

Developmental Writing II--ENC 0025
TR 5:30-6:45pm C116
Florida Keys Community College
Maguire Fall 2011

I. Course Information

Course Prefix/Number/Course:	ENC 0025
Credit Hours/Contact Hours:	3 credit hours/45 contact hours
Prerequisites for the course:	Requisite score on PERT test

II. Course Method

This course is designed to meet face to face in the assigned location two days a week – Tuesdays and Thursdays - from 5:30-6:45pm for 16 weeks. This is a technology-enhanced course that utilizes MyWritingLab as a supplement.

III. Instructor Information

Instructor:	Daniel Maguire
Email:	daniel.maguire@fkcc.edu
Office Hours:	MW 10am-1pm & TR 3-5pm
Phone:	305 809 3536

IV. Description This course imparts writing skills necessary to succeed at the college and university level. Students learn to support arguments and demonstrate command of standard written English. Students must pass ENC 0025 with a “C” or higher and pass the State Exit Exam with a “C” or higher in order to receive credit. Upon successful completion, students may enroll in ENC 1101.

V. College-level Competencies

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication
2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values
4. **Technology:** Utilize technology effectively

VI. Course Calendar

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a weekly basis. These activities and assessments are directly related to learning outcomes that

support the overall course objectives. The “Student Assessment” column lists the assignments required by this course and their due dates, although quizzes, tests and assignments may be added or subtracted at the discretion of the professor. I strongly recommend you print this out and refer to it often.

2. Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with “When is ___”, the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question. However, the instructor reserves the right to add quizzes, tests and assignments at any time in order to best facilitate the needs of the class. This schedule is a guide... be sure to check with the professor for specifics regarding content and assignments.

Competency	Week	Learning Outcomes	Learning Activities	Student Assessments	Points
1,2, 4	Week 1 1. 8/23/11 2. 8/25/11	-Preparing to write -Subjects, Verbs & Simple Sentences	<u>Writing for Life</u> <i>(Paragraphs & Essays)</i> Read & Understand Chapters 1 & 16 Professor generated materials: Thinking Through the Test Read & Complete pages 21 - 29 Access <u>MyWritingLab</u>	1. <u>Writing Diagnostic</u> Due Date: 8/23/11 2. Contract Signed Due Date: 8/25/11 3. <u>My Writing Lab</u> Create Account Due Date: 8/25/11	10 10 10
1,2,4	Week 2 3. 8/23/11 4. 9/1/11	-Thinking Through the Writing Process -Compound and Complex Sentences	<u>Writing for Life</u> <i>(Paragraphs & Essays)</i> Read & Understand Chapters 2 & 17 Professor generated materials: Thinking Through the Test Read & Complete pages 30 - 36 <u>MyWritingLab</u>	1. Content Quiz Chapters 1 & 16 Due Date: 8/30/11 2. <u>Writing for Life</u> <i>(may be completed in text)</i> <u>Assigned Practice, Workshop & Review Exercises in Chapters 1 & 16</u> Due Date: 8/30/11 4. <u>My Writing Lab</u> Assigned Practica Due Date: 9/1/11	20 10 10
1,2,3,4	Week 3 5. 9/6/11 6. 9/8/11	-Understanding the Paragraph -Sentence Variety	<u>Writing for Life</u> <i>(Paragraphs & Essays)</i> Read & Understand Chapters 3 & 18 Professor generated materials: Thinking Through the Test Read & Complete	Content Quiz Chapters 2 & 17 Due Date: 9/6/11 2. <u>Writing for Life</u> <i>(may be completed in text)</i> <u>Assigned Practice, Workshop & Review Exercises in</u>	20 10

			pages 37 - 49 <u>MyWritingLab</u>	Chapters 2 & 17 Due Date: 9/6/11 3. <u>My Writing Lab</u> Assigned Practica Due Date: 9/8/11	10
1,2,4	Week 4 7. 9/13/11 8. 9/15/11	-The Descriptive Paragraph -Sentence Clarity: Person, Point of View, Number, and Tense	<u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 4 & 19 Professor generated materials: Thinking Through the Test Read & Complete pages 50 - 72 <u>MyWritingLab</u>	Content Quiz Chapters 3 & 18 Due Date: 9/13/11 2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice</u> , Workshop & Review Exercises in Chapters 3 & 18 Due Date: 9/13/11 3. <u>Writing</u> Descriptive Paragraph Due Date: 9/15/11 4. <u>My Writing Lab</u> Assigned Practica Due Date: 9/15/11	20 10 20 10
1,3,4	Week 5 9. 9/20/11 10. 9/22/11	-The Narrative Paragraph -Parallelism	<u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 5 & 20 Professor generated materials: Thinking Through the Test Read & Complete pages 287 - 292 <u>MyWritingLab</u>	Content Quiz Chapters 4 & 19 Due Date: 9/20/11 2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice</u> , Workshop & Review Exercises in Chapters 4 & 19 Due Date: 9/20/11 3. <u>Writing</u> Narrative Paragraph Due Date: 9/22/11 4. <u>My Writing Lab</u> Assigned Practica Due Date: 9/22/11	20 10 20 10
1,2,3	Week 6 11. 9/27/11 12. 9/29/11	-The Process Paragraph -Run-ons: Comma Splices & Fused Sentences	<u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 6, 21 & 22	Content Quiz Chapters 5 & 20 Due Date: 9/27/11 2. <u>Writing for Life</u> (<i>may be completed in text</i>)	20 10

		-Fragments	<p>Professor generated materials: Thinking Through the Test Read & Complete pages 227 - 235</p> <p><u>MyWritingLab</u></p>	<p><u>Assigned Practice, Workshop & Review Exercises in Chapters 5 & 20</u> Due Date: 9/27/11</p> <p>3. <u>Writing Process Paragraph</u> Due Date: 9/29/11</p> <p>4. <u>My Writing Lab Assigned Practica</u> Due Date: 9/29/11</p>	20 10
1,2,3,4	<p>Week 7</p> <p>13. 10/4/11</p> <p>14. 10/6/11</p>	<p>-The Example Paragraph</p> <p>-Misplaced and Dangling Modifiers</p>	<p><u>Writing for Life (Paragraphs & Essays)</u> Read & Understand Chapters 7 & 23</p> <p>Professor generated materials: Thinking Through the Test Read & Complete pages 272 - 276</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 6, 21& 22 Due Date: 10/4/11</p> <p>2. <u>Writing for Life (may be completed in text)</u> <u>Assigned Practice, Workshop & Review Exercises in Chapters 6, 21& 22</u> Due Date: 10/4/11</p> <p>3. <u>Writing Example Paragraph</u> Due Date: 10/6/11</p> <p>4. <u>My Writing Lab Assigned Practica</u> Due Date: 10/6/11</p>	20 10 20 10
2,3,4	<p>Week 8</p> <p>15. 10/11/11</p> <p>16. 10/13/11</p>	<p>-The Classification Paragraph</p> <p>-Subject/Verb Agreement: Present Tense</p>	<p><u>Writing for Life (Paragraphs & Essays)</u> Read & Understand Chapters 8 & 24</p> <p>Professor generated materials: Thinking Through the Test Read & Complete pages 236 - 244</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 7 & 23 Due Date: 10/11/11</p> <p>2. <u>Writing for Life (may be completed in text)</u> <u>Assigned Practice, Workshop & Review Exercises in Chapters 7 & 23</u> Due Date: 10/11/11</p> <p>3. <u>Writing Classification Paragraph</u> Due Date: 10/13/11</p> <p>4. <u>My Writing Lab Assigned Practica</u></p>	20 10 20 10

				Due Date: 10/13/11	
				5. <u>Midterm Exam</u> Date: 10/13/11	100
1,2,3,4	<p><i>Week 9</i></p> <p>17. 10/18/11 NO CLASS</p> <p>18. 10/20/11</p>	<p>-The Comparison and Contrast Paragraphs</p> <p>-The Past Tense of Verbs</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 9 & 25</p> <p>Professor generated materials: <u>Thinking Through the Test</u> Read & Complete pages 268 - 271</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 8 & 24 Due Date: 10/20/11</p> <p>2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice, Workshop & Review Exercises in</u> Chapters 8 & 24 Due Date: 10/20/11</p> <p>3. <u>Writing</u> Compare/Contrast Paragraph Due Date: 10/20/11</p> <p>4. <u>My Writing Lab</u> Assigned Practica Due Date: 10/20/11</p>	<p>20</p> <p>10</p> <p>20</p> <p>10</p>
1,2,4	<p><i>Week 10</i></p> <p>19. 10/25/11</p> <p>20. 10/27/11</p>	<p>-The Definition Paragraph</p> <p>-The Past Participle</p> <p>-Pronoun Antecedent Agreement</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 10 & 26</p> <p>Professor generated materials: <u>Thinking Through the Test</u> Read & Complete pages 245 - 250</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 9 & 25 Due Date: 10/25/11</p> <p>2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice, Workshop & Review Exercises in</u> Chapters 9 & 25 Due Date: 10/25/11</p> <p>3. <u>Writing</u> Definition Paragraph Due Date: 10/27/11</p> <p>4. <u>My Writing Lab</u> Assigned Practica Due Date: 10/27/11</p>	<p>20</p> <p>10</p> <p>20</p> <p>10</p>
1,2,3,4	<p><i>Week 11</i></p> <p>21. 11/1/11</p> <p>22. 11/3/11</p>	<p>-The Cause and Effect Paragraph</p> <p>-Nouns and Pronouns</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 11, 27 & 28</p> <p>Professor generated</p>	<p>Content Quiz Chapters 10 & 26 Due Date: 11/1/11</p> <p>2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice,</u></p>	<p>20</p> <p>10</p>

		-Adjectives and Adverbs	materials: Thinking Through the Test Read & Complete pages 297 - 307 <u>MyWritingLab</u>	Workshop & Review Exercises in Chapters 10 & 26 Due Date: 11/1/11 3. <u>Writing Cause & Effect Paragraph</u> Due Date: 11/3/11 4. <u>My Writing Lab Assigned Practica</u> Due Date: 11/3/11	20 10
1,2,4	<i>Week 12</i> 23. 11/8/11 <small>*Withdrawal/Audit Deadline</small> 24. 11/10/11	-The Persuasive Paragraph -Comma Usage -Words often Confused	<u>Writing for Life (Paragraphs & Essays)</u> Read & Understand Chapters 12 & 29 Professor generated materials: Thinking Through the Test Read & Complete pages 292 - 296 <u>MyWritingLab</u>	Content Quiz Chapters 11, 27 & 28 Due Date: 11/8/11 2. <u>Writing for Life (may be completed in text) Assigned Practice, Workshop & Review Exercises in Chapters 11, 27 & 28</u> Due Date: 11/8/11 3. <u>Writing Persuasive Paragraph</u> Due Date: 11/10/11 4. <u>My Writing Lab Assigned Practica</u> Due Date: 11/10/11	20 10 20 10
1,2,3,4	<i>Week 13</i> 25. 11/15/11 26. 11/17/11	-Understanding the Essay -Apostrophe Usage -Word Choice, Biased Language, Author's Tone	<u>Writing for Life (Paragraphs & Essays)</u> Read & Understand Chapters 13 & 30 Professor generated materials: Thinking Through the Test Read & Complete pages 87 - 117 <u>MyWritingLab</u>	Content Quiz Chapters 12 & 29 Due Date: 11/15/11 2. <u>Writing for Life (may be completed in text) Assigned Practice, Workshop & Review Exercises in Chapters 12 & 29</u> Due Date: 11/15/11 3. <u>Writing Five Paragraph Essay (1 page)</u> Due Date: 11/17/11 4. <u>My Writing Lab Assigned Practica</u>	20 10 20 10

				Due Date: 11/17/11	
1,2,4	<p><i>Week 14</i></p> <p>27. 11/22/11</p> <p>28. 11/24/11 NO CLASS</p>	<p>-Effective Titles, Introductions, and Conclusions</p> <p>-Quotation Marks</p> <p>-Topic Sentences & Supporting Details</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 14 & 31</p> <p>Professor generated materials: Thinking Through the Test Read & Complete pages 147 - 176</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 13 & 30 Due Date: 11/22/11</p> <p>2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice, Workshop & Review Exercises</u> in Chapters 13 & 30 Due Date: 11/22/11</p> <p>3. <u>My Writing Lab Assigned Practica</u> Due Date: 11/22/11</p>	<p>20</p> <p>10</p> <p>10</p>
1,2,3,4	<p><i>Week 15</i></p> <p>29. 11/29/11</p> <p>30. 12/1/11</p>	<p>-Using Patterns of Organization to Develop Essays</p> <p>-End Punctuation: Period, Question Mark, and Exclamation Point</p> <p>-Transitional Devices, Relevant Details</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 15 & 32</p> <p>Professor generated materials: Thinking Through the Test Read & Complete pages 177 - 219</p> <p><u>MyWritingLab</u></p>	<p>Content Quiz Chapters 14 & 31 Due Date: 11/29/11</p> <p>2. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice, Workshop & Review Exercises</u> in Chapters 14 & 31 Due Date: 11/29/11</p> <p>3. <u>Writing Five Paragraph Essay Revision</u> (3-5 pg.) Due Date: 12/1/11</p> <p>4. <u>My Writing Lab Assigned Practica</u> Due Date: 12/1/11</p>	<p>20</p> <p>10</p> <p>50</p> <p>10</p>
1,2,4	<p><i>Week 16</i></p> <p>31. 12/6/11</p> <p>32. 12/8/11</p>	<p>-Review Paragraph categories & essays</p> <p>-Capitalization</p> <p>-Revising for Effective Expression</p> <p>-Improving Spelling</p>	<p><u>Writing for Life</u> (<i>Paragraphs & Essays</i>) Read & Understand Chapters 33, 34 & 35</p> <p>Professor generated materials: Thinking Through the Test Read & Complete pages 308 – 312 & pages 324 - 330</p> <p><u>MyWritingLab</u></p>	<p>1. <u>Writing for Life</u> (<i>may be completed in text</i>) <u>Assigned Practice, Workshop & Review Exercises</u> in Chapters 2 & 17 Due Date: 12/6/11</p> <p>2. <u>Writing Timed Writing</u> Due Date: 12/6/11</p> <p>4. <u>My Writing Lab Assigned Practica</u></p>	<p>10</p> <p>40</p> <p>10</p>

				Due Date: 12/8/11	
				5. State Exit Exam Date: 12/8/11	P/F

VIII. Materials (4)

Required Textbook: Writing for Life Paragraphs and Essays 2nd Ed. (*with *MyWriting Lab* Component)

Publisher: Pearson
 ISBN- ISBN-13: 978-0-205-66871-7
 ISBN-10: 0-205-66871-2

Optional Textbook: I will make copies of the necessary pages for completion.

Thinking Through The Test
 Reading and Writing, Fourth Edition
 Publisher: Pearson
 ISBN- ISBN-13: 978-0-555-94449-0
 ISBN-10: 0-558-94449-3

***Required Online Program:** My Writing Lab (Generic, without e-text, 6 month access, \$15)

Publisher: Pearson
 website- <http://www.mywritinglab.com/>

* You must purchase the access code to MyWritingLab **if you do not receive one** with your book purchase

Composition Book: Prof. Nicholas will display a copy on 8/22/11.

IX. Grading Scale

Focus	Description	Points Possible	Percentage
• Homework	Textbook Work & MyWritingLab online assignment	320	21%
• Quizzes	Weekly quizzes on reading and lectures	280	19%
• Writing	Semi-weekly writing assignments	300	20%
• Participation	Attending classes, preparedness, completion of in-class assignments, participation in class discussions	300	20%
• Exams	Midterm & Exit Exam	300	20%

Grades are to be assigned according to the following scale:

A	90% and above	1350 - 1500	Total Points
B	80-89%	1200 - 1349	Total Points
C	70-79%	1050 - 1199	Total Points
D	60-69%	900 - 1049	Total Points
F	below 60%	0 - 899	Total Points

** Final grades will be positively or negatively impacted by attendance and participation. Class absences will have a direct impact on your class participation grade. A student's grade may fall one grade level for every three classes missed.*

** Students are required to complete Developmental Writing II with a C or better and pass the Exit Exam with a 72 percent or higher.*

VIII. Class Policies

A. Attendance Policy

1. You are expected to attend every class. **Missed assignments must be completed by the next class. It is your responsibility to come to the professor after class or during office hours to take any missed tests or quizzes.** You may only make up a quiz or test if you have acceptable documentation excusing your absence (see #2 below).
 1. **Punctuality and attendance** are strictly enforced:
 - a. 15⁺ minutes of tardiness = 1 tardy
 - b. 3 tardies = 1 absence
 - c. **3rd absence = points deducted from final grade as per the instructor's discretion.**
 - d. **If you are tardy, you will not be able to take the quiz and/or test.**
 - e. **You may not leave the classroom during a quiz and/or test**
 2. In cases of emergency, extenuating circumstances, etc., students must submit to the instructor some form of valid documentation, e.g., doctor's note, police report, summons for jury duty, or military orders. **Unacceptable documents include notes from employers, relatives, and auto mechanics.**
 3. The professor will monitor student attendance and participation in class.
 4. There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include class participation, exams and quizzes, homework, projects, or a combination of these. The professor will take attendance each class, so it is important that you attend each scheduled class session.
 5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

B. Late work

1. Any assignment not submitted by the date specified is considered late, unless you have contacted me and I have approved an extension in advance. Late assignments (other than class participation) will be assessed a late penalty equal to 20% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted. **Tests and quizzes may not be made up unless valid documentation is submitted.**, e.g., doctor's note, police report, summons for jury duty, or military orders
2. The above policy does not apply to the final exam or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow submission of the course grades to the college on time.
3. If you are out of contact and miss a deadline due to an extenuating circumstance, I expect you to contact me as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.

4. Extra Credit work policy

In general, I do not permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

C. Classroom Conduct and Community Decorum

1. CELL PHONES MUST BE SILENT & NO TEXT MESSAGING – YOU WILL BE ASKED TO LEAVE THE CLASSROOM AND BE COUNTED AS ABSENT FOR THE DAY. YOU ARE NOT TO RECEIVE PHONE CALLS IN CLASS AND WALK OUT. ALL PHONES ARE TO BE PUT AWAY.
2. A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion is expected and disruptive behaviour will not be tolerated.

D. Student responsibility and Academic Honesty policies can be found at:

<http://www.fkcc.edu/skins/userfiles/file/handbook0910.pdf>

1. For the benefit of everyone, proper classroom conduct is essential. The FKCC Student Handbook contains information pertaining to students' rights and obligations. Any student who is dismissed from class because of disruptive behavior is counted absent for the day and receives a zero (0) grade on the day's work. Recurring incidences may result in course failure.
2. Cheating is defined as using someone else's work as your own. This applies to all work submitted. You will receive a ZERO on any work that is plagiarized and you may be subject to withdrawal from the class and/or expulsion from FKCC. *Plagiarism includes (a) using a quotation (the exact words of a text, interview, lecture, periodical, book, or website) without quotation marks and proper documentation; (b) paraphrasing ideas or passages from a text without proper documentation; (c) including from a text information that is not generally known to the general public without proper documentation; (d) following the structure or style of a secondary source without proper documentation; and copying a classmate's work.*
3. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty.
4. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.
5. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class.

E. Withdrawal Policy

Students wishing to drop or withdraw from a course must do so through the Office of Records and Registration. Students may withdraw without academic penalty from any course by the mid-point of the semester. Students who drop a class before or on - will receive a 100% refund. **November 7th** is the last day to withdraw from a class with a “W” or change the status to audit. Students who do not officially withdraw will be assigned a letter grade by the instructor. It is the student’s responsibility to withdraw or change their registration status by the published deadlines. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of “F”.

F. E-mail Communication

All class e-mail communications should be conducted using your FKCC student email address. The prime responsibility for timely communications rests with you - the student.

Important Note: If I have not responded to your email or voicemail message by the end of the day after you left the message, you should assume that I did not receive it and leave another message.

IX. Other Information

How Much Study Time You Should Expect To Devote To This Course

1. Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.
2. This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect that the study time you will need in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.
3. This class covers a lot of material, and like most critical thinking courses there are some concepts that may be difficult to grasp. Experience has shown that students who are successful in this class generally have study time totals on the higher of the scale.
4. Few students do well in this course if they are spending fewer than 5 or 6 hours studying every week. If you do not have a strong background in this subject, your study time will almost certainly need to be on the higher end of the scale if you want to earn a good grade.

Delays in getting the textbooks

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. Not having the text is not an acceptable excuse for doing no work at all in this class.

1. Look at the publisher's web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.
2. Please let me know if you don't have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don't have the text.

Sources of Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the

instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Sexual Predators

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

- a. Understand the policies detailed in this Syllabus.
- b. Understand the expectations in the Course Calendar and Assessment Measures.
- c. Understand that you will be held accountable to the standards published in this document.

By signing my name I acknowledge the above.

Print Name: _____ Date: _____

Signature: _____