Instructor: Dr. Harris
Course: EDUC 4304
Semester: Spring 2020

I ________________________________, received a copy of the course syllabus for
the class mentioned above and agree to the following course policies:

**COURSE ABSENCE POLICY**
A vital part of every student’s education is regular attendance of class meetings. Every
faculty member is to keep a current attendance record on all students. In addition,
successful performance in this class requires that you attend class and be punctual. Your
attendance affects the dialogue about the topics and successful discussion requires your
attendance. Your absence alters the community and without your presence, discussion is
radically different. Absences tend to lower the quality of a student’s work in a course
and subsequently their understanding of the content. After (1) absence, 4 points will be
deducted from the student’s overall total points. Excessive absences (3+) will result in
being dropped from the class or a failing grade. This class meets once a week and has
online components, both which are required. An absence on a presentation due-date will
result in a 0% for that assignment. Absences on an assignment due date are subject to a
25% deduction due to non-attendance. To risk further penalties, assignments must be
turned in either early or through email. Guests in class, including family members must
be cleared in advance with instructor.

**ASSIGNMENT POLICY**
All assignments must be submitted on time to receive full credit. Any late assignment
submitted will have an automatic 25% deduction or not accepted per the instructor’s
decision. Note: Arrangements in exceptional circumstances (hospitalization, catastrophe,
etc.) are the responsibility of the student. This means you must meet with the instructor to
discuss the situation and provide documentation. If you are having technology
difficulties, email the assignment to yourself and print in the library. Paper copies and/or
Canvas copies of assignments are necessary to receive a grade.

**CLASS PARTICIPATION**
Participation in class discussions is expected. Elements of appropriate participation
include evidence of critical thinking, clarity in identification of the issues, understanding
of the problems and ability to propose and evaluate solutions. It is expected that
discussions in class will reflect the required readings. All participants are expected to
welcome open expression of opinions, attitudes and beliefs.
EXPECTED QUALITY OF WORK
1. Papers: Use of a computer and printer to produce all written assignments
2. 8.5 x 11 paper, no legal paper
3. APA citation style (http://owl.english.purdue.edu/owl/resource/560/01/)
4. Proofread paper for grammatical, mechanical and spelling errors
5. Both content and quality of the student’s writing will be considered. Quality of writing includes clarity of expression, appropriate use of references and correct grammar, spelling and punctuation.

CELL PHONES
Cell phones must be turned off during class. In the case of an emergency, they may be on silent with permission from the instructor. Cell phones will not be used during class for texting, internet use or phone calls unless you have permission from the instructor.

LAPTOPS
Laptops will be used in class only when the instructors allow students to use them to investigate online or to write notes. Social media is NOT allowed during class time. If this becomes a distraction, the student will be asked to close his/her computer and may be asked to leave.

RESPONSIBILITY
As a teacher candidate, you are expected to maintain a high level of responsibility. Therefore, you must be responsible for verifying dates, expectations, and quality of work. If there is something you don’t understand, please ask. Assigned readings and tasks should be completed before class for discussion, reflection and evaluation.

E-MAIL
If you have questions or need to send a document for review, please send through my TAMUCT account shelley.harris@tamuct.edu.

___________________________________________   _______________________
Print Full Name                                             Signature                      Date