Class Policies for On-Campus Classes

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Humanities Division

Curtice-Mott 1101

Mott Community College

1401 E. Court St.

Flint, MI 48503

Class policies express the expectations of participants in the course. Below are the expectations the instructor has of her students and herself.

Professor’s Expectations of Students Professor’s Expectations of Herself

1. Submit all homework on date due; 1. Evaluate graded work within ten days of date of submission;

2. Try to avoid submitting any late work; 2. Evaluate only one late work—not fair to those who submit work on time for Dr. Fairy to grade more than one; in order to discourage persons from asking, the professor will detract 100 points off the next assignment if a student requests that a second assignment be accepted late;

3. Complete all reading assignments on date due; 3. Read all reading assignments on date due;

4. Complete all tasks on date due; 4. Respond to all tasks submitted on date due;

5. If taking an on-campus class: attend all 5. Regarding on campus classes, Dr. Fairy

classes; if missed, send an e-mail to Dr. Fairy; will attend all classes; if absent, she will

 send a message via E-mail or have the

 secretary place a note on the door;

6. If taking an on-campus class, no use of cell 6. No use of cell phones or beepers;

or beepers

7. No texting during class; 7. No texting while teaching class;

8. Attend class on time; 8. Attend class on time; however, it is

 academic protocol to allow 20 minutes

 of waiting time if no announcement on

 the board or on the classroom door;

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9. If there are any concerns, the procedure to 9. If a student expresses concerns, the

express discontent is the following: professor should be available for dis-

 a. contact the professor, asking cussion;

 for clarification; if still unclear,

 then. . .

 b. again, contact the professor and

 ask for a personal meeting; if,

 still, unresolved, then. . .

 c. consult the Dean of the Humanities

 Division;

10. All expressions of concern should only be 10. Professor should not share any in-

between the student and instructor and/or /Dean formation about the student’s personal

of the Humanities, not on any public online ser- or academic performance with parents,

vice or on the Discussion Board of Blackboard; spouses, cousins, etc.; all communication

 can only be made with student and/or ad-

 ministrator at college, never on any public

 online service or on the Discussion Board;

11. When submitting any digital files, they 11. Any digital responses by the professor

should only be Microsoft Word, not a pdf file; must be only via Microsoft Word, not a pdf

 file;

12. Do not submit a one or two-paragraph 12. No one or two-paragraph responses will

assignment as an attached file; submit in the be sent as an attached file;

e-mail or in the forum on the Discussion Board;

13. Rude behavior is not acceptable; 13. Rude behavior is not acceptable;

14. Once an on-campus student has received 14: Do not change a course grade once the

his/her final course grade and s/he walks out student walks out of the classroom.

of the classroom, do not expect the professor

to change the grade.

15. Once an online student has received his/her 15. Do not change a course grade after

final course grade, s/he has only 24 hours of the 24 hours of the specified e-mail date it was

specified e-mail date the grade was sent. sent.

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If you agree with the expectations expressed in these class policies, if an on-campus student, please print and sign your name and return page 3 to Dr. Fairy no later than the end of the first week of the semester.

——————————————————— ————————————————

Printed Name Date

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Signature Date

If an online student and if you agree with the expectations expressed in these class policies, please send an e-mail to Dr. Fairy’s e-mail address acknowledging your agreement and acceptance of these policies.

Thank You!