

ARTS 1301 Syllabus Addendum

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NEED TO KNOW – READ THOROUGHLY

Classroom Conduct: Working with your instructor and engaging with your peers in this course is crucial to your success herein. Please treat your professor and one another with the utmost respect and adherence afforded a professional.

COVID-19 Safety Measures: Safety for all is of utmost importance. Please be respectful and adhere to whatever measures your professor, LIT faculty/staff, and your fellow students take to remain safe in these trying times. Any and all COVID-19 safety measures are subject to change based upon CDC and federal/state government guidance.

Contact Procedures: When emailing your professor, include your name, class section number, and a detailed message so that I may answer your questions and address your concerns properly. Do not assume that I know who you are or what you are referring to if you write vague messages without appropriate details. Please be respectful and informative in all our correspondence. The more information you provide, the more quickly I can work to resolve your issues.

ECHS Course Conduct: For Dual Credit students only – When working in an ECHS Dual Credit course, treat your in-class facilitator with respect and realize that this individual is an equal partner to your professor, and working with them is critical to your success. Your in-class facilitator and your professor are in regular contact regarding your work, classroom conduct, and attendance.

Plagiarism and Cheating: I strictly adhere to Lamar Institute of Technology's policies on plagiarism and cheating. Please refer to The Lamar Institute of Technology 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, your work will receive a score of 0, and the student(s) may receive a failing grade for the entire course. You do have the right to appeal any action taken by me for plagiarism to the GEDS Department Chair for consideration.

Attendance: Regular attendance is crucial to your success in this course, and tardiness or early departure may result in a recorded absence. Frequent absences may result in zeroes for assignments and point deductions for class participation. If a student misses at least one quarter of the scheduled classes in a semester, I will automatically fail said student. Absences due to medical reasons with proper documentation will not be counted against you, and

absences for religious reasons will be respected as well. In both cases, medical and religious, prior notification is appreciated.

MLA Style: All writing assignments must be typed in MLA style as discussed in our class materials. Assignments not conforming to MLA standards will be reduced according to the grading rubric. Please see the MLA Style Sheet located in Blackboard and make your papers conform to this document.

File Formats: All assignments may be written in any appropriate program or application, but all assignments, documents and visual slide presentations, must be submitted as a PDF file. Blackboard can be finicky with various file formats and can even alter the visuals in PowerPoint files, but PDF files seem to work best and are universally readable. If your assignment is not properly uploaded to Blackboard by the deadline and/or is not readable, your grade may result in a zero.

Assignment Submissions and Late Work: Unless otherwise specified, each assignment must be uploaded to the appropriate Blackboard assignment link by 11:59 pm on the assignment due date. Assignments turned in after the due date will be considered late and may not be accepted. If such assignments are accepted, it will be solely at the instructor's discretion and with an automatic point reduction penalty. All assignments must be submitted to Blackboard for grading and work submitted in any other fashion, including email, will not be opened, viewed, or otherwise accepted for grading. Be respectful of your instructor's time and turn in all assignments by or before the appropriate due date.

Assessment of Written Work: All response papers grades are 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 proofread and edit your work prior to submission. No assignments will be accepted for grading if typed into the response box (Write Submission box as it says in Blackboard), submitted as an email attachment, or turned in as a hard copy, so make sure to upload to Blackboard appropriately.

Readings, Assignments, and Tests: No textbook is necessary for this class. All relevant information is included in lectures and classroom discussions. Assignments and tests will be assigned regularly in their respective modules. All portions of a module must be completed prior to the closing date of that section. Once sections close, they will not be reopened. Please take care to complete all assignments in each section and in each unit before they close. All tests and quizzes are open book and open note, yet they are also timed so know the material to the best of your abilities.

Computer Access: Successful participation in this class REQUIRES that the student have access to a computer with internet capabilities. Before accessing any tests or other timed assignments, please make sure that you have a strong and reliable internet connection and that

you have the time needed to complete the assignment. It is not recommended that you access Blackboard on a cell phone because the connection is not strong enough to submit work.

Disability 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)839-2018. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](http://lit.edu)

BE AWARE OF THESE RULES AND ADHERE TO THEM AT ALL TIMES

IN ORDER TO BEST SUCCEED, DO NOT WAIT UNTIL THE LAST POSSIBLE MINUTE TO TURN WORK IN.