

EVALUATIONS:

Assignments (10 Connect assignments)	15%
Quizzes	20%
Midterm exam	30%
Final exam	35%

Note: LearnSmart chapter modules in Connect will **not be graded** and are for study purposes only.

Assignments:

Assignments will be completed in McGraw Hill Connect and must be submitted by the due date specified. No late submissions will be allowed. No extensions or re-writes will be granted. Study attempts will be allowed; this will not change your grade after the submission deadline.

Each assignment may consist of questions that are randomly generated. No two students will necessarily write the same assignment. **Assignments may only be taken once** and require you to log in to the website under your own name and password. Grading will appear in a student's Connect on-line grade book and then the Moodle Gradebook.

Assignments may be taken at any time *before* the due date and from any location with internet access. Secure and reliable web access is recommended. **Once the assignment is started, you must complete the entire assignment within the allowed time.** Logging off or losing an internet connection during the assignment will result in a grade based only on the proportion of the assignment submitted.

Turnitin plagiarism software will be utilized for assignments that require written submission(s) by the student.

Quizzes:

Quizzes will be given throughout the semester. Quizzes may be in Connect or during class (closed book) in paper format. It is anticipated that there will be two to three quizzes, however, this may change at the discretion of the instructor. Unexcused absences during a quiz will earn a grade of zero.

Midterm exam:

This will be a closed book exam. The midterm exam will be held after the completion of Chapter 5; scheduled **tentatively for October 10, 2019**. Please plan to be available to write the midterm exam *during the week of* October 6, 2019. Unexcused absences during an exam will earn a grade of zero.

TENTATIVE TIMELINE/COURSE SCHEDULE:

Week 1	Week of Sept 1	Introduction
Week 2	Week of Sept 8	Chapter 1/2
Week 3	Week of Sept 15	Chapter 3

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on Moodle, McGraw Hill Connect, and GPRC Webmail. Students are responsible for checking all three of these websites regularly; 3 – 5 times per week.

Time Management:

The expectation for this course is that students read the course material prior to class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, assignments, quizzes, and problems.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and/or talking on a cell phone during class is therefore strictly prohibited. Cell phones must be turned off or set to silent mode. If a student is unable to adhere to this policy, cell

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Academic and Non-Academic on Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)

Parts of a student's work are taken from another source without reference to the original author.

tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor

Impersonation of another student in an examination or other class assignment.

Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.