

PROFESSOR: Dr. Keith Driscoll**OFFICE HOURS:** TBA**OFFICE:** UC-406 **URL:** <http://cims.clayton.edu/kdriscoll>
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- Students who officially withdraw will receive a *W before* midterm on March 2nd. Withdrawals after that day result in an automatic WF unless a hardship exception is granted.
- Students who are withdrawn from the course as a “No-Show” will NOT be reinstated in the course for any reason.

ELECTRONIC MESSAGES:

- The instructor may send e-mails with information vital to your success in the course. Check your e-mail often, at least once a day.
- Any voice-mail or e-mail messages are returned during the regular workweek.
- **ABSOLUTELY NO GRADED ASSIGNMENTS WILL BE ACCEPTED VIA E-MAIL.** Assignments must be turned in as the instructor directs.
- The instructor will NOT email or telephone to tell you everything you missed in class if you did not attend that day.
- Because of the number of students we typically have, there may be some delay in the instructor's response to an individual's e-mail.
- Do not send time-sensitive information via e-mail, speak to the instructor in person. A delivered e-mail does not relieve you of the responsibility of informing the instructor about some concern.
- Do not send a personal email correspondence to the instructor via the email class list.

ATTENDANCE:

- Students are expected to attend each class session.
- Students who leave class early or arrive late will be counted absent for that class, unless prior approval has been obtained by the instructor.
- Students are responsible for knowing about announcements/assignments made in class, whether or not the student is present. Attendance is required for examination periods.

EXCUSED ABSCENCES: The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:

- Participation in an activity appearing on the university authorized activity list.
- Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Injury or illness that is too severe or contagious for the student to attend class. The student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence. An absence for a non acute medical service does not constitute an excused absence.

- Required participation in military duties.

TESTS/EXAMS: Because of the concentrated nature of the tests, and the logistical difficulties of make-up exams, students will NOT be allowed to make-up tests unless they have contacted the instructor PRIOR to the exam in question with a legitimate, verifiable reason. In such a case, the student will be allowed to make up the exam before the next meeting of the class after the test. The student is responsible for contacting the instructor to make arrangements for the make-up exam, and must bring documentation of the reason for the missed test. An unexcused absence will result in a zero for that test. Please note that it is in your best interest to take tests as they are scheduled, as students almost invariably score more poorly on make-up exams and the final if they have missed the prior unit tests.

QUIZZES: All quizzes are due on the assigned date. *No late assignments can be accepted.* Quizzes may always be turned in early.

HOMEWORK: All homework is due on the assigned date. *No late assignments can be accepted.* Homework may always be completed early. In order to succeed in this course, a student must do each homework assignment. On average, homework will require three hours, per semester credit hour, of work outside of class each week.

STUDENT RESPONSIBILITIES: Students must abide by policies set forth in the [Clayton State University Student Handbook](#).

COMPUTER SKILL PREREQUISITES:

- Use the Windows™ operating system.
- Access and navigate web sites
- Send and receive e-mail using your campus email account via Outlook™ or Outlook Express™ program
- Attach and retrieve files via email.
- Install and run a CD Rom.

DISTRACTIONS: The use of pagers, radios, and cellular phones in class is PROHIBITED. Out of courtesy and respect for everyone's learning environment, TURN THEM OFF!!!

VISITORS: It is against CSU policy to allow any person not registered for a course to attend a class meeting. In particular, it is not reasonable to expect children to be able to sit quietly throughout a class meeting or testing period; please make alternate arrangements sufficiently ahead of time to avoid being "stuck" in a childcare dilemma.

DISRUPTIVE CLASSROOM BEHAVIOR

Disruptive behavior in the classroom can negatively effect the classroom environment as well as the educational experience for students enrolled in the course. Disruptive behavior is defined as any behaviors that hamper the ability of instructors to teach or students to learn. Common examples of disruptive behaviors include, but are not limited to:

- Eating in class
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Constant questions or interruptions which interfere with the instructor's presentation
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Creating excessive noise
- Entering the class late or leaving early

- Use of pagers or cell phones in the classroom
- Inordinate or inappropriate demands for time or attention
- Poor personal hygiene (e.g., noticeably offensive body odor)
- Refusal to comply with faculty direction

Students exhibiting these types of behaviors can expect a warning from the instructor or dismissal for the lesson in which the behavior occurs. Failure to correct such behaviors can result in dismissal from the course.

More extreme examples of disruptive behavior include, but are not limited to:

- Use of profanity or pejorative language
- Intoxication
- Verbal abuse of instructor or other students (e.g., taunting, badgering, intimidation)
- Harassment of instructor or other students
- Threats to harm oneself or others
- Physical violence

Students exhibiting these more extreme examples of disruptive behavior may be dismissed from the lesson or the entire course.

Students dismissed from a lesson will leave the classroom immediately or may be subject to additional penalties. Dismissed students are responsible for any course material or assignments missed.

Students dismissed from a course have the right to appeal the dismissal to the department head responsible for the course. Appeals beyond the department head may also be pursued. If no appeal is made or the appeal is unsuccessful, the student will receive a grade of WF (withdrawal – failing) regardless of the current grade in the course.

Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.