I. Course Information
Course Prefix/Number/Course: MET 1010 / Introduction to Meteorology
Credit Hours/Contact Hours: 3
Prerequisites for the course: None

II. Course Method

This course is designed as an online course and therefore there are no on-campus meeting dates required. You may access the course on the first day of class at: http://online.fkcc.edu. If you have difficulty in logging in to the course or you do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 for assistance.

Synchronous Office Hours – I am available almost every day by email or telephone. Contact me via email or voice mail to set up a telephone appointment if you would like to speak with me. If you have a question, please ask it right away in a discussion forum or by email. I find that it is usually easier to speak to students on the phone than to use a chat room.

Announcements - Weekly Announcements will be posted in the “NEWS” section of the course home page. The announcements will contain important administrative information and reminders of the assignments due each week. You are responsible for all information posted in the class announcements.

III. Instructor Information
Instructor: David Feller
Email: David.Feller@fkcc.edu
Office Hours: Anytime via email. By appointment only for online chat and telephone. I expect to respond to all contacts no later than the day after I receive the message. I am a part time instructor and do not have an office on campus.
Phone: 904-206-8670 Fax: 206-600-2906

IV. Description
Basic physical principles used in explaining the structure of the atmosphere, weather processes, and storms. Elements of weather observations, weather instruments and reporting. This course provides background for those who can utilize meteorology in their weather related activities.

Course Objectives
The student will be able to:
1. Describe the atmosphere including its structure, composition and vertical temperature profiles.
2. Explain the earth’s heat budget, including the variations of solar energy input, the distribution of heat and temperature lags.
3. Understand how atmospheric measurements are taken for pressure, temperature, humidity, cloud cover, precipitation and wind.
4. Explain the concept of humidity and how it is measured. Explain how fog and clouds are formed.
5. Explain the concept of atmospheric stability.
6. Explain how the common types of precipitation are formed.
7. Explain the causes of atmospheric motion, including the forces that influence the wind.
8. Understand how the ideal gas law affects the atmosphere.
9. Explain how the global and local wind systems are created.
10. Explain how air masses are formed. Explain how air masses relate to fronts, cyclones, thunderstorms and hurricanes.
11. Explain the various ways in which weather forecasting is done.
12. Explain the basic types of air pollution, their sources and their effects.
13. Explain the Koppen climate classification system, and the major causes of climate change.
14. Explain how light and color are created in the atmosphere through atmospheric optics.

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 and Schedule of Assignments

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. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. 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.
3. **All assignments are due at 11 pm Eastern Time on the indicated dates.** They must be **submitted** by 11 pm to be considered on time.

Please note:  **The course schedule is subject to change to meet the needs of the course and its students. If you miss a class, it is YOUR responsibility to stay current.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date Range</th>
<th>Textbook Chapters--Topics</th>
<th>Assignments</th>
<th>(Points)</th>
</tr>
</thead>
</table>
| 1    | Start: May 12   
      Due: May 18 | Ch 1: The Earth’s Atmosphere | Post Introductory Discussion message 
Submit Class Contract to Dropbox 
Study Chapter 1 
Post class participation for Chapter 1 | (10) |
| 2    | Start: May 19   
      Due: May 25 | Ch 2: Warming the Earth and the Atmosphere  
Ch 3: Air Temperature | Study Chapter 2 and Chapter 3 
Post class participation for Chapter 2 
Post class participation for Chapter 3 
Quiz 1 (Chapters 1 - 3) | (20) |
| 3    | Start: May 26   
      Due: June 1 | Ch 4: Humidity, Condensation and Clouds | Study Chapter 4 
Post class participation for Chapter 4 | (20) |
| 4    | Start: June 2   
      Due: June 8 | Ch 5: Cloud Development and Precipitation | Study Chapter 5 
Post class participation for Chapter 5 
Quiz 2 (Chapters 4 - 5) | (20) |
| 5    | Start: June 9   
      Due: June 15 | Ch 6: Air Pressure and Winds 
Ch 7: Atmospheric Circulations | Study Chapter 6 and Chapter 7 
Post class participation for Chapter 6 
Post class participation for Chapter 7 
Quiz 3 (Chapters 6 - 7) | (20) |
| 6    | Start: June 16  
      Due: June 22 | Ch 8: Air Masses, Fronts and Middle Latitude Cyclones | Study Chapter 8 
Post class participation for Chapter 8 | (20) |
| 7    | Start: June 23  
      Due: June 29 | Ch 9: Weather Forecasting | Study Chapter 9 
Post class participation for Chapter 9 
Quiz 4 (Chapters 8 - 9) | (20) |
| 8    | Start: July 6   
      Due: July 12 | Ch 10: Thunderstorms and Tornadoes 
Ch 11: Hurricanes | Study Chapter 10 and Chapter 11 
Post class participation for Chapter 10 
Post class participation for Chapter 11 
Quiz 5 (Chapters 10 - 11) | (20) |
| 9    | Start: July 7   
      Due: July 13 | Ch 12: Climate Change | Study Chapter 12 
Post class participation for Chapter 12 | (20) |
| 10   | Start: July 14  
      Due: July 20 | Ch 13: Global Climate | Study Chapter 13 
Post class participation for Chapter 13 
Quiz 6 (Chapters 12 - 13) | (20) |
| 11   | Start: July 21  
      Due: July 27 | Ch 14: Air Pollution 
Ch 15: Light, Color and Atmospheric Optics | Study Chapter 14 and Chapter 15 
Post class participation for Chapter 14 
Post class participation for Chapter 15 
Quiz 7 (Chapters 14 - 15) | (20) |
| 12   | Start: July 26  
      Due: Aug 1 | Comprehensive Final Exam | Includes all Chapters we covered throughout the course. | (60) |
VII. Materials
Required Textbook:
“Essentials of Meteorology - An Invitation To The Atmosphere”
Sixth Edition, by C. Donald Ahrens.
Publisher: Cengage Brooks/Cole


*** Contact me as soon as possible if you don’t have the text by the end of the first week of the semester. ***

VIII. Grading Scale (This is Standard Through Out the College)

The following grade scale will apply to this class:
- A: 90 % or above
- B: 80 - 89.99 %
- C: 70 - 79.99 %
- D: 60 - 69.99 %
- F: below 60 %

If your final average is slightly below the borderline (within 1%) between two letter grades, I will review your performance over the entire course to judge whether or not you have earned the higher letter grade. I will be primarily looking for indications of how much effort you appeared to put into this course. I will be much more likely to decide that you have earned the higher letter grade if you have submitted every assignment on time and actively participated in the discussion forums by posting at least three or four messages in each forum that are more than brief and superficial. If your performance does not meet these guidelines, you should expect to receive the letter grade determined by your final numerical weighted average.

Your grade will be determined by your numerical weighted average. The weight of each component of your grade is listed in the table below. Your weighted average is determined by the following formula. Each grade is expressed as a percentage:
- Class Contract: 5 %
- Class Participation: 20 % (Discussion forum participation)
- Quiz average: 60 % (Average grade on all 7 quizzes)
- Final Exam: 15 %

**Weighted Average = (Class Contract grade * .05) + (Class Participation grade * .20) + (Average Quiz grade * .60) + (Final Exam grade * .15)**

Calculate your class participation grade by adding up the points you have earned in the discussion forums and dividing by the total points possible. Each graded discussion forum is worth 20 points.

Calculate your average quiz grade by adding up the points you have earned on the quizzes and dividing by the total points possible. Each quiz is worth 30 points.
IX. Class Policies

Communications: All class communications should be conducted via D2L. The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. We will use the following methods:

DISCUSSION FORUMS: Each week under the discussion tab, there will be one or two discussion forums in which students are required to participate. See the section of this syllabus titled Course Calendar and Schedule of Assignments for details about which discussion forums are scheduled each week. In addition to the messages you post, you should also check to see who has responded to your comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” You are expected to provide quality insight citing and documenting your references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and your postings need to add value to the discussion.

For more specific requirements, see the section titled Class Participation.

In addition, most questions about class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the Discussion Forums, such as changes in due dates, exam information, etc. You are responsible for all information published here.

Occasionally, time-sensitive announcements will be posted on Discussion Boards. You should logon to D2L 3-4 times each week to check for time-sensitive messages. Before you post a question, look through the Discussion Board. That same question may have already been asked and answered.

College EMAIL: The college email system should be used for personal items that are not appropriate to share with the entire class.

What you can expect from me:
I normally log into D2L and check for messages at least once per day, including weekends and holidays. If you have an urgent message for me, do not post the same message both in a Discussion Forum and in an email. Doing both will waste your time and will not result in my getting the message any faster. If I expect to be out of contact for more than a couple of days, I will inform the class.

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.

TELEPHONE: I am a part-time instructor and do not have an office on campus. I am not easily reached by telephone, but I do check my email regularly. If you think we need to speak, please email me or leave me a phone message and I will return your call as
soon as possible. I will usually get an email message faster than a telephone message, so you should not use this option unless your computer has died and you don't have access to another one.

**Logging Off From D2L**

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student’s time logged into the online course.

**Late Work**

1. Any assignment not submitted **by the date and time** specified in the Course Calendar / Schedule of Assignments is considered late, unless you have contacted me and I have approved an extension **in advance**.

2. Assignments (**other than class participation**) will be accepted up to 7 days late unless you have contacted me and we have mutually agreed on an alternate submission date before day that the assignment is due.

3. Late assignments (**other than class participation**) will be assessed a late penalty equal to 15% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.

4. 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 me to submit the course grades to the college on time.

5. Class participation will not be accepted late unless you have contacted me and we have mutually agreed on an alternate submission date in advance. Posting class participation messages late will add little to the class discussion of those topics.

6. Internet connection problems are not an acceptable excuse for late work. Every online student must have a plan in place for internet access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems or the challenges that life brings.

7. If you are unable to access the online classroom due to a College server outage on the date that an assignment is due, the following guidelines apply. If I have not heard from you before the deadline I will not waive the late penalty described above.
   a. Send me an internet email before the assignment is due and attach the assignment to the email if applicable.
   b. If you don’t have access to the internet, leave a message at the phone number listed at the top of the Syllabus.
c. If there is a problem with the D2L server that prevents completing an exam or quiz, I will make a reasonable accommodation and publish the information in the online classroom as soon as I am able to log on myself.

8. 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.

Class Participation

Most online class discussions require every student to respond to the same prompt in the discussion forum directions. I handle my discussions differently and allow students a lot of freedom to choose their own topics. I think this discussion forum philosophy is the best way to make the forums a good review of the material in the textbook, and the best way to make the forums more interesting for everyone to read.

To post a substantial message in a discussion forum you must do the following:
1. Download the study guide I prepared for this course from the online classroom. Pick one or two items from the study guide that correspond to the chapter or module that is the focus of the discussion forum.
   a. For example, if the discussion forum is for Chapter 1 in the textbook, you may choose any of the items in the study guide listed for Chapter 1.
2. Post a complete and correct explanation for the study guide item(s) you chose.
3. This must be an initial posting and NOT a reply to a previously posted message.
   a. Don’t post a message that says something like “I learned how hurricanes formed” or “I learned about motivation theories”. A posting like this is useless. Nobody gets any benefit from reading it and you get no benefit from writing it. Instead, you should explain how hurricanes form, or explain one of the motivation theories.
4. Write your discussion messages as if you were trying to clearly explain the concepts to your classmates.
5. Be factually correct. The post should help yourself and your classmates learn the material.
6. Be at least 150 words in length. Messages that do not meet this length requirement will earn only a small amount of partial credit, even if they are only one word short.
7. Have good spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check and grammar check tools available to you, but do not let them do all of your thinking for you.
8. Be your own work. Do not plagiarize from any source (internet, textbook, classmate and so on) as the majority of your post. Study the concept and then express it in your own words. Copying the words of another author word for word (or nearly word for word) as the majority of any assignment is not acceptable, even if you cite your
source. If we cannot explain a concept in our own words then we do not understand the topic very well and need to study it further.

9. The subject line must identify which study guide item you are writing about.
   a. This will make it easier for students to look up information in the forums when studying.
   b. This will also make it easier to avoid repeating information already posted.
   c. A subject line such as “Chapter 1” is useless because every post in the discussion should be about Chapter 1.

Other key points:
1. Only messages that meet all of the requirements of a substantial post listed above will earn full credit for discussion participation.

2. You will get the most benefit from your postings if you choose a topic that you do not understand very well.
   a. This will help you clarify your own understanding of the topic. The best way to ensure we understand a topic is by trying to explain it to someone else.
   b. If your explanation is not complete or correct, I will usually reply with additional information to clarify the concepts and correct any misunderstandings.

3. It is acceptable (and encouraged!) for more than one student to respond to the same message.

4. If you reply to a previously posted message your reply should do one of the following:
   a. Add additional information to that topic.
   b. Correct any errors that you catch.
   c. Describe your personal experiences with that topic.
   d. Explain how that concept can be applied.
   e. Ask leading or critical thinking questions to encourage further conversation.

5. Please use the discussion forums to ask all of the questions you have about the class material. I want you to ask a lot of questions, and these questions will contribute to your class participation grade. This will allow the entire class to benefit from the question and the answer.

6. Off-topic messages will not count toward your participation grade.

7. If your final average is on the borderline between two letter grades, active participation (posting at least three or four messages to each discussion forum, on average) will work to your advantage as I decide which of the two letter grades you have earned.

8. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say "I agree with you" or "Nice post" or "Thank you" or something similar will not earn any credit. You will earn credit if you explain why you agree, or why it was a nice post.
9. These participation points are the easiest part of your grade to earn, and also the easiest to forget to do. Don't forget!

10. Copying word for word (or nearly word for word) from any source, even if you cite the source, is not acceptable. You should study your source or sources and paraphrase what you learned when typing a message. If you are using a source other than the textbook, you should cite the source. I want to read YOUR words, not the words of some other author. It is acceptable to use a small amount of material from some other author as part of your assignments, but these words must be in quotation marks and the source must be cited.
   a. If we cannot explain a concept in our own words, then this means we do not understand that concept very well and that some additional studying is required.

11. The word count requirement for a substantial message must be met by ONE message in each discussion forum in order to earn full credit. If you post additional messages in that forum, they may be as long or as short as you wish.

12. Replying to previously posted messages is NOT required, but IS highly encouraged. The more you participate in the discussions the more you will get out of this class.

To earn 100% for your class participation grade, you must do the following by the dates published in the Schedule of Assignments:

1. Post an introductory message to the class in the Introductions forum that meets the requirements listed in the forum directions.

2. Post ONE substantial message in each discussion forum no later than its due date. (If multiple forums are scheduled during the same week, then one message must be posted in each forum.)

3. Some extra credit will be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.

4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% of the points for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good post!” and are more than 1 or 2 sentences in length will earn some part credit. Partial credit will be earned in a discussion forum according to this scale:
   a. One part credit message: 50% of the available points
   b. Two part credit messages: 70% of the available points
   c. Three or more part credit messages: 80% of the available points

5. Points will be deducted if any discussion posting contains three or more spelling or grammar errors. The actual deduction will depend on the total number of messages posted in each discussion forum and the number of messages that exhibit poor grammar and spelling.
a. I am primarily looking for obvious things such as spelling, proper capitalization, proper punctuation, and the proper choice of words. Many of these issues can be caught just by using the spell check tools available to you.

b. The maximum deduction will be 50% of the points available for each discussion forum.

c. The maximum deduction will apply if every message posted in a discussion forum has poor grammar and/or spelling.

Withdrawal Policy

1. Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.

2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.

4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.

5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Exams and Quizzes

1. I recommend the following general process for studying each chapter:

   a. Read each chapter once to get an idea of its contents.
   
   b. Read the chapter again, carefully, ensuring you understand each concept.
   
   c. Use the chapter notes available in the online classroom to supplement the textbook.
   
   d. Use the study guide I have created for this course. You should be able to provide a detailed explanation for each item in the study guide.
   
   e. Use the interactive review games. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.
   
   f. If you can provide a detailed explanation for every item in the study guide and you understand the reasons behind the all of the correct answers in the review games, you will be well prepared for the tests in this class.
   
   g. Post any questions you have in the appropriate discussion forum. Myself or a classmate will be sure to help you.
2. Exams and quizzes may be taken any time during the period listed in the Course Calendar / Schedule of Assignments. They will be available beginning on the Monday prior to the due date, unless otherwise specified.

3. All quizzes will be available beyond the due dates in accordance with my policy on accepting late work. Make sure you take the quizzes before they are due to avoid the late penalty.

4. All exams and quizzes will be given online via D2L. There is no requirement to take tests on campus.

5. All exams and quizzes are open book and open notes. Calculators may be used.

6. All exams and quizzes will have a time limit. My goal is to test what you have learned, not what you can look up. Every test should automatically submit itself at the end of the scheduled time, but it is your responsibility to track the time you have spent and how much time you have remaining. Exams not submitted by the end of the scheduled time will be penalized:

7. The questions will be challenging. You should study as if the exams and quizzes were closed book, because you won’t have time to look up every answer. If you have to look up more than a few answers, you will run out of time.

8. Question types may be a combination of multiple choice, matching, true/false, fill in the blank, and essay.

9. On occasion, computer problems will occur during a test. If I have to reset your attempt to allow you to complete it, then I have lost control over the time allowed for the assignment. I may, at my discretion, have you take a makeup exam since the original exam environment will have been compromised. If I have to create a makeup exam, be advised that it will be more difficult than the original exam and will likely consist entirely of essay questions. So, you need to be very careful that you don’t inadvertently cause any problems during the exam. If your regular internet access method is not reliable, you need to find a reliable access method for exams. The College has computer labs available for your use.

   a. The first time a student has computer problems or internet connection problems during test, I may either reset that test or create a makeup test for the student to take. This retest may be taken anywhere the student chooses.

   b. If a student has computer problems or Internet connection problems during more than one test, I will not reset the test. I will create a makeup test as described above. I may require this makeup test to be taken in a proctored setting on campus. Proctored tests will be closed book and closed notes.

10. I generally do not reset final exams. If a problem occurs during a final exam, I will create a makeup exam for you as described in the previous paragraph.

   a. If I must create a makeup final exam for a student, I may require that this makeup exam be taken in a proctored setting on campus. Proctored tests will be closed book and closed notes.
Extra Credit Work

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.

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

1. Most educators recommend students spend two hours outside of class for every hour they spend in the classroom. This time is spent reading the textbook, studying and completing assignments. For most 3-credit classes, equates to three hours per week in class and six hours per week outside of class, for a total of NINE HOURS EVERY WEEK, for every class we take. The recommendation for online courses is the same. Online students should expect to spend about nine hours every week for each class we take. Online students should probably expect to spend slightly more than this because online courses are usually harder than the same course taught on campus.

2. This is a guideline. Some students in some classes can get by spending less time, while other students will need to spend more time. This recommended time applies to every week while the course is in session. It is usually much easier to learn any subject by studying regularly every week than by cramming most of the study effort into the last few days before a test. If you are spending less than this recommended amount of time every week and are not happy with your grades, I would strongly recommend finding more study time in your schedule each week for coursework.

3. This time guideline (9 hours per week for a 3-credit class) applies to courses that span an entire full semester (Spring or Fall) that runs about 16 weeks. If the course material is crammed into a shorter term, the amount of time we should expect to spend will increase proportionally. For example, if the course met for an eight-week term, we should expect to spend about 18 hours per week on that class. If a class meets in a six week term, we should expect to spend about 24 hours per week. These represent extremely large time commitments. Students should be very cautious about registering classes that meet for less than a full 16-week semester so as not to overload themselves.

Academic Honesty & Plagiarism

1. 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.

2. 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.

3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is
considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else’s words. Using quoted text to support your answer will not usually be necessary in this class.

4. 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 and be reported to the College.

Attendance Policy

1. I will monitor student attendance and participation in educational activities on a weekly basis. Students are required to participate in their online course each week as verified by activity within the D2L Learning Management System.

2. 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 discussion forum posts for class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each week based on your submission of the assignments that are due that week, so it is important that you submit every assignment on time. If you submit all of the week’s assignments late, you will be marked as absent from class for that week. If at least one assignment is submitted on time each week, you will be marked as present.

3. Simply logging into the online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes.

4. Students who do not regularly participate in class by submitting the assignments that are due each week are considered absent from the class.

5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Delays in Getting the Textbook

Having regular access to the official textbook is a requirement for this class. The official textbook is specified elsewhere in this document by title, author and edition. Students should have the text in their possession 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. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the textbook is not an acceptable excuse for doing no work at all in this class.

1. During the first week of the semester, complete all of the administrative items. This includes downloading or printing the Syllabus and the Schedule of Assignments, posting an introduction to the class, and returning the Class Contract. The text is not needed for any of these tasks.

2. Download or print out the study guide I prepared for this class, if one is available in the online classroom. This will give you a good idea what topics are covered in each chapter. You should do some internet or library research on as many of these topics
to minimize how far you get behind. This research will help you learn enough to participate in the class discussions.

3. Use any resources that are available in the online classroom. This includes links to web sites, review activities, chapter notes, handouts, PowerPoint slide shows, and anything else that may be available.

4. Reading every message posted in the discussion forums is an excellent way to keep up until you have the text in hand. This is something every student should be doing in any case.

5. Look at the publisher’s web site for the text. Most publisher text web 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. Some web sites have a variety of free resources available for students. Take a look!

6. If the publisher web site for this textbook does not have many useful resources, it may be helpful to search for the publisher web sites for similar textbooks, or for a different edition of this textbook.

7. You are still required to participate in the discussions in this course. If you follow these recommendations and take advantage of all the resources available to you, you will have no difficulty participating in the discussions even without a textbook.

8. 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.

The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

**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 D2Lhelp@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.

**Community Decorum**

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 and email areas is expected and
anonymous posting will not be tolerated.

**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](http://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.

**Copyright Notice**

The materials and content provided on this password-protected instructional website is
intended only for registered Florida Keys Community College students who have paid
their tuition and fees to attend this course. Materials that are affected include, but are
not limited to, text, still images, audio recordings, video recordings, simulations,
animations, diagrams, charts, and graphs. Every effort has been made to insure these
materials are not disseminated to anyone beyond those who have legally registered for
this course. Download, revision, or distribution of course material with anyone other
than registered classmates and the instructor is strictly prohibited.

**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 and due dates listed in the Course Calendar/Schedule
   of Assignments and Assessment Measures.

c. Understand that you will be held accountable to the standards published in this
   syllabus and the Class Contract.

d. The Class Contract is a separate document that you can download from the
   Important Documents area under the Content tab. Please fill out the information
   requested at the top of the Class Contract before you upload it.

e. The Class Contract must be submitted via the dropbox by the date published in the
   Course Calendar/Schedule of Assignments.
Students are expected to familiarize themselves with FKCC Policies, which can be found in the current Student Handbook.