

Class Policies for On-Campus Classes

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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

1. Submit all homework on date due;
2. Try to avoid submitting any late work;
3. Complete all reading assignments on date due;
4. Complete all tasks on date due;
5. If taking an on-campus class: attend all classes; if missed, send an e-mail to Dr. Fairy;
6. If taking an on-campus class, no use of cell or beepers
7. No texting during class;
8. Attend class on time;

Professor's Expectations of Herself

1. Evaluate graded work within ten days of date of submission;
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. Read all reading assignments on date due;
4. Respond to all tasks submitted on date due;
5. Regarding on campus classes, 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. No use of cell phones or beepers;
7. No texting while teaching class;
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;

9. If there are any concerns, the procedure to express discontent is the following:

- a. contact the professor, asking 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 between the student and instructor and/or /Dean of the Humanities, not on any public online service or on the Discussion Board of Blackboard;

11. When submitting any digital files, they should only be Microsoft Word, not a pdf file;

12. Do not submit a one or two-paragraph assignment as an attached file; submit in the e-mail or in the forum on the Discussion Board;

13. Rude behavior is not acceptable;

14. Once an on-campus student has received his/her final course grade and s/he walks out of the classroom, do not expect the professor to change the grade.

15. Once an online student has received his/her final course grade, s/he has only 24 hours of the specified e-mail date the grade was sent.

9. If a student expresses concerns, the professor should be available for discussion;

10. Professor should not share any information about the student's personal or academic performance with parents, spouses, cousins, etc.; all communication can only be made with student and/or administrator at college, never on any public online service or on the Discussion Board;

11. Any digital responses by the professor must be only via Microsoft Word, not a pdf file;

12. No one or two-paragraph responses will be sent as an attached file;

13. Rude behavior is not acceptable;

14: Do not change a course grade once the student walks out of the classroom.

15. Do not change a course grade after 24 hours of the specified e-mail date it was sent.

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

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!