

Please be aware that NO EXTRA CREDIT WILL BE GIVEN at the end of the semester. The average shown in Bb will determine the final course grade, and **no additional work** is possible.

Attendance: At the end of the semester, grades will be calculated according to the percentages in the syllabus, and the only adjustment that will be made is if the final percentage is **WITHIN ONE POINT** of the next letter grade (and NO more), and the student has missed **THREE OR LESS Assignments**. (Mitigating circumstances will be taken into account at the discretion of the instructor.) The grade will then be **rounded up** to the **next letter grade**.

General:

This is a MindTap online Course by Cengage, this class is set up as an exclusive access from the NTCC Bookstore. Students should log onto **Blackboard (Bb)** ASAP and **carefully** read **all announcements**. **Bb** and **student email** should be checked **DAILY** for **new announcements or messages**.

Questions are welcomed during office hours (or by appointment), or if more convenient, they can be directed to me either by phone or e-mail. **Please do not hesitate to ask questions! There is no such thing as a stupid question. It is only stupid NOT to ASK them. It is VERY difficult to improve your course average after you fail the first exam, so PLEASE contact the instructor for help or studying tips EARLY in the semester, before it is too late to make a difference.**

Exam/Quiz Make-Up Policy: If a student is unable to take an exam/quiz as scheduled, a make-up will be arranged **ONLY** if the reason is legitimate, and the instructor is notified **IN ADVANCE of the time the exam/quiz is scheduled** (or becomes unavailable), either through the telephone or e-mail. **Students who fail to make appropriate arrangements will receive a grade of "0" for the exam missed.** There will be no exceptions. **Each chapter has assignments and an exam, while you can work forward, you cannot work back past a due date.**

Student Responsibilities/Expectations:

This class is online and class etiquette dictates that you will:

1. Read the assigned chapters each week.
2. Log in and complete assignments on time each week.
3. Complete test/quizzes weekly by the due date.
4. Check your NTCC email or Blackboard regularly for additional information.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is

the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (Ferpa):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

COURSE SCHEDULE

Content	Due Date
Chapter 1	Sept 1st 11:59pm
Chapter 2	Sept 8 th 11:59pm
Chapter 3	Sept 15 th 11:59pm
Chapter 4	Sept 22 nd 11:59pm
Chapter 5	Sept 29 11:59pm
Chapter 6	Oct 6 th 11:59pm
Chapter 7	Oct 13 th 11:59pm
Chapter 8	Oct 20 th 11:59pm
Chapter 9	Octo 27 th 11:59pm
Chapter 10	Nov 3 rd 11:59pm
Chapter 11	Nov 10 th 11:59pm
Chapter 12	Nov 17 th 11:59pm
Chapter 13	Nov 24 th 11:59pm
Chapter 14 (THANKSGIVING WEEK)	Dec 1st 11:59pm
Chapter 15	Dec 5 th 11:59pm