**Full Length Syllabus**

**How will you complete this course?**

This is a **100% in-person course**, which means that **we meet in person on campus**. All quizzes, written assignments, and exams are submitted on Canvas.

**How do you get a hold of me?**

It is important to contact me using the Canvas Conversations tab on the left side of the screen and select me from the list of your professors. I teach and advise a lot of students and Canvas is the best way for me to get back to you quickly.

You can talk to me before or after class, but if you would like to meet with me privately, you can come by my office, meet with me virtually using Teams, or schedule a phone call. To schedule a meeting, send me a Canvas email. I'm available Monday - Friday 8-5, but I can arrange to meet outside those hours with a little notice.

**What book do you need?**


Note: The cover of the book pictured on the bookstore website is not the correct cover, but it is the correct book.

**At what pace should you move through the course?**

**Pacing.** Assignments are posted at the beginning of the semester to allow students to work around their schedules. Media quizzes and exams can be completed until the end of the semester without penalty. Written assignments will be accepted up to 5 days late (no exceptions) before receiving a 0.

**Grades.** Students can view their grades in the Canvas Gradebook by going to “Grades” link on Canvas. Students can approximate their grades using the grades "What if" function.

**What do you need to do to pass the course?**

1. **Study the material.** In addition to the assigned readings, I include media assignments that highlight what you should take away from each chapter.

2. **Demonstrate how well you understand the material.** As you move through the course you will be quizzed over the content. Exams and assignments assess on how well you apply what you learn. The material builds on itself throughout the course, so you must complete all assignments for each chapter before moving on to the next.

3. **Improve writing.** The purpose of a writing instructive course is to improve your writing skills. You will complete assignments that give you a good foundation for writing and introduce you to folks at the university that can give you 1 on 1 help.