



**Humanities 1301 Introduction to the Humanities I
HUMA-1301-00111-SP2025
Spring 2025/Online Only**

Instructor Information:

Outlook email: mespinosa5@com.edu

Please give the extension to your class when emailing. **HUMA-1301-00111-SP2025**

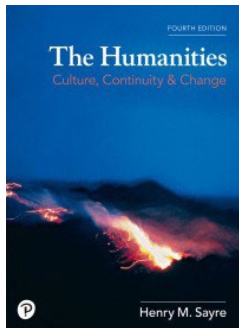
Must use campus email. All emails other than college email addresses are sent to spam and deleted without reading the email.

Online only. Read announcements at least twice a week for updates. Student Office Hours: Monday 7 AM to 8 AM online

Required Textbook: *The Humanities: Culture, Continuity and Change. Volume One, Fourth Edition.*, Editor Henry Sayre. Upper Saddle River: Pearson Prentice Hall, 2019. *You are responsible for the material in the 4th edition.* Please contact the bookstore to rent your textbook.

YOU CAN RENT YOUR COPY

College of the Mainland Bookstore: 409.933.8239.



Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online.

Internet access is required for online quizzes, online assignment submissions, and discussion boards. A computer (and not a phone) is required for completing assignments and exams. If your computer or Internet service is not working, proceed to a COM campus to use their computers to complete assignments and exams.

Course Description: This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Course requirements (including description of any special projects or assignments): Exams, discussions, and Philosophy Paper and Oral Presentation. All activities are submitted through D2L (Brightspace only). No emailed assignments or late work are accepted.

You have ample opportunity to complete assignments and exams. Late work or emailed assignment are NOT accepted.

Assessments for Class:

Personal Responsibility: Personal Philosophy Paper and Oral Presentation

Please research one of the *ancient philosophies* discussed in your textbook and how it relates to your life now. See assignment instructions under 'Assignment Instructions.' Write a two-page paper and with a third page for Works Cited.

You must include in your Work Cited page referencing your **textbook and Google Scholar** as your sources. If you do not understand Google Scholar, contact the COM librarian.

Oral Presentation approximately 5-7 minutes long.

Submit your work before the due date (PR), (CT)(CS1)(CS2)(CS3)

Please ask any questions long before the assignment is due.

If you are having difficulty with your computer or Internet, find somewhere else to complete the assignment. Try College of the Mainland for computer and Internet usage.

All activities are submitted through D2L (Brightspace only).

No emailed assignments or late work are accepted.

*See complete instructions under the 'Assignment Instructions' section of the course.

AND

Exams

Three (3) exams.

The exams will consist of short answer, essay, and identification.

The final exam may be comprehensive.

Exams are not timed but must be completed during the weekly module presented.

Exams may be essay or multiple choice and short answer on D2L (Brightspace). (CT)

If you are having difficulty with your computer or Internet, find somewhere else to complete the assignment. Try College of the Mainland for computer and Internet usage.

All activities are submitted through D2L (Brightspace only).

AND

Discussions

A large part of the learning process is done in collaboration with others- discussing the readings, brainstorming ideas about them, and listening to others. In this class, these activities are imperative to successful completion of the course. Our online discussions will be a part of the important part of the classroom experience. Most weeks you will join a discussion on D2L (Brightspace)'s Discussion board. You are asked to respond to a question (or questions), or topic(s) posted. The idea is to start or join a discussion on the week's topics. Since all discussions are open on day one, you may work ahead on discussions, however, once they are closed, they are not reopened.

You will have 11 discussions throughout this semester.

All discussions are due by Sunday, by 11:59 pm (CT) during that weekly module.

No late work or emailed assignments accepted.

If you are having difficulty with your computer or Internet, find somewhere else to complete the assignment. Try College of the Mainland for computer and Internet usage.

Replies to Postings

Your responses must be more than "I agree with you." If you want full credit for your response, your reply must have some substance. If you agree with a posting, why do you agree? If you disagree, why? A full detailed response for everyone to read.

When you respond to others, observe the rules of Netiquette-we don't have the advantage of body language and tone of voice to moderate our words. Since our replies can happen at the click of a button and cannot be retracted, be polite even as you disagree with someone.

Do NOT leave your assignment in the comment section for discussions, doing so results in a zero (0).

Be aware of your audience and purpose (remember English 1301?) (SR)

Discussion postings and replies are due by Sunday, by 11:59 pm of the specific module they are presented.

Discussions that do not meet the guidelines earn a zero (0) for the entire discussion. Remember the entire class and professor can read your comments.

Discussion Rubric

Discussions are worth 10 points each based on the rubric in seen below:

Objective Criteria	Exceeds Expectations (10 points)	Meets Expectations (6 points)	Acceptable (3 points)	Needs Improvement (1 point)	Minimal Response (0 points)	
Overall points						
Content	Meets Expectations plus, exceptional posting with examples. Over 150 words. 4 points	Thoughtful and insightful; subject given appropriate depth; with some examples. 150-125 words 3 points	Some depth; no examples; less than 125-100 words. 2 points	Superficial discussion less than 100 words. 1 point	Discussed at Surface level; Needs more depth; Less than 75 words 0 points	0 points
Grammar/ Mechanics/Spelling	No major errors in grammar and spelling and very clear communication. 2 points	1-2 minor errors in grammar or mechanics ; direct and clear communication. Use of lower case 'I' for personal pronoun use. Incorrect capitalization	Several errors in grammar and mechanics ; not always direct and clear communication. Difficult to understand meaning. 0 points	0 points	0 points	0 points

		on and/or spelling. 1 point				
Replies	Two replies with more than agreement and compliments. Replies gives some explanation and/or commentary. Using both responders' names. A fully detailed response. 4 points.	Two replies; names not used in both responses. Replies only with agreement and compliments. No full detailed response. 2 points	Minimal replies; Replied to only one classmate. Did not use responders' name in reply. 1 point	No replies. 0 points	0 points	0 points

Replies to Postings

Use the person's name you are replying to in your response.

Your responses must be more than "I agree with you, great job, great organization, I like how you responded to the question." These do not count for any points. If you want full credit for your response, your reply must have some substance. If you agree with a posting, why do you agree? If you disagree, why? Fully explain yourself.

When you respond to others, observe the rules of Netiquette-we don't have the advantage of body language and tone of voice to moderate our words. Since our replies can happen at the click of a button and cannot be retracted, be polite even as you disagree with someone.

Do NOT leave your assignment in the comment section for discussions, doing so results in a zero (0).

Be aware of your audience and purpose (remember English 1301?) (SR)

Discussion postings and replies are due by Sunday, by 11:59 pm

Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

Understand the grading system, see below.

Philosophy Paper and Oral Presentation	210 points
Group Discussions	110 points

Exams (3) worth 175 points each	525 points
Total Points	845 points

Final grades are given in points and not percentages.

Grading Scale

845-760	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation
759-676	B	Above average work; superior in one or two areas
675-591	C	Average work; good, unexceptional participation
590-507	D	Below average work; noticeably weak with minimal participation
506 and below	F	Clearly deficient in presentation, style, and content with a lack of participation. "F" for the student who attended class regularly but was unable to earn a passing grade.

Late work, make-ups, and extra credit policy: No late work is accepted in this class. Make-ups for First and Second Exams are available with a dated, verified note for an emergency. A substitute written, timed, (80-minutes) essay exam for these first two exams only. All paperwork listed above must be presented before the 2-week deadline. All above required data must be submitted the first time.

** Students in online classes must participate (as defined in the syllabus) during the first week of classes or they will be dropped from the class for non-attendance. (COM Student Handbook, page 27)*

Deadlines are posted on the course syllabus. The State of Texas only accepts Military Service or Religious Holidays as excuses for missing a class.

Extra credit **may** be given this semester via Announcements. Always read announcements for this opportunity.

Attendance Policy: Student is responsible for dropping the class before drop date.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Emails are answered Monday- Friday early mornings except holidays or school closing. Have your questions or concerns in by Thursday night at the latest.
mespinosa5@com.edu

If you use Outlook, please, use your College of the Mainland email address.

Personal email addresses are automatically sent to spam and discarded.

If you are having trouble with this platform, please, contact the DE Support Office
<https://de-support.com.edu/requests>

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate awareness of the scope and variety of works in the arts and humanities.	Critical Thinking Skills (CT)	Exams
2. Articulate how these works express the values of the individual and society within an historical and social context.	Social Responsibility (SR) Personal Responsibility (PR)	Philosophy Paper
3. Articulate an informed personal response and critically analyze works in the arts and humanities.	Critical Thinking Skills (CT)	Discussions
4. Demonstrate knowledge and understanding of the influence of literature, philosophy, and the arts on cultural experiences.	Critical Thinking Skills (CT) Personal Responsibility (PR)	Exams, Philosophy Paper
5. Demonstrate awareness of the creative process and why humans create.	Critical Thinking Skills (CT) Communication Skills (CS1) Communication Skills (CS2) Communication Skills (CS3)	Philosophy Paper and Visual Aid (Oral Presentation)

General Education Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

Critical Thinking Skills: Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.

Communication Skills: Develop, interpret, and express ideas through written, oral, and visual communication.

Social Responsibility: Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Personal Responsibility: Evaluate choices and actions of others or one's own and relate consequences to ethical decision-making.

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams – is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Student Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Humanities Department Chair Brian Anderson at (409) 933-8186 or banderson@com.edu

Course Calendar:

Date: 8-week	Lectures/Assignments/Papers/Quizzes/Exams. Class is based on a weekly module. Modules end Sunday at 11:59 PM or 2359 hours except the final week. During this 8-week semester some weeks in the schedules have multiple assessments due. All work must be posted in D2L (Brightspace) not email during the Weekly Module unless stated otherwise. <u>Since all discussions are open on day one, you may work ahead on discussions.</u>
Week 1: January 13- January 19	To familiarize yourself with the “classroom” environment. To get to know your cyber classmates. To read and understand the humanities and terms associated with the humanities. <u>Mandatory Introduction Discussion posting by Sunday 11:59 pm of this module or dropped from class.</u> <i>Read Chapter 1: The Rise of Culture: From Forest to Farm.</i> Paleolithic cave art, megalithic architecture, creation myths, Neolithic mythology, Neolithic myths with other familiar myths and stories, Neolithic mythology with familiar myths and stories. <u>Discussion posting by Sunday 11:59 pm of this module.</u> Census 1/21

<p>Week 2: January 20- January 26</p>	<p><i>Chapter 2: Mesopotamia: Power and Social Order in the Early Middle East AND Read Chapter 3: The Stability of Ancient Egypt: Flood and Sun.</i> Geography and climate on the development of Mesopotamian cultures, Mesopotamian sculpture, significance of the Code of Hammurabi, Mesopotamian architecture, the Epic of Gilgamesh its form, characters, and themes, epic poetry, Hebrew law and religion. Egyptian civilization through its art, language, religion, and history, Egyptian architecture, sculpture, and religion, Amarna style art and other periods of Egyptian art. Discussion posting by Sunday 11:59 pm of this module.</p>
<p>Week 3: January 27- February 2</p>	<p>Read Chapter 4: <i>The Aegean World and the Rise of Greece: Trade, War, and Victory AND Read Chapter 5: Golden Age Athens and the Hellenic World: The School of Hellas.</i> Cycladic culture, the Minoans, the Mycenaeans, Homeric Epics, Linear A and Linear B, Themes in The Iliad and The Odyssey, Pericles in the development of Athens, classes and features of the Athenian democracy, the Peloponnesian War, Classical sculpture versus Hellenistic sculpture, Classical architecture, Classical sculpture, Classical dramatists: Aeschylus, Sophocles, and Euripides, themes found in Classical drama, the philosophies of Plato and Aristotle, Socrates and the Sophists, views of Plato and Aristotle considering one's own beliefs. Discussion posting by Sunday 11:59 pm of this module. Exam I: Chapters 1-5 by Sunday 11:59 pm of this module.</p>
<p>Week 4: February 3- February 9</p>	<p><i>Chapter 6: Rome: Urban Life and Imperial Majesty.</i> Etruscan and Greek cultures on the development of Rome, history of Republican Rome, understand the founding myths of Rome, Virgil's Aeneid as a development of epic poetry and a founding myth, architecture for the Romans, "5 good emperors," understand important themes in Virgil's Aeneid, Pompeii AND Read Chapter 7: Other Empires: Urban Life and Imperial Majesty in China and India. The Great Wall of China, Shang Dynasty, Chinese symbols such as the dragon, the phoenix and the yin and yang, Daoism and Confucianism, Hinduism, Hinduism and the Caste system, Hinduism and Buddhism. Discussion postings by Sunday 11:59 pm of this module.</p>

<p>Week 5: February 10- February 16</p>	<p><i>Chapter 8: The Flowering of Christianity: Faith and the Power of Belief in the Early First Millennium.</i> The decline of the Roman Empire, significance of Judaism on the development of Christianity, identify key events in Jewish history, distinguish the Jewish sects, significance of Jesus for Christians, significance of Rome on the development of Christianity, the influence of Constantine on Christianity, Christian architecture, Augustine and Boethius and Christian thought. <u>AND</u> <i>Chapter 9: The Rise and Spread of Islam.</i> Key tenants on Islam, significance of Muhammad, principles of Islam, understand the basic divisions and themes of the Quran, significance of Arabic for Islam, calligraphy in Islam, division between Shiite and Sunni Moslems, Umayyad dynasty in Spain, significance of Sufi Islam, Sufism. Discussion postings by Sunday 11:59 pm of this module Exam II: Chapters 6-9 by Sunday 11:59 pm of this module.</p>
<p>Week 6: February 17- February 23</p>	<p><i>Read Chapter 10: Fiefdom and Monastery, Pilgrimage and Crusade: The Early Medieval World in Europe.</i> Anglo- Saxon on the development of the English language, Anglo- Saxon feudalism, status of women in Anglo-Saxon culture, significance of Beowulf, evaluate themes and values of Anglo-Saxon culture, importance of the chivalric code, the Song of Roland, values of chivalry, the importance of Charlemagne, Carolingian Miniscule, dissolution of the Carolingian Empire, Hildegard of Bingen <u>AND</u> <i>Read Chapter 11: Centers of Culture: Court and City in the Larger World.</i> Developments in China, The Tang Dynasty, The Song Dynasty, Indian and Southeast Asian Civilizations, Buddhism, Hinduism, Japan, The Heian Period, The cultures of Africa, The cultures of Mesoamerica. Discussions posting by Sunday 11:59 pm of this module</p>
<p>Week 7: February 24- March 2</p>	<p>Philosophy Paper and Oral Presentation due by Sunday 11:59 pm of this module. <i>Read Chapter 12: The Gothic Style: Faith and Knowledge in an Age of Inquiry.</i> The Sienese and Florentine Republic, Byzantine Style of painting, Dante, the plague. Elements of Gothic architecture, analyze stained glass, the architectural and artistic transitions that occurred during the period, musical advancements of the period, explain the establishment of the university system, the role of women during the period, scholasticism, Thomas Aquinas, recall key terms and their usages. Discussion posting by Sunday 11:59 pm of this module Exam III is open. Last day to withdrawal 2/26</p>
<p>Week 8: March 3- March 4</p>	<p>Module and exam end Tuesday at 11:59 PM CST or 2359 hours. Exam III: Chapters 10-12 by Tuesday 11:59 pm.</p>

Please Note: Due to the calendar schedule, plan on posting/submitting assignments in advance of scheduled due dates and times. Please remember that

sometime problems arise with computer technology, therefore it is advantageous not to wait until the last minute to submit assignments. If you are experiencing technical difficulties, it is highly suggested that you contact the Help Desk well in advance of scheduled due dates/ times. Due to the nature of this course, accommodations are not awarded for human and/or computer errors, vacations, work schedules, personal issues, or illnesses.

This is a flexible and tentative schedule. *It is possible that these dates will change slightly due to various circumstances.* It is the student's responsibility to follow the schedule to submit assignments on time according to the above schedule. Any reminders from your instructor are a courtesy.

Grading Schedule: Allow the same amount of time for your instructor to grade your assignments as you were given to complete them. For example, if you were given 1 week to complete an assignment, allow 1 week for your instructor to grade your assignment. Again, 3 weeks for you to complete the assignment, allow 3 weeks to grade the assignment. Contact me within one week of grade posting if there is a grade in question.

Technical Outage Issues: Fill out a D2L (Brightspace) ticket. Distance Education will determine if it is a D2L (Brightspace) error. If it is a D2L (Brightspace) error or server error and deemed as such, you will be allowed to make up a quiz. If not, you will not be allowed to make it up. Please do not email me to reset your quiz.

Institutional Policies and Guidelines:

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:
Kimberly Lachney, Student Accessibility Services Coordinator Phone: 409-933-8919
Email: AccessibilityServices@com.edu
Location: COM Doyle Family Administration Building, Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer for you to meet your academic goals.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Course Attendance Policy: To be successful in an online course, make every effort to log on at least once a day. Changes in the schedule will be posted under the announcement function in D2L (Brightspace). Online class is measured by some completion of a meaningful activity, however minor. Just logging in isn't enough. This means a student who keeps logging in but doesn't even respond to emails should be counted as "never attended" on the Census Roster.

HUMANITIES DEPARTMENT POLICY STATEMENT: PLAGIARISM

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work done by someone else. (The student who allows his or her work to be used by others is also guilty.)

Any student who plagiarizes will receive a grade of "0" on his or her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation. Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook < <http://www.com.edu/student-services/student-handbook.php>>.

Plagiarism: Plagiarism is a serious offense and will not be tolerated. Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a ***grade of zero*** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Note: All work submitted in College of the Mainland ENGL, HUMN or PHIL classes must conform to the documentation system established by the Modern Language Association (MLA). MLA documentation guidelines are distributed by your instructor, found in your textbook or on reserve in the library < <http://library.com.edu/>>.

Documentation in SPCH classes is up to the individual instructor. It may be either MLA or APA style; check with your instructor and follow the appropriate system guidelines. To document using the MLA system, you must provide an in-text parenthetical citation and a corresponding entry on a Works Cited page. "Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

You must document when you quote directly from another source.

You must document when you paraphrase words from another source.

You must document when you summarize ideas from another source.

You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

Student Responsibilities:

- Be respectful of your professor and fellow classmates. Treat others in a professional manner to reflect well on yourself.
- Be aware of others' feelings. It is easy to react to a comment and send a reply quickly without thinking through the language and tone. In an online environment, responses are instantaneous, and we can't take them back once they are sent.
- ***Internet access is required for online quizzes, online assignment submissions, and discussion boards. A computer (and not a phone) is required for completing the simulations. If your computer or Internet service is not working, proceed to a COM campus to use their computers to complete assignments and exams.***
- Check your Mail in D2L (Brightspace) several times a week.
- Stay in touch with me and your cyber classmates.
- Allow enough time each week to complete the assignments. Set aside the hours you would spend in class plus 1 ½ to 3 hours for "homework" for this class (6-9 hours per week total).
- Be academically honest. Much of our learning during this course will be collaborative. You'll discuss ideas together in the Discussions. This collaboration is crucial. However, you must, finally, do your own work. Students who submit plagiarized work are subject to the same penalties as those that apply to students in an on-campus course.
- Keep up with the assignments until the end of the semester and your final letter grade is submitted.
- Please do not send assignments to any email address. They are not graded.
- Take full responsibility for your work and the successful completion of it.

Instructor responsibilities:

- I will do my best to help students understand humanities.
- I will return work to students in a reasonable amount of time. **Please allow the same amount of time for grading as you were given to complete an assignment.** For example, if you were given three weeks to complete an assignment, allow three weeks for the assignment to be graded.
- I will consider each student's work in an unbiased fashion.
- I will check my email using D2L (Brightspace) account Monday- Friday early mornings except holidays and campus closures. At the latest, have your emails in by Thursday night.
- I will post assignments or changes in the schedule in a timely manner.

A General Note about Work Submitted: All work needs to be submitted in the appropriate place. For example, discussions must be submitted through the discussion board, and assignments must be submitted through the appropriate assignment drop box. Any assignment not submitted in the appropriate place will earn the grade of (0).

A General Note about Work Returned: Please allow the same amount of time for grading as you were given to complete an assignment. For example, if you were given three weeks to complete an assignment, allow three weeks for the assignment to be graded. Always read comments left for you.

Following Directions:

Students are expected to follow assignment directions to earn credit for the assignment. Like many other course policies, this mirrors real-world expectations. While employers often value innovation and creativity, they also assume that an employee will follow directions carefully whenever specific directions are given. In this course, following directions includes adhering to specified essay length, document format, topic restrictions, submission instructions, and so on. In short, students should do what the instructor directs them to do. Submitted assignments that fail to follow directions may receive a grade of zero.

Appropriate Document Formats: All work must be submitted in the appropriate format (**doc or docx**). Remember if you are using a Mac or Open Office to convert your documents into the proper format. Any document that cannot be opened or read will receive a grade of (0).

Professionalism. You are expected to act professional in this class since you are training for a job in the future.

The ability to look for answer without burdening others.

Honesty and integrity.

Beware of calling others work into question when not asked to.

Reliable and do what is expected of them.

Accountability

Self-regulation

Netiquette: Respectful of your instructor and classmates.

I expect all participants in this course to communicate in a professional and respectful manner.

Students must be courteous, respectful, and always follow rules. There will be no terms of abuse, derogatory terms including name slurs, words or grammatical forms that connote negativity and express contempt or distaste. Students who do not comply are not allowed to complete and receive grades on assignments.

Regarding communication with your classmates:

Value diversity. Respect differences. You can and will certainly disagree with some classmates' points of view. I encourage you to voice those disagreements in a way that does not devalue the other person.

Always check your language for "tone." If in doubt, ask someone at home to read and assess your comments before posting.

Do not fall victim to the "**disinhibition effect**" (a.k.a. Cyber Courage) Do not post something or send an email that you would not feel comfortable saying to the other person face-to-face. Use appropriate language for an educational environment.

Students who do not comply are not allowed to complete and receive grades on assignments.

Regarding communication with your professors: Make sure that all communications to your professors represent you in a way you want to be seen by your professors. Remember, email is formal written communication and should be treated as such.

Use a clear subject line. The subject "Rhetorical Analysis Essay" would work a bit better than "heeeeelp!" (and much better than the unforgivable blank subject line).

Use a salutation and signature. Instead of jumping right into your message or saying "hey," begin with a greeting like "**Hello**" or "**Good afternoon,**" and then address your professor by appropriate title and last name, such as "**Prof. Espinosa**" or "**Ms. Espinosa.**"

Use standard punctuation, capitalization, spelling and grammar. Instead of writing "idk what 2 rite about in my paper can you help??" try something more like, "I am writing to ask about the topics you suggested in class yesterday." Use complete sentences. Avoid slang and uncommon abbreviations.

Do your part in solving what you need to solve. Instead of asking, "What's our homework for tonight?" you might write, "I looked through the syllabus and course website for this weekend's assigned homework, but unfortunately I am unable to locate it."

Be aware of concerns about entitlement. If you appear to demand help, shrug off absences, or assume late work will be accepted without penalty because you have a good reason, your professors may see you as irresponsible or presumptuous. **Be respectful when communicating with your professors and others in your classroom.**

Because this is a classroom environment, all communication from you is fair game for teachable moments. I understand that many students approach communicating with an instructor in a similar way to texting friends where the norms are brevity and informality. **Professional communication** will be essential to your future success, so when contacting me, please adhere to the guidelines above. **Emails or assignments that do not meet the guidelines above may be politely returned for a second attempt.**