

Instructor: (Your name here)

Course Syllabus

Course Description

(Your course description)
[CPD150 Official Course Description](#)

Required Textbook and Supplies



(Book Title)
(Author)

(supplies needed)

Course Competencies

Order your books from the [Bookstore](#) at EMCC
(Competencies for your course)
[CPD150 Official Course Competencies](#)

Student Academic Achievement - Important Abilities

The  and the  symbols denote projects which offer you the opportunity to enhance your abilities in these two very important areas. Whether you are going on to a university or moving immediately into the workforce, remember, these abilities will give you an edge that can help you succeed.

Communication

A student who effectively communicates:

1. Responds to an audience.

Critical Thinking

A student who thinks critically, processes, synthesizes, and applies information to solve problems by:

<ol style="list-style-type: none"> 2. Demonstrates a clear sense of purpose. 3. Organizes information. 4. Delivers information using appropriate language 	<ol style="list-style-type: none"> 1. Identifying the problem. 2. Developing and implementing strategies. 3. Evaluating information. 4. Reaching conclusions. 5. Responding to the problem.
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Class Attendance

Students are expected to attend each class session for which they are registered. Maricopa Community College District policy indicates that the instructor has the option of dropping a student when he/she has accumulated more unexcused absences than the number of class meetings per week. Students must sign in for each class. The instructor reserves the right to withdraw any student from class for lack of attendance. If, however, the instructor does not withdraw you and you stopped attending class without withdrawing yourself from the course, your course grade will likely be reported as an F.

Class Participation

Class participation is defined as attending regularly scheduled class meetings, actively and regularly participating in classroom and online discussions and interactive group activities. Class participation is an essential part of this course.

Communication Policy

Group discussion boards will be used as communication vehicles between classmates. The Discussion Board will be an integral part of your course work and requirements. The purpose of the discussion board is to involve all students equally in course discussions and the application of skills taught. Students are expected to write a specific number of paragraph length entries (minimum of 150 words each) which are thoughtful original entries written in response to prompts as well as to satisfactorily write a number of responses to other students' entries.

E-mail sent to your instructor will be returned within 24

hours Monday - Thursday. You are encouraged to communicate within your group or to consult Frequently Asked Questions in search of answers to your questions prior to emailing your instructor.

For the purposes of this course, all students will be expected to create a Yahoo.com email account the first day of class in which the user ID is the student's first and last name. The subject box of all emails sent to the instructor must include course prefix and number (i.e., Eng102) and course section number (i.e., 1651). Any student mail received by the instructor that does not follow this format (i.e., Eng102-1561) will not be read; it will be deleted.

The instructor will often use student Yahoo.com email to communicate with the class as a whole or with individual learners. Advance notice of temporary room changes or temporary class cancellations will also be sent via these email accounts.

Assignment Policy

Students are expected to adhere to assignment due dates. Any late assignments will be deducted points; in addition, late papers will be accepted with a 11 point penalty for each day late after the due date; on due dates, all work is due within the first five minutes of the start of class in order to avoid late penalties. You are encouraged to communicate with the instructor prior to an assignment due date if you have any questions or concerns. Though the instructor acknowledges that from time-to-time extenuating circumstances may result in late submissions, exceptions to this policy will not be made. An occasional late assignment or paper should not significantly affect a student's course grade if the student has been doing satisfactory work and meeting deadlines throughout the semester.

Academic Integrity

Cheating and or plagiarizing will result in automatic lowering of the course grade. Instructors have the option of giving a failing course grade.

Cell Phone Policy

Please turn off all pagers, cell phones, and other electronic devices during class. Use of such devices

constitutes an unacceptable disruption of the learning environment.

Disability Policy

The College and this instructor will make any and all reasonable accommodations for persons with documented disabilities, including learning disabilities. Students should notify Ramona Shingler in Komatke Hall B (623-935-8935) and all their instructors as soon as possible of any special needs.






Resources











[Information Commons, Instructional Computing](#) (623) 935-8150
[Library](#) (623) 935-8191
[Learning Enhancement and Writing Support Center](#) (623) 935-8189
[NASA Center for Success in Math and Science](#) (623) 935-8221
[SMARTHINKING](#), Online tutoring services

Grading Scale

900-1000 (90% - 100%) = A
800-899 (80% - 89%) = B
700-799 (70% - 79%) = C
600-699 (60% - 69%) = D
599 and below (0% - 59%) = F

Assignment Sheet

<u>Week</u>	<u>Face-to-Face (F2F)</u>	<u>Out of Class</u>	<u>Assignments Due Friday 5:00pm</u>
One 			
Two 			
Three 			
Four 			
Five 			
Six			

			
Seven			
			
Eight			
			
Nine			
			
Ten			
			
Eleven			
			
Twelve			
			
Thirteen			
			
Fourteen			
			
Fifteen			
			
Sixteen			
