

## Instructor's Course Policies

Note: Each student is responsible for reading and following the policies listed.

*" If you always do what interests you, then at least one person it pleases."  
-- Katherine Hepburn's mother*

**Collaborative Learning/Participation:** To be able to apply small group communication concepts it is important that we actively take part in class discussions by sharing personal experiences with service-learning organizations, major ideas discussed in all readings, and working towards the class goal. Your voice is important to your peers and myself. This is an environment for students to express their thoughts. Questions will be randomly asked on readings so be prepared daily.

**Attendance:** Students are expected to attend and actively participate in class discussions, exercises, and reading of assigned materials. Not only is this expectation reflected in the participation points listed, but exams will include information covered in class discussions and lectures, as well as material covered in the readings. Therefore, failure to attend class will detract from more than just the participation points. For every unexcused absence (absences not waived by the university) five points will be subtracted from your overall grade except for your one initial free absence pass. You will be granted one free day...this does not apply to days where assignments/exams/presentations are due. For emergencies please contact me in advance. The key is to attend class and communicate with me at all times. Failure to show up for a presentation, exam, assignment will result in a zero for that given assignment.

**Academic Dishonesty:** Academic honesty will be strongly enforced in this course. This means that any student caught cheating on an exam, assignment, or plagiarizing someone else's work will be given an F for the course and will be reported to the university Dean of Students. Refer to WWU policy handbook.

**Late to class:** Get to class on time. If you are on the other side of campus and happen to come in late, don't disrupt the class or presenter. Wait outside the room until it is less distracting to enter. Being late is distracting in any class especially a communication course. If you are continually late you run the risk of losing 2 points for each late arrival.

**Late Work:** Assignments are due at the beginning of class, NOT IN MY BOX. Late work will NOT be accepted. If you come to class not prepared to hand in or present your material, be ready to receive a zero or AKA 'F' without discussion. PRESENTING A DISK ON THE DAY THAT AN ASSIGNMENT IS DUE WILL RESULT IN A FAILING GRADE. Print your assignment days or a week in advance to prevent printing errors. Don't waste your peers or instructor's time. No extensions will be given on any assignment.

**Text and Readings:** Bring your text and syllabus to class daily. You are required to read the text in its entirety. Students are responsible for reading the text, reflecting on its contents through writing, and using it as a basis for class discussion/participation. Also, it is important that you apply the text to your personal life and interactions.

**Papers:** All written assignments must be double-spaced and typed. Hand-written papers will not be accepted. All papers should be accompanied by a title page for professionalism unless noted otherwise by the instructor. Points are subtracted for incorrect formats. Include your name, class title, title of the assignment, date, and student number.

**Respect & Attitude:** I expect common courtesy when your peer (s) and instructor is speaking. This means no talking while your peer is presenting, no reading material such as the Western Front or other materials. You will be woken up if caught sleeping! Also, profanity and derogatory language of any sort is not permitted in this class.

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**Constructive Criticism:** I expect all students to give one another constructive feedback on their assignments and presentations. I define constructive criticism as giving your honest feedback with helpful suggestions for your peers to improve. This should be done with respect, care, and thought. Do NOT offend anyone or their work in anyway. The key is to assist your peers in becoming more effective communicators.

**Media Services (Miller Hall 155):** You can obtain media related equipment for your presentations such as: slide projectors, video cameras (digital video or still video), tape recorders, TV monitors, and laptops, etc. Contact Media Services two days to one week prior to your presentation. Always have a back-up plan in case MS is unable to give you the equipment at the time of check out. You

will still be responsible for presenting even though your equipment is not available. Consult me for the blue forms before heading to media services.

**Syllabus:** You are responsible to bring your syllabus, text and other materials to class DAILY.

**Communicate:** Be sure to communicate with me for anything. This includes uncertainty of an assignment, feedback needed for improvement, perhaps you are having a bad day and you're unable to meet a deadline, you're suffering from a stomachache etc. I am not a mind reader, therefore you need to communicate with me so that I can meet your concerns.

**Reminder:** If you have any questions about my expectations please ask. Keep in mind that my policies may change. This course is exciting, fun, and students enjoy it. As long as you have a positive attitude, come to class on time, participate, and complete the majority of assignments you should do well.

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