

Attendance/Participation:

During live classes students will go over material read before class; discuss concepts from the chapter; complete activities in the main classroom and in small groups; work on projects; and review for upcoming quizzes.

Expectations/Guidelines:

1. Assignment Sheets: You must read the Assignment Sheet at the start of every week. All the information that you need is there regarding what is due, how it is to be done, what is expected, etc. Please re-read the Assignment Sheet before you email with a question regarding an assignment. It is the quickest way for you to get the information that you need as the instructor may not be able to respond right away when you email. In almost all circumstances, the information that you seek is on the Assignment Sheet.
2. Class Etiquette: You must be respectful of other people. Everyone must feel free to participate and learn.
3. Submitting Assignments: You **MUST** submit your assignments through Canvas.
4. Participation/Preparation: Please be on time and prepared to participate in discussions and activities.
5. Grades: Assignments are to be complete and turned in on time. Quizzes will be open-book.
6. Due Dates: All due dates are listed on the Assignment Sheets located in the Announcements section. An extension will be given if an e-mail is received in a timely manner in accordance with the late policy stated in the handbook.

1. If you have a question, raise your hand or send it in the Q and A.
2. No chatting during the lecture (This includes changing your screen name to a chat message.).
3. When you log into class, you must use your first and last name.
4. You **MUST** use your microphone and headset. If your mic breaks, it is your responsibility to replace it within a reasonable amount of time.
5. Be respectful of everyone's opinions.