

Classroom Policies

- **Participation:** While there are no specific number of days of the week on which you must participate and no specific number of messages per day that you must post, the following criteria will be used to assess the quality of your participation. Participation in each week's Discussion Board forum accounts for 15% of your final grade in this course. For Week 1, participation is worth one (1) point; for Weeks 2 through 8, participation is worth two (2) points per week. Please review the official Grading Scale below and note the impact that two or more lost points may have on your final grade.

You posted an initial response to each DQ in a timely manner. DQ1 response is due by Wednesday and DQ2 by Friday of each week.

Your initial and follow-up responses to DQs integrated course theories with a practical application of the subject, perhaps by offering a personal observation or experience, or by referencing real-world examples, current events, or further research you did on the topic.

You interacted in classroom discussions in a way that demonstrated deeper or broader thoughts about a topic, rather than just rephrasing what the textbook has to say on the topic.

Your posts encouraged further discussion and ongoing dialogue with other students in the class.

Your messages were written in a professional and supportive manner, and with a respectful tone.

Your messages were proofread and contained minimal errors in writing mechanics.

- **Late Policy:** Initial responses to Discussion Questions, along with individual written assignments and CLC assignments, are due by midnight (EST) on the due dates indicated for each class deliverable. Although initial responses to DQs may be posted on any day of the current class week, those responses posted after the indicated "due by" dates will be subject to a loss of 10% of the available points for each day late. Similarly, assignments posted after their specified due dates are subject to a late penalty of 10% of the available credit per day, for a maximum of five (5) days. No assignment can be accepted for grading after midnight on the final day of class unless a prior arrangement for the grade of Incomplete has been granted due to extenuating circumstances.
- **Grading Scale – Undergraduates:** The following undergraduate-level grading scale will apply to all graded work as well as the student's final grade in the course.

Letter Grade	Point Scale	Letter Grade	Point Scale
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	< 60

- **Plagiarism:** Plagiarism is the act of claiming credit for another's work, accomplishments, or ideas without appropriate acknowledgement of the source of the information by including in-text citations and references. Whether this happens deliberately or inadvertently, whenever plagiarism has occurred, you have committed a Code of Conduct violation. Every act of plagiarism, no matter the severity, must be reported to administration.

Plagiarism includes:

Representing the ideas, expressions, or materials of another without due credit.

Paraphrasing or condensing ideas from another person's work without proper citation and referencing.

Failing to document direct quotations without proper citation and referencing.

Depending upon the amount, severity, and frequency of the plagiarism that is committed, students may receive in-class penalties that range from coaching (for a very minor omission) to zero credit for a specific assignment, or even a failing grade in the class. In addition, college-level penalties may also occur, including suspension or even expulsion from the College.

- **Grade of Incomplete:** The final grade of Incomplete is granted at the discretion of the instructor; however, students must meet certain specific criteria before this grade accommodation is even possible to consider. The grade of Incomplete is reserved for times when students experience a serious extenuating circumstance or a crisis during the last week or two of class which prevents the completion of course requirements before the close of the grading period. Students also must be passing the course at the time the request is made.

Please contact your instructor if you are having difficulties in meeting course requirements or class deadlines during our time together. In addition, if you are experiencing personal challenges or difficulties, it is best to contact the Academic Advisement Team so that you can discuss the options that might be available to you, as well as each option's academic and financial repercussions.

- **Code of Conduct and Online Tone:** In accordance with Saint Ambrose's policies as stated in the Catalog and Student Handbook, it is our expectation that all communications that take place in any of our classroom forums will be presented in a professional manner, will be written with appropriate language and a collaborative tone, and will demonstrate respect for the viewpoints and values of all class members even if they do not coincide with your own viewpoints and values.