



**LAMAR INSTITUTE  
OF TECHNOLOGY**

HUMA 1315- 3B1

**INSTRUCTOR CONTACT INFORMATION**

Instructor: William Sizemore  
Email: whsizemore@lit.edu  
Office Phone: 409-880-8213  
Office Location: TC 242  
Office Hours: TBA- Posted in Blackboard Course

**CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

**MODE OF INSTRUCTION**

Face-to-Face

**PREREQUISITE/CO-REQUISITE:**

None

**COURSE DESCRIPTION**

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience

**COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

Upon successful completion of this course, students will:

1. Employ formal elements and principles to critically analyze various works of the visual and performing arts.
2. Articulate the creative process of artistic works as expressions of human experience and cultural values.
3. Demonstrate an understanding of the aesthetic principles that guide the creation of, and response to, the arts.
4. Describe the relationship of the arts to everyday life

**REQUIRED TEXTBOOK AND MATERIALS**

**No Textbook Required for this Course**

**ATTENDANCE POLICY**

**Attendance:** Attendance is required. There is no tardy policy. If you are not in your seat and prepared to begin class at the beginning class time, you will be counted absent. For MWF classes, three absences are allowed. For TR classes, two absences are allowed. Each additional absence will result in 5 points off

your overall course grade. Over SIX absences for a MWF class, and over FIVE absences for a TR class may result in a failing grade for the course. See Late Work policy above for additional information regarding attendance.

For all courses, be sure to sign in to Blackboard on a regular basis, three times a week at minimum, to check for any assignment openings and to be sure your coursework is being completed and submitted. Additionally, be sure to check your gradebook regularly for missing or inaccurate grades. Bring any grade questions to me immediately upon noticing them. Upon being notified, I will check and resolve any issues as needed

**DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

**STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

**COURSE CALENDAR**

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Opens Aug. 26	Orientation	See BB unit for assignment specifics	Sep. 01
Opens Aug. 26	Unit One	See BB unit for assignment specifics	Sep. 22
Opens Aug. 26	Unit Two	See BB unit for assignment specifics	Oct. 13
Opens Aug. 26	Mid- Term Project	NA	Oct. 20
Opens Aug. 26	Unit Three	See BB unit for assignment specifics	Nov. 17
Opens Aug. 26	Unit Four	See BB unit for assignment specifics	Dec. 01
Opens Aug. 26	Common Assignment- Final Project	See BB unit for assignment specifics	Dec. 08


**COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Daily Grades 15%
- Test/Projects 50%
- Mid-Term Project 15%
- Final Project 20%

**GRADING SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

LIT does not use +/- grading scales

**ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution’s Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

**TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

**DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles’ Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of

Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

#### **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

**HUMA 1315 Face-to Face Spring 2024:** This is a face to face course from Aug. 26- Dec. 08, with finals week beginning Dec. 01. All coursework is submitted online according to due dates listed. This course is fairly dense in the beginning and leans out toward the end to allow for additional time to work on and submit final projects. Students should expect to devote their time accordingly. There is no textbook required for this course! **Any references to reading a textbook you might find in the course should be disregarded.**

**Instructor Contact: email me with any issues you like, but**

- **ALWAYS ALWAYS include your course and section number with each email.**
- **DO NOT send any assignments to me via email.**
- **If you need to resubmit an assignment after it has been graded please email me and tell me which assignment you have resubmitted.**

**Know Your Abilities:** This is a fully online course and requires access to, familiarity with, and use of a computer and the Internet. You should have a general understanding of basic software such as Microsoft Word or another similar word processor, the Internet, a readily available Internet access device, and good working knowledge of various web browsers such as Internet Explorer, Firefox, and Google Chrome. If you do not have these items at home, there is computer and Internet access available at a variety of locations at LIT as well as LU. Contact me for more information.

**Document Creation:** All LIT students have the Microsoft Office Suite available at no cost to the student. Access is located through your MyLIT page. Open your email and look toward the top of the page for a link to Office. Regarding document creation and completion, in my experience, neither a tablet nor a smartphone is an acceptable replacement for a computer when it comes to document formatting. Be cautious if you are considering using such a device to complete lessons for this course as they usually cause more problems than they solve. It is your responsibility to ensure document formatting is accurate following a document upload to Blackboard.

**DO NOT USE GOOGLE DOCS!!**

**Discussion Board Posts:** There are some discussion board posts and replies for you to engage with your fellow classmates. Please be aware that both your original post **AND** the required replies are necessary for you to receive full credit for these assignments. A discussion board post with no replies to classmates will result in a 50% grade for the post. If you receive a 50, please go back in and include a peer reply for the additional late points. If the assignment has reached its close date, no further submissions are allowed.

Please give some thought to peer replies. I encourage students to go beyond the customary, “I agree with you!” and provide additional insight to their response or to build upon it with a question of your own. This method will provide better learning opportunity for the entire class.

Discussion Board Post Grading Scale:

Your original post, if it meets the word count required)- 50%

Each peer reply **over 10 words**- 10% each. Less than ten words will receive no credit.

This means if you give your original reply and reply to one peer, you will have earned a 60/100. With two peer replies, 70/100, and so on.

Any peer replies that include the words, “I agree” may not receive credit.

If you submit a discussion board post early, there may not be a peer post to reply to. Be sure to go back and check it before the assignment is due to add any peer replies. Otherwise, you will be

docked late points.

**Journals:** Journal entries are a casual response to whatever writing prompt I have provided or whatever project you are working on. Each entry requires at least 100 words or more for each response. I am the only one reading them, so don't worry about formal language or content. Meeting the 100-word requirement does not guarantee a full score. A 100-word entry will receive a passing grade of 70. I am looking for more depth in the responses. Entries must show something beyond surface level thought in the content and demonstrate a good understanding of the course materials being asked about.

**Note:** journals and discussion boards are not document submissions. Do not attach them as documents. Write directly in the submission box to submit.

**Journal Grading Scale:**

Word Count	<100 -	0
	100-115-	70
	116-130-	75
	131-149-	80
	150-165-	85
	166-182-	90
	183-199-	95
	200 plus-	100

**Technical Issues:** The only technical issues I will accept regarding failure to complete and submit assignments are those directly involving Blackboard availability when LIT is responsible, as these errors are documented. It is your responsibility to contact Blackboard Help if you are having any accessibility issues. Blackboard help is located at the top of the Blackboard landing page under the "Technical Support" section. If I am not notified of a Blackboard outage, no consideration will be given to late assignments. Your "internet was down," or, "My computer kicked me off before I could finish," or, "It wouldn't let me submit" (whatever "it" refers to) are not reasonable excuses for late or no submissions. Always submit early so you'll know if there are issues you can resolve before the assignment closing date arrives. I receive emails every semester from students telling me their computer just shut down right at (or near) the assignment closing date and time and asking to reopen so they can resubmit. [See late assignment policy below.](#)

**MLA Style:** All writing assignments (except discussion board comments/replies and journals must be typed in **MLA style**. Assignments not conforming to MLA standards will receive a maximum grade of 50%. I refer students to the OWL@purdue for all questions regarding MLA that have not been covered in other materials. Google the term MLA to get the web address for the OWL. Additionally, I provide a preformatted MLA template for you to use on your response papers. **Please use the template for writing assignments.**

\*\*\* REQUIRED\*\*\*

Use the MLA template Located in the Orientation folder for writing assignments.

\*\*\* REQUIRED\*\*\*.

**All documents submitted for this course will be typed MLA style and submitted as a .doc or .docx.**

**MLA Style means DOUBLE SPACED, among other things. Any document submission that is not double spaced will receive a 50% grade. This rule is for document submissions only, not discussion posts or journal entries. Use the template- see above.**

Do not submit Google Docs documents, or documents from another word processing program. Use your provided Microsoft Office Word.

All image files must be .jpg, .png, .gif, .tif, or .pdf.

**DO NOT SUBMIT .HEIC files!**

No other image files accepted. Be sure to convert images to one of these formats before submitting. Scores of zero will be given to any assignment with an image submission that is not in one of the listed file formats.

**Other than those listed above,** I will not accept documents in any other format. If you need to reupload due to an incorrect file format submission, that assignment will be subject to a minimum late penalty of 10 points. See late assignment submissions below for more on that.

**Assignment Submissions/Late Submissions: All assignments must be uploaded to the appropriate assignment link in Blackboard. DO NOT under any circumstances email me any assignments for any reason!!** There will be no exceptions to this policy. Papers submitted in any other fashion than to the assignment link, including email, will not be opened, viewed, or otherwise accepted for grading. It does not matter if there are technical difficulties, they must be overcome and the paper submitted to the appropriate assignment link if you want credit for that assignment.

Each assignment is open for not less than ten days under most circumstances (5-7 days for the shorter summer semesters and 8 week terms, and even less for the mini sessions), which is still more than enough time to prepare and submit any piece of writing for my courses. I strongly advise all students to submit assignments well in advance of the closing date. Do not wait until the closing date to submit a document to discover whether or not you may have technical issues. See late grade policy below.

**Please remember, meeting assignment minimum requirements will earn you a minimum passing grade. You can ALWAYS submit more than the minimum requirement and thereby earn higher scores.**

**Late Grade policy-**I will accept late assignment submissions throughout the semester within the following guidelines: an assignment is considered late if it is submitted at any time past the due

date. For example, if an assignment is due on 01/01/2021 at 11:59 pm Blackboard time, any assignment submitted after that time stamp, regardless of reason, will have 10% of the overall grade deducted from the assignment score. So an assignment that might be scored as 84.50 on the rubric will be changed to 74.50. Every additional day an assignment is late, an additional 10% of the grade will be deducted from the score, and so on until the assignment reaches a failing grade, after which it will receive a zero. And, of course, no submissions will be accepted after the final due date of the last assignment of the course.

**Late Assignment submissions-** *If you have an assignment past due you may still submit it.* See the policy above. Please go ahead and submit within those guidelines.

If an assignment has been submitted and received a grade, **DO NOT** resubmit without my express permission, which will only be given under specific circumstances.

Important!!! Any assignment that is resubmitted after the due date for any error on the students' part will receive a minimum 10 percent grade deduction from the assignment grade. This includes, among other things, if you submit an incorrectly formatted or file type error, or you didn't go back in and add your peer replies to discussion boards the assignment will receive a 10% point deduction.

If you are missing a part of an assignment and have to resubmit for any reason past the due date, that resubmission will be subject to my late assignment acceptance policy.

Remember, do not resubmit any assignment that has already received a grade without my express permission. I do not allow for resubmissions just because you didn't like the grade you received.

If you do resubmit an assignment, please email me and tell me specifically which assignment you have resubmitted.

**Late Work: Technical Issues-** If you seem to be having a problem with Blackboard access or submitting assignments it is YOUR RESPONSIBILITY to contact LIT Tech services (helpdesk@lit.edu) or Blackboard Help to correct any issues. I consistently receive excuses such as too much work, don't have the time, etc. When you decide to take a class, it is up to you to make the time to complete the work. Any assignment submitted late for whatever reason may be reduced by 10% of the assignment grade the late submissions policy. The Blackboard technical support link can be found at the top of the Blackboard page under the link, "Technical Support."

I am a content expert and my ability to help you with technical issues is limited. Use the resources available to you for help.

**Minimum Requirements:** Please pay attention to all requirements for writing submissions. They may differ between assignments. Be aware that meeting the minimum requirements does not ensure a superior grade, simply a passing one.

If you receive a zero on any assignment, I always include the reason why in the comments box. If you have a zero as a grade for an assignment you submitted, **please read the comment(s)** in the comment box and resubmit if asked to do so. Be sure to resubmit only if I ask you to.



The “Weighted Total” and the “Current Grade” column in the Blackboard gradebook are set up to show your grade both cumulatively (weighted total), and a “grade so far” (current grade) Please remember that the final grades are not determined until the end of the semester when all work has been completed and graded, and all empty grade slots have been filled with the appropriate grade for the slot (zero for no/late submission). Please keep track of your gradebook and contact me with any questions. Any assignment not completed will receive a score of zero in that grade slot, which will negatively affect your end of course grade.

### **Completion/Due Dates**

All units will be open at the beginning of the semester. While all units are open, each unit has its own respective individual due date. It is highly recommended that students begin at Orientation Unit (Start Here) and then Unit 1 and work forward from there. Units build off previously acquired knowledge that the student should have before attempting to respond to later units.

**Each unit contains a collection of tests, quizzes, and other assignments, such as discussion boards or journals. Every assignment within each unit has a due date to correspond with the unit in which it is included. In case of any due date conflicts, defer to the due date on the main unit folder in the course materials page or on this schedule. The Blackboard course calendar also indicates assignment due dates and is available for viewing. Citing an incorrect due date as an excuse to not complete an assignment is not a valid reason for not completing the assignment. If there is an assignment in the course, it is there to be completed.**

### **Use of AI**

**Unless I specifically request the student use AI as part of the assignment, all use of AI is strictly prohibited in this course.**

### **Art Projects**

**In all art projects for this course, unless the assignment specifically asks for any computer-generated art, all art must be completed by hand by the student enrolled in the course and use traditional media (pencil, paint, etc.). Do not use computer graphics or photomanipulation programs for any assignment.**

**All art projects must include at least four progress pics of your art, including the final image. Pics of your materials do not count.**

There are several writing assignments in this course. Follow instructions on each project assignment, which will be graded according to an included grading rubric. If no rubric is included, assignments will be graded upon their adherence to the assignment instructions.

I expect each project to be discussed in terms of the arts elements and principles you will learn in unit one.

Each project **MUST** be a new piece of art created by the student specifically in response to the assignment prompt. No existing artwork is allowed. The student must create the artwork him or

herself and take progress pictures during the creation process for each submission. Please be familiar with the rubric for grading standards if a grading rubric is included.

Under no circumstances should you ever submit any artworks to this course that have been completed on lined paper.

**Lined paper = zero points**

I do not expect any student to be a master of the arts or to be especially creative, but to make the attempt for each project. The grades will not be determined on the final outcome per se, but on the students' understanding of what they have created according to the elements and principles of art and their ability to articulate that understanding.

**Each project submission must include progress pictures and a journal entry. Also, If asked for, each student must submit their work to the discussion board for critiquing and there may be an Artist Statement for you to write.**

All projects must be submitted to the appropriate Blackboard assignment link or it will receive a grade of zero. **Projects submitted in any other fashion will not be opened, viewed, or accepted for grading. DO NOT EMAIL submissions even if it is to “prove” you have completed the assignment!**

**Do not use sources for any assignment unless specifically asked to do so!** I want to hear your thoughts on the arts and art related subjects, not the words of others.

**The Final Project-** Each student must submit all components of the final project in order to pass the project.

**Art Critique-** Some assignments may ask you to critique a piece of art, either gallery or museum art, or an art work created by a class peer. An art critique is your assessment of a piece you are looking at. It is subjective by its very nature. No matter your thoughts on a particular piece, we as a group will always be kind and respectful of the items posted for viewing. More information will be provided for each project.

Under no circumstances should anyone post anything containing hate speech or derogatory comments or create for submission anything of that nature. Controversy is acceptable, but you should be aware of the limits of acceptability. If in doubt, ask me.

**The Common Assignment -** Each student must complete the common assignment, which will be explained in detail in that assignment, in order to pass the course.

**No Common Assignment Submission= Course fail!**

**Assessment of Written Work:**

All written work is equally weighted based upon quality of writing and comprehension of content. This means that not only is the student expected to know the material, but also is able to present that knowledge in writing that is grammatically, structurally, and mechanically correct.

Be sure to edit your Artist Statements prior to submission. A grading rubric will be provided and used for all writing assignments.

Also, be aware that you can submit your paper to Tutor.com for help with editing. The Tutor.com link is found on the main Blackboard page, on the left, in the "Books and Tools" section. Click on that link and a selection window will open. Scroll down and click on the Tutor.com link and follow directions. Tutor.com is a service provided to LIT students at no additional cost. Simply follow the links and reply to the questions to submit a document for review.

Once an assignment has been accepted for grading and has received an initial grade, do not revise and/or resubmit that assignment for a new grade. Once an assignment has been graded, that grade will remain.

Grading Period: all assignments submitted will generally be graded within two weeks from the time the unit it is in closes. Be aware of this when submitting assignments early.

### **EDIT CAREFULLY!!**

All written responses (**not including discussion boards or journals**) must follow the instructions of that assignment, which can vary from one to the other. Under no circumstances are you to submit any document for submission with one paragraph of writing. Each assignment will tell you how many paragraphs are expected. If not explicitly stated, no less than three paragraphs will be in each piece of writing. All document submissions will be MLA style. Assignments not meeting these standards will receive a maximum grade of 50% with no resubmission. **I highly recommend you use the supplied MLA Style template.**

**All writing must be written in an academic voice:** please avoid casual language and informal tone in artist statements and discussion boards. **Exception:** Journals may be much more relaxed in tone, but still must adhere to common usage standards.

**No Second Person usage allowed in any writing assignments.** This means no you, your, yourself, yourselves.

**DO NOT USE SOURCES** unless my instructions specifically ask you to.

**Plagiarism and Cheating:** I strictly adhere to Lamar Institute of Technology's policies on plagiarism and cheating. Please refer to The Lamar Handbook for rules on plagiarism and cheating. These behaviors will not be tolerated and will be dealt with appropriately. Should I discover any evidence of plagiarism, the paper will receive a score of 0, and the student may receive a failing grade for the entire course. There will be no opportunity to rewrite a plagiarized paper. You do have the right to appeal any action taken by me for plagiarism to the GEDS Department Chair for consideration. We will cover plagiarism at the beginning of the semester and so I expect all my students to have a clear understanding of what plagiarism is, and that it will not be tolerated. All papers submitted for this course will be simultaneously submitted to the Safeassign plagiarism detection database in Blackboard. Look at the Safeassign percentage and revise if needed.

**Plagiarism, Additional-** I want to add here that, unless required by the assignment, any use of AI to assist the student in completing any assignment will be considered cheating and the assignment will receive a score of zero.

### **Readings, Quizzes, and Tests**

Reading assignments, quizzes, and section tests will be assigned regularly. As the sections open, ample time will be allotted to completing them. All portions of a section must be completed prior to the closing date of that section. Once a unit's closing date has passed, those assignments will not be available for submission. Quizzes, discussion boards, and journals must also be completed prior to the unit closing.

**Extra Credit:** No individual extra credit will be allowed or assigned. Do the assigned work at the assigned time. Once an assignment is closed, there will be no opportunity to make it up.

**Books and Financial Aid:** There is no textbook required for this course! You are expected to begin this course prepared with all required materials and the class will be conducted as such.

**A note about writing references for students:** I receive requests regularly asking me to write reference letters for one reason or another. I will gladly write a reference letter to any of my students who have achieved the following:

- I have had you as a student for more than one course.
- At least one of those courses must have been a face-to-face course.
- You must have already passed one of my courses.

As long as you meet the above listed requirements, I will consider your request to write a letter of reference.

### **Incomplete Policy**

I adhere to the Lamar Institute of Technology's incomplete grade policy which is as follows:

The grade of **I** may be given when any requirement of the course, including the final examination, is not completed. Arrangements to complete deficiencies in a course should be made with the instructor. Incomplete work must be finished during the next long semester, or the Office of Records will change the **I** grade to the grade of **F**. The course must then be repeated if credit is desired. An **I** grade also automatically becomes an **F** if the student re-registers for the course before removing the deficiencies and receiving a grade change.

In addition to the above, in order to qualify for an incomplete grade in any of my courses, you must meet the following conditions:

1. The final drop date must have passed.

2. You must have attended class within the requirements of my course attendance policies (face-to face), or signed into class for the required amounts (online instruction), or both (hybrid).
3. You must have completed the assigned work to the point of your drop request with a passing grade.
4. You must have a note from a qualified medical doctor or mental health professional for your claimed condition stating that you are unable to complete any further assignments in the course.
5. You must agree to complete any unfinished course work within the first month of the following long semester you are registered at LIT.

Meeting all of the conditions above will allow a student to request an incomplete for this course.

Please see me for additional details.

**Additional Policies:**

**Early Exits:** Students who leave class for ANY REASON without notifying me prior to class will be marked absent. Please use the restroom prior to class. If you are dealing with some sort of urgent situation that requires your attention, you should consider not attending class so that your personal issues do not distract the group environment.

**Electronics:** DO NOT USE YOUR CELL PHONE OR ANY OTHER ELECTRONIC DEVICE DURING CLASS FOR ANY REASON without the instructor's approval. Cell phones and other devices should be turned off before the start of class. Do not spend too much time "Below the Horizon" and do not let me see the "glow." Students who do not heed this rule will be asked to leave class and will be considered absent for that day. Repeat offenses will be grounds for permanent removal from class.

**Remove earphones during class.**

**Disruptive Behavior:** Any student engaging in disruptive behavior will be asked to leave class and will be counted absent for that day. Disruptive behavior includes, but is not limited to, the following list: arguing with the instructor about individual issues during class time, interrupting class lecture for personal reasons, doing work for another class, reading outside materials, sending or reading text messages, and engaging in private conversations. Continued disruptions are grounds for permanent removal from class. See attendance policy above.

**Sleeping in Class:** Any student caught sleeping in class will be counted absent for that day. See attendance policy above.

**Supplies:** Always bring paper and a writing implement to class. Any student without these supplies may be marked absent for that day. See attendance policy above.

**Email: If you have any questions always feel free to contact me via Blackboard email or my auxiliary email provided in class. I am always eager and more than willing to help students.**

**Eating and Drinking: I have no problem with drinks in class, but no eating is allowed.**

**No visitors, children, or pets allowed in class. DO NOT allow anyone to interrupt my class under any circumstances.**

**BE AWARE OF THESE RULES AND ADHERE TO THEM AT ALL TIMES DURING CLASS. I WILL NOT REMIND YOU. I MAY, HOWEVER, ASK YOU TO LEAVE CLASS AND YOU WILL BE MARKED ABSENT.**

*All material and information in this syllabus may be subject to revision and/or information may be added in order to respond appropriately to various unforeseen circumstances or to add unintentionally omitted information. Students will be notified in writing of any changes to the syllabus.*