

Course Ground Rules

Following the ground rules will ensure that the course runs smoothly and is fair for all students.

Participation

Regular attendance and class participation is vital to achieving the Student Learning Outcomes and earning college credit.

Participation in online courses involves regularly participating in discussions, contributing to collaborative activities, and maintaining professional conduct.

Your Participation is graded.

Communication Policy

Email is the best way to contact me. I check email several times a day, less often on weekends. I typically respond to email within 24 hours, possibly longer on weekends. If you don't hear back from me within 24 hours during the weekdays, assume I did not receive your email and resend it.

When you send an email, identify yourself with your name and the course you are in. Also be sure to use complete sentences and proper grammar. Remember that your reader is an English instructor who appreciates these things.

Drop Policy

If you do not login or participate in discussions for more than two weeks, you may be dropped from the course. If you choose to drop yourself, be sure to officially drop through the Admissions Department and be mindful of the drop deadlines.

Late Work Policy

You must submit all assignments by the due date to receive full credit*. Assignment submissions receive a 10-point penalty each day they are late. Note that some assignments are only 10 points, so you will not be able to make those up. Also, you may not be able to make up some activities because they required your collaboration with a group.

Keep the confirmation email from our LMS when you submit a paper; you may need to provide proof of submission.

* In a business setting, you might be able to miss a deadline if you work out an arrangement with your manager or client ahead of time. Therefore, let me know in advance if you will be missing classes due to medical procedures, jury duty, military service, or college activities.

Netiquette

More information about netiquette is provided in our Getting Started module. The following list highlights some key points:

- Adhere to the same standards of behavior online that you follow in real life.
- Respect other people's time and bandwidth.
- Be forgiving of other people's mistakes.

If your communication or behavior is intended for ill will or distracts anyone from learning or teaching, you may lose Participation points and be referred to the college Student Discipline Officer for disciplinary action.

Plagiarism

Plagiarism is representing another's work as your own. Any time you cut and paste, you must cite the source. Any time you communicate an idea that was not yours, you must cite the source. Nobody should write a paper for you, and nobody should "fix" your paper. You can receive suggestions and instruction, but you must always have control of your paper--you make the edits yourself.

I use TurnItIn.com for plagiarism detection. I also compare essays to student emails and classwork (every piece of writing exhibits a certain skill level and tone). If an essay contains plagiarism issues, the essay grade may be lowered or receive a zero depending on the severity. If you demonstrate a pattern of plagiarism (submitting more than one essay with plagiarism issues), then you will be referred to the college Student Discipline Officer for disciplinary action.

For more information about college policies, visit [Honesty in Academic Work](#)ⁱ.

Accommodations

If you have a health problem, a learning disability, or a physical need of some kind, contact the Disabled Students' Programs and Services (DSPS) to discuss your needs and obtain documentation for me. Visit the [DSPS web page](#)ⁱⁱ for more information. I am committed to helping all students achieve their educational goals.

ⁱ https://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter5/Administrative-Procedure-5515.pdf

ⁱⁱ <http://www.sierracollege.edu/student-services/specialized-programs/disabled-students/index.php>