As a general rule, tests may not be made-up. If a student misses a test, the Final Exam will substitute for the missed test grade. Only one test may be substituted. If a student takes all of the tests, the Final exam may be substituted for the lowest test grade. An exception may be made to allow a test makeup if the following conditions are met:

- (1) The reason for missing the test must be beyond the control of the student.
- (2) The student must contact the instructor before the exam (or the same day as the exam). **AND**
- (3) The exam must be made up **BEFORE** the next class meeting.

Only one makeup exam will be allowed.

Bonus credit missed by the student may not be made up. Students are encouraged to call when they miss class and to find a "class buddy" they can contact for notes and other information concerning class material.

Lab Classes: Quizzes may not be made-up. Opportunities for bonus credit will be given to offset a missed quiz. Lab Practicals can not be made up.

Classroom Behavior: You are expected to behave like the adults you are. Talking during lecture is annoying to those around you. Cell phones should be turned off during class or placed in vibrate mode. If you receive a call during class, leave the classroom to talk. At no time during tests are cell phones to be out. Please be ready to take notes when class starts. There will be a few minutes before class when I am checking roll. Get pencils, papers, and books in order before talking with your classmates. When lecture starts, your conversation should stop immediately. If you are late to class, please enter with as little disruption as possible. If you must leave early, sit near the door so your departure causes minimal disturbance to others.

Cheating

You are expected to do your own work on all assignments and exams in this course. Cheating is copying someone else's work, either a classmates or another source, or allowing someone to copy your work. Telling someone answers or what was on a test is also cheating, as is asking someone to tell you these things. As an adult you are responsible for your actions. If you are caught cheating in this class you will be asked to leave class and may not return until you have talked with the Director of Student Life (Peter Wilkin, 484-1689) and the issue of cheating has been resolved.

Additional Help: Please use my office hours, call, or e-mail me if you have questions concerning the material covered. If students wish to get together for a review outside of class time, I will try to be available to assist.

Note: For students with a disability which falls under the American Disability Act, it is the responsibility of the student to notify the instructor and Disabled Student Services to discuss any special needs or equipment necessary to accomplish the requirements for this course.

Flexibility: It is my intention to accomplish the objectives specified in the course syllabus. However, circumstances may arise which prohibit the fulfillment of this endeavor. Therefore, the course syllabus is subject to change. When possible, students will be notified of any change in the schedule in advance of its occurrence.

Unexpected School Closing: PJC may announce an unscheduled closing due to expected inclement weather or some other local emergency. These closings are announced on local television (WEAR) and radio stations. Should we miss class as a result of an unexpected school closing, the first day of class after the closing will be a "regrouping" day. Be prepared to take notes and cover new material but tests and quizzes will not be given. In the event that you cannot attend the first day back, be sure to contact me or a fellow student to see how the class schedule has been modified.