

Syllabus

AJS 123 Online - Spring 2013

INTERNET COURSE: AJS 123 Online - Ethics and the Administration of Justice, Sections 28599 and 28621.

DESCRIPTION: Explores ethical issues, cultural influences and moral theories as they relate to the justice system. The class will focus on underlying values and ethical challenges faced by law enforcement, attorneys, judiciary, probation and correctional officers. This class is designed to encourage critical thinking and value decision making when acting or reacting ethically to challenges and temptations confronting the fundamental moral climate of the justice system.

STUDENT PREPAREDNESS: No prerequisite is required. This class is an introduction to the issue and should not be construed as providing the maximum knowledge. To determine your readiness for online learning, please take the survey at <http://www.mesacc.edu/elearning/get-started>. Upon completion of the survey, you will be provided with a detailed report of your skill level and available resources to assist you in becoming a successful online student.

FORMAT: This class is in an online format. Students will need ongoing access to a **reliable** internet service and computer. An alternative plan should be identified in case technology fails unexpectedly. Due dates will continue so have a back-up plan. ***This class is structured around specific due dates. Failure to meet them will result in a five point per day deduction or loss of all points for the assignment.***

ATTENDANCE: There are no on-campus requirements. Active participation is expected via the Discussion Board and by meeting all assignment requirements within the deadlines noted. Attendance is determined from student activity tracked on the class site and active participation in all class requirements. **Students are expected to login to the class site at least every other day to check announcements, view discussion postings and to participate in other class activities.** Those students who do not participate or maintain contact with the instructor will be subject to withdrawal or a failing grade (F). *Students are responsible for initiating their withdrawal.

ONLINE CLASS LOCATION: Class access is found in the MYMCC portal located on the top of the MCC homepage at www.mesacc.edu. Login and click on **Canvas** to find the class. Direct access to **Canvas** can be found at <https://maricopa.instructure.com>. What is **Canvas**? Your online classroom!

INSTRUCTOR: Bonnie Black, Faculty

CONTACT INFORMATION:

Phone: 480-461-7052

AJS Office Phone: 480-461-7080

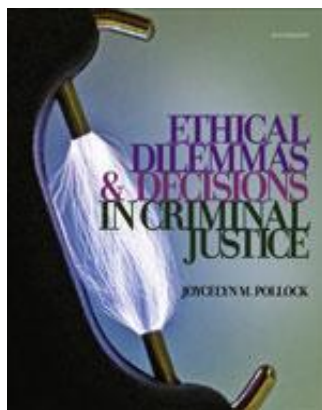
FAX: 480-844-3139

E-Mail: black@mesacc.edu (Best way to reach instructor!)

OFFICE LOCATION: Room SCO 15---Social Cultural Building (South of College Safety),
Administration of Justice Studies Office (outside entrance).

OFFICE HOURS: Wednesday, 8:00AM to 10:30AM; Thursday, 7:30AM to 8:30AM; Tuesday, 6:00 to 8:00pm *virtual office hours* are available via email. Students are encouraged to ask questions and interact with the instructor using email. *Students are encouraged to set-up an on-campus appointment or a live conferencing via Skype. Contact the instructor for more details.*

TEXT REQUIRED: "Ethical Dilemmas and Decisions in Criminal Justice" by Joycelyn M. Pollock, Thomson Wadsworth, 7th Edition, 2012; ISBN 13: 978-1-111-34642-3 or ISBN 10: 1-111-34642-9. Order book online at the MCC Bookstore at: www.efollett.com. The book can also be purchased on site at the MCC Bookstore or the Textbook Company. Some students also use www.cheapbooks.com or other online vendors but **you must ensure it arrives by the class start date.** Cengage Publishing offers other purchase options including e-books and rentals. For more information, go to: <http://tinyurl.com/3nunqxp>. **The publisher site does offer a chapter glossary and flash cards to help you learn the definitions. Click on "Students: Access to free companion site" on the right of the page.



COURSE OBJECTIVES (MCCD Competencies):

1. Define the concepts of ethics, integrity, professionalism, values and public trust.
2. Identify and explain differences in standards of individual moral behavior and institutional ethics.
3. Analyze the relationship of law, standards of morality, ethics and society.
4. Describe the core elements of justice, punishment and law.
5. Identify and explain the core elements of justice; include the differences between distributive and retributive justice systems.
6. Identify and explain the historical origins of ethical and justice theories from the classical period to modern time.
7. Identify and review the theories of moral development and moral decision making; demonstrate the use of ethical decision making.
8. Identify and explain the elements comprising the working police personality.
9. Identify and explain ethical variables involved in police practices, use of coercion and force including deadly force.
10. Identify and explain the factors involved in the use of discretion.
11. Explain the different ethical considerations confronting various members of the court.
12. Describe the rationales for punishment and correction of behavior.
13. Explain the different ethical considerations confronting correctional personnel.

14. Identify and analyze major ethical issues associated with administration of justice in modern time.
15. Define ethical leadership and describe ways ethical standards can be maintained.
16. Identify and analyze major ethical issues associated with the administration of justice in modern times.
17. Define ethical leadership and describe ways ethical standards can be maintained.

GETTING STARTED:

Go to the Canvas home page for this course and review the information. Under the “Getting Started” heading, click on the “***Getting Started in Class***” link. You will find a greeting from your instructor as well as information on her background. Three steps are detailed to help you begin the class.

LEARNING MODULES: Click on “Modules” Link on Left Menu

This is the best way to navigate the class and find all of the learning materials and assignments. The class is organized into three learning modules. Included in each module are three lessons that have been created to enhance your learning and understanding of the class materials. Each lesson contains a PowerPoint text based lecture. A module terminology crossword puzzle is also included and can be used as a study guide for the exams. The crossword puzzles are designed as a study tool for the exams and do NOT need to be turned in. All of the class assignments are embedded within the module, giving you easy access.

*The modules on the Canvas class site show all of the requirements that must be completed before moving on to the next one. **Begin each module by reviewing the “Module Overview” page.**

HELP!!! I HAVE TECHNOLOGY PROBLEMS:

Sometimes technology fails or problems will occur in accessing the course information. If computer or access problems continue, please contact MCC’s HelpCenter at www.mesacc.edu/helpcenter/ or by calling 480-461-7217. Email and live chat are available.

***Helpful Hint:** To avoid losing your work should the system go down (for example, when writing your discussion postings), complete it in a Word document, copy and paste it on to the discussion board. This way you will always have a saved copy. Do not attach it. It must be cut and pasted in to the forum so everyone can see it.

****Important:** Canvas is browser sensitive. **You must use Google Chrome (recommended) or Mozilla Firefox as your browser.** Both can be downloaded for free. Do not use Internet Explorer or Safari as you will have problems.

GRADING POLICY:

Grading is based on a point system as outlined below:

Navigation Quiz.....	5
Exam #1.....	30
Exam #2.....	30
Exam #3.....	30
Module I.....	35
Module II.....	35
Module III.....	35
Discussion Questions 1 – 10.....	100

(10 @ 10 points each)

300 Total Points

Letter Grade -

A = Excellent	270 - 300 Points
B = Above Average	240 - 269 Points
C = Average	210 - 239 Points
D = Passing	180 - 209 Points
F = Failure	Below 179

Class Assessments	% of Grade	Points
Exams	32%	95
Discussions	33%	100
Module Papers	35%	105
<i>TOTAL</i>	<i>100%</i>	<i>300</i>

Grade Details – Point Allocation -

Module I Assignment=====35

- Critical Analysis – Character Paper
- Learning Toolbox – Information Review
- Web Tour – Real World Application

Module II Assignment=====35

- Critical Analysis - Ethical Dilemma
- Learning Toolbox – Information Review
- Web Tour – Real World Application

Module III Assignment=====35

- Critical Analysis - “Quote and Query”
- Learning Toolbox – Information Review
- Web Tour – Real World Application

Exams=====95

- Navigation Quiz-----5
- Exam #1-----30
- Exam #2-----30
- Exam #3-----30

Discussion Board Participation =====100

(Ten questions at 10 points each)

Total Points:

300

*See Assignment grading rubric for detailed expectations and requirements.

Finding Your Grades - The grade book is located on the left side menu of the class in the ***Grades*** link. Students are encouraged to monitor their progress frequently.

EXAMS: Click on “Quizzes” Link on the Left Menu of the Class Site

Exams will be taken online. Exams are noted and available within each module. They can also be accessed in the Quizzes link. After you finish the exams, your score will be reflected in the grade book. **Only one attempt is allowed.** Once you start, you must finish it.

Navigation Quiz - After reviewing this syllabus, the class folders and links, proceed **immediately** to the “Quizzes” link and take the Navigation Quiz. This provides students information on the class and is worth 10 points. This quiz is not timed.

Exams - Three multiple-choice exams covering each module will also be required and are worth a total of 30 points each. You will only have 45 minutes to complete it. If students exceed that timeframe, they will be timed out and all unanswered questions will be graded as incorrect. You may use your book and other resources but please manage your time carefully.

****Important:** Once you start the exam you must finish it. Exams will be released on the designated dates noted and must be completed before midnight (11:59pm is the cut-off time) on the due date. Students who miss an exam because of an emergency are required to make arrangements with the instructor **immediately** (within 24 hours). **Exams will not be accepted late except under verified special circumstances approved by the instructor.**

Helpful Hint: When taking an exam, write your answers down on a piece of paper just in case technology fails. That way you will have a copy of your answers. Notify the instructor immediately of any problems.

ASSIGNMENTS: Click on “Assignments” Link on the Left Menu of the Class Site

The three written module assignments involve several components and steps so students need to make sure that they complete **all** required elements. Following the directions will be important.

Assignment Submission -

Following these directions for submitting:

1. Click on the “Submit Assignment” box on the right side of the assignment page.
2. Using the “File Upload” option, click on “Browse.” Locate your assignment on your computer or external drive, click on open and then OK. Do not cut and paste your assignment into the submission box. It must be attached.
3. Send a comment if so desired and then click on “Submit Assignment.

For additional instructions, go to

<http://guides.instructure.com/s/2204/m/4212/l/41972-how-do-i-submit-an-online-assignment>

Grading Rubric – In the assignment area of the Canvas site, you will find a detailed grading rubric that outlines the expectations and point accruals. Review it carefully and use it as a guide in preparing your papers.

Writing Requirements –

1. ALL WRITTEN ASSIGNMENTS MUST BE WORD PROCESSED in Times New Roman, 12 font and **DOUBLE SPACED with ONE INCH MARGINS**.
2. THERE WILL BE A **FIVE POINT** DEDUCTION FOR **EACH DAY** THE ASSIGNMENT IS LATE (including holidays and weekends)! Assignments received after **midnight** are considered late and will be subject to the late penalty.
3. All segments of the module assignments must be completed in **ONE** WORD document (or saved in Rich Text Format). Do not send in multiple attachments!
4. Make sure your name is noted on the assignment. Assignment instructions should not be included in your paper and will not count towards the page requirements.
5. Proofread carefully! You will be graded on your writing mechanics (spelling, sentence structure, punctuation, etc.).
6. Be sure to meet page length requirements, if noted. *Helpful Hint:* Be thorough, detail oriented and substantiate your position with your research.
7. Sources must be cited in **APA format**. There are many resources on the web to assist you with this format. Go to <http://www.writinghelp-central.com/apa-citation-internet.html> and <http://citationmachine.net/> for information. Help is also available at: <http://owl.english.purdue.edu/owl/resource/560/01/>

EXTRA CREDIT: Click on “Assignments” Link on the Left Menu of the Class Site

Extra credit is optional. All requirements must be met in order to receive the full points.

- **Video Review** - A ten point extra credit assignment is available to students who want to enhance their grade. **Only one video may be reviewed**. Points are based on completing all elements of the assignment.
- **Discussion Forum Bonus Point** – Prompt response to the discussion questions can result in a one point bonus for each forum. If you respond to the instructor questions by the end of the following day after they are posted, you will earn one extra point. That could add up to ten additional points.
- **Class Evaluation** - Students are encouraged to take an online class evaluation survey. Student feedback is an important part of class revisions and changes. This survey will take less than five minutes to complete and if 90% of the class responds, three extra points will be added to the each student’s total points. Access information will be provided during class in the Announcement section.

AJS 123 Class Outline and Objectives

Module I: Building the Foundation - The Role of Ethics in Decision Making

Module Learning Objectives:

- Identify key influences of the historical ethical systems; define concepts that relate to ethics, including integrity, professionalism, values, public trust, morality. (Course Objectives: 1 & 6)
- Define theories on moral development. (Course Objective: 7)
- Describe the relationship and influences of laws, values, morality, ethics, discretion and society on decision making and ethical standards. (Course Objective: 2, 3, 8 & 12)

<u>Learning Resources – Module I</u>	<u>Graded Assignments – Module I</u>
Chapters 1 – 2, 4 and 8 in Required Textbook	Exam #1
PowerPoint Lecture Series Lessons 1 – 4	Module I Assignment – Three Segments
Module I Learning Toolbox Resources	Discussions 1, 2 & 3
Terminology Crossword Puzzles Lessons 1 - 4	

Module II: Justice and Enforcing Laws - Encouraging an Ethical Response

Module Learning Objectives:

- Define the core elements of justice, including the difference between distributive and retributive. (Course Objectives: 4 & 5)
- Identify and explain the key ethical influences on policing practices including police personality and subculture influences, coercion and use of force; describe the purpose of a code of ethics as it relates to individual moral behavior and institutional ethics. (Course Objectives: 9, 10 & 11)
- Identify and explain key ethical issue related to the court including defense, prosecution and judges; demonstrate ethical decision making through a case analysis. (Course Objectives: 8 & 13)

<u>Learning Resources – Module II</u>	<u>Graded Assignments – Module II</u>
Chapters 3, 5-7 and 9-10 in Required Textbook	Exam #2
PowerPoint Lecture Series Lessons 5 – 8	Module II Assignment – Three Segments
Module II Learning Toolbox Resources	Discussion 4, 5 & 6
Terminology Crossword Puzzles Lessons 5 - 8	

Module III: Stopping Unethical Behavior - Is it Possible?

Module Learning Objectives:

- Identify the core elements of punishment and correction, including the ethical rationales. (Course Objective: 14)
- Describe key ethical issues confronting correctional personnel. (Course Objective: 15)
- Identify current ethical issues and solutions including the administration of justice; define ethical leadership. (Course Objectives: 16 & 17)

<u>Learning Resources – Module III</u>	<u>Graded Assignments – Module III</u>
Chapters 11 - 14 in Required Textbook	Exam #3
PowerPoint Lecture Series Lessons 9 – 12	Module III Assignment – Three Segments
Module III Learning Toolbox Resources	Discussion 7, 8, 9 & 10
Terminology Crossword Puzzles Lessons 9 - 12	

DUE DATES: Noted in the “Syllabus” Link and Within Each Module

Scroll down to view the due dates for the class. Getting organized is important. Students are encouraged to calendar these dates and make sure assignments are on time. Late assignments will result in a **five-point deduction for every day it is late**. Late Discussion Board postings will result in **no points** for that question. Outlined below are the posting and due dates for the discussions:

<i>Discussion</i>	<i>Discussion Posting Dates</i>	<i>Discussion Due Dates (11:59PM)</i>
Discussion #1	Monday, 1-14-13	Sunday, 1-27-13
Discussion #2	Monday, 1-28-13	Sunday, 2-3-13
Discussion #3	Monday, 2-4-12	Sunday, 2-10-13
Discussion #4	Monday, 2-11-13	Sunday, 2-24-13
Discussion #5	Monday, 2-25-13	Sunday, 3-3-13
Discussion #6	Monday, 3-4-13	Sunday, 3-17-13
Discussion #7	Monday, 3-18-13	Sunday, 3-31-13
Discussion #8	Monday, 4-1-13	Sunday, 4-14-13
Discussion #9	Monday, 4-15-13	Sunday, 4-21-13
Discussion #10	Monday, 4-22-13	Monday, 4-29-13 (Closes)

DISCUSSION BOARD: Click on “Discussions” or “Modules” Link

The discussion forum is an important component of this course and is used to promote interaction between students, profile content areas, summarize key learning points and foster critical thinking.

The instructor will post a series of questions each week and students will be required to respond to them BEFORE the deadline. In addition, student must respond to at least two other student postings for each discussion forum. Viewing and reading all of the postings on a regular basis is part of the required

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participation. **Students are expected to check the forum every other day.** **Students may use the board to post questions to their fellow classmates, present news articles or bring up their own issues related to the topic.

Quality Standards for Discussion Forum: A grading rubric has been provided so you know the expectations and how you will be graded. Please review the rubric carefully. **View the discussion rubric on the class site for point allocations.**

<i>Criteria</i>	<i>Outstanding</i>	<i>Average to Basic</i>	<i>Below Expectations</i>
Critical Thinking, Connections and Depth	<i>Rich in content with opinions well substantiated; full of thought and analysis; made with depth and details; clear connections to either real life situations or learning materials; provides examples and resources to back up statements</i>	<i>Substantial information but limited support of opinions; some thought and insight but it lacks depth and details; some new ideas but lacks depth; vague generalities; limited support of ideas</i>	<i>General, brief and superficial comments with no support for opinions; no analysis, insight, depth or details; no connections;</i>
Uniqueness and Relevancy	<i>Presents new ideas, opinions and approaches when addressing questions; all questions are addressed and responses relate to topic</i>	<i>Some new ideas and opinions but limited; may rehash or summarize other postings rather than present own thoughts; addresses most questions and most the response relates to the topic</i>	<i>No new ideas; "I agree (or disagree) with...." statements with no elaboration; missed questions and gets off track; no elaboration; may copy others</i>
Stylistic-Writing	<i>No writing errors; evidence of proofreading</i>	<i>Some writing errors; may use spellchecker but no thorough proofing evident</i>	<i>Lots of writing errors; no indication of proofreading</i>
Posts to Other Students	<i>At least two responses to two students was made</i>	<i>Only one response to one student was made</i>	<i>Only responded to instructor questions; no response to students</i>

Modified from http://frank.mtsu.edu/~webctsup/faculty/manual/WebCT_DiscussionBoardRubrics.pdf

Rules for Discussions - Netiquette Requirements: While debating is encouraged, personal attacks, demeaning remarks and name-calling are unacceptable. Discussions should stay issue focused and professional. You are encouraged to argue your position using supporting information but everyone is entitled to his or her own opinion. Often there will need to be an acceptance of "agreeing to disagree." The instructor will monitor discussion activity and comments! For more information on discussion

rules, go to www.albion.com/netiquette/corerules.html.

Verification Post is Visible is Student Responsibility: Students must verify that their post went through and is visible to the class. “I posted but it is not there” is NOT an acceptable excuse.

Student Choice Question: If you have an issue or topic you would like to discuss this semester, please send the instructor an email with your suggestion. Depending on the number of submissions, everyone’s suggestions may not be included.

Make Your Comments Count: Your responses to other student postings **should be more than “I agree” or “good posting.”** Express your thoughts and opinions about the posting. Explain **why** you agree or disagree and use supporting information.

***Important:** Students are responsible for verifying that their post is properly submitted and visible to the class. Always double-check it. Claims that it was posted and it disappeared will NOT be accepted.

“Talk Shop” – On the discussion board you will find “Talk Shop,” an interaction lounge for students to communicate with each and ask questions. There is no specific topic and this lounge is your forum to discuss related issues, the class requirements and other topics. You can also use it to ask the instructor a question that will be posted for all to see (so the instructor will be monitoring it). Enjoy but just like the discussion forum, professionalism is expected at all times.

STUDENT SUCCESS SERVICES: Academic and Student Support

Student Central: For a wide range of campus-wide student resources and help, go to www.mesacc.edu/students/ for assistance.

- **The American Disabilities Act:**

The instructor is willing to make reasonable accommodations for limitations due to any disability, including learning disabilities. Please see me before or after class to discuss any special accommodations you may need. Students need to register with the Disability Office. For more information, contact the Disability Office at 480-461-7447 or 969-5587 (TDD) www.mesacc.edu/students/disability/

Policy Statement - “Disability Resources and Services (DRS) provides comprehensive services for students with disabilities at Mesa Community College. We assist students to fully participate in campus life by providing advisement, academic adjustments and accommodations in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.”

Canvas Accessibility Information - http://www.instructure.com/canvas_vpat/

Need Alternative Formats – Contact the instructor and/or view the accessibility information posted on the course home page under “Help! I Need Assistance.”

- **MCC eLearning:**

For more information on distance learning, go to <http://www.mesacc.edu/eLearning/>

- **Learning Enhancement Center**

Tutoring services and computer labs are available at the Learning Enhancement Center. For more information, contact the Center at 480-461-7678 or online at: www.mesacc.edu/library/LE. The Center is located at the Paul A. Elsner Library.

- **Writing Center**

Writing coaches are available for any writing assignments. The Writing Center is located on the ground floor of the library. For more information, call 480-461-7513 or online at: www.mesacc.edu/dept/d13/eng/writing_center.html.

- **Online Tutoring**

Go to <http://www.mesacc.edu/library/LE/smart-thinking.html> and review the online tutoring services available including a proofreading review of assignment papers.

- **AJS Advisement Services**

Advisement services are offered in the Administration of Justice Studies (AJS) Department for those students pursuing an AAS degree in Justice Studies or a related area. Call 480-461-7080 for more information. General advisement and transfer services can be obtained at www.mesacc.edu/students/advisetransfer/.

- **MCC Early Alert Program (EARS):**

Mesa Community College is committed to the success of all our students. Numerous campus support services are available throughout your academic journey to assist you in achieving your educational goals. MCC has adopted an Early Alert Referral System (EARS) as part of a student success initiative to aid students in their educational pursuits. Faculty and Staff participate by alerting and referring students to campus services for added support. Students may receive a follow up call from various campus services as a result of being referred to EARS. Students are encouraged to participate, but these services are optional.

Early Alert Web Page with Campus Resource Information can be located at: www.mesacc.edu/students/ears or at the “Early Alert” selection at the MyMCC link.

OTHER IMPORTANT ANNOUNCEMENTS:

- **Syllabus and Class Subject To Change**

Instructor reserves the right to change class content, due dates, the syllabus and other class information in order to meet the needs of this class.

- **Class Disclaimer:**

The discussion and instruction of criminal justice issues often requires a "real world" look at topics and pertinent issues. This course may generate discussions and/or involve students in assignments that present a graphic and honest look at deviant behavior and crime. **Students are expected to be respectful and tolerant of diverse opinions/ideas even if they do not agree with them.**

- **Student Responsibility**

Students are responsible for completing all of the class requirements and for understanding the information contained in this syllabus, assignments and all folders/links on the course site.

- **Plagiarism:**

Students are responsible for writing and creating their own written work. All research and quotes should be properly cited. Presenting someone else's work as your own is cheating and will result in 0 points on the assignment. This includes information found on the web.

- **College Policies**

The student is responsible for knowing and following college policies included in the college catalog and student handbook.

- **Academic Honesty**

All students assume as part of their obligation to the college, the responsibility to exhibit in their academic performance, qualities of honest and integrity. All forms of student dishonesty are subject to disciplinary action. Students are strongly encouraged to thoroughly review academic misconduct guidelines found in the student handbook.

- **Sexual Harassment Policy**

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment by and between: employees, students, employees and students, and campus visitors and students or employees, is prohibited by this policy. Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions and up to and including suspension or expulsion for student; and appropriate sanctions against campus visitors. This policy is subject to constitutionally protected speech rights and principals of academic freedom. Contact MCCCD EEO/Affirmative Action Office for more information.

- **Educational Environment Conduct**

Consistent with a collegiate environment of educational study, students are expected to conduct themselves in a manner appropriate for an institution of higher learning. Refer to the student handbook (Prescribed Conduct), which discusses the disruption or obstruction of teaching. Students in Administration of Justice Studies are expected to conform their behavior consistent to these rules and regulations.

- **Online Disclaimer:**

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's

technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the Maricopa County Community College District.

A Maricopa Community College

The Maricopa County Community College district is an EEO/AA institution

Faculty and Student Responsibilities

Faculty:

Instructor Response: Instructor will respond to emails received outside of the office hours within 48 hours, unless an unusual situation arises or notified otherwise.

Commitment to Student Learning: Instructor will support the student's learning by providing learning materials, critical thinking opportunities, support and feedback that allows for continuous improvement. Referral information will be provided to support the student's success.

Weekly Reminders: Instructor will post weekly highlights on the Announcements link, reminding students of important due dates and weekly responsibilities. Other notices will be posted as needed.

Canvas Classroom: Instructor will provide a virtual classroom that is well organized with easy access. Alternative formats of the learning materials will be provided to accommodate disabilities confirmed by the Disability Office. Includes identifying alternative resources that meet the learning objectives.

Grading: Instructor commits to grading your papers within one week of the due date for those assignments submitted on time. Late papers will be graded last and will be graded within one week from the date they are received.

Student:

Syllabus: Students agree to review and follow the information noted in the syllabus.

Participation: Students will actively participate in the class, completing required assignments before the due dates. That includes reviewing learning materials and logging in to the class at *least every other day to review new posts on the discussion forum and check the announcements.*

Communication: Students will communicate with other students via the discussion forum and contact the instructor with questions or concerns. The instructor will be notified of any missed assignments or issues that prevent the student from actively participating in the class. Sharing of resources with other students is encouraged, whether that be in the "Talk Shop" or discussion forum.

Organization: Students will commit to getting organized, which includes setting up a calendar system and creating a schedule that allows time for the class every week. This means balancing personal demands with class responsibilities. Students acknowledge that failure to meet due dates, results in a loss of points. Cramming at the last minute usually results in poor quality work.

Technology Proficient: Students will ensure that they have access to a reliable computer and internet service. A back-up plan will be identified and used in case of an unexpected technology failure. Students will have basic computer skills including the ability to word process, attach files, download software, email and research on the web.

Independent Learner: Students acknowledge that self-motivation and a substantial effort will be required to be successful. Online classes are NOT easier and often involve more writing and reading. While some flexibility will exist, students must stay focused on due dates and the required work. 100% commitment to the learning process and class requirements is expected. Quality work is expected, including college level writing.