**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**. To earn attendance credit you must attend the course. However, all quizzes and exams are completed on Canvas remotely.

**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?**


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

Assignments are posted at the beginning of the semester to allow students to *mostly* work at their own pace. All assignments close at the end of the semester. Students should move through 1-2 modules per week. Each module contains summaries of the material and the assignments for each chapter.

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?**

You have 2 requirements:

1. **Study the material.** In addition to the assigned readings, I provide chapter summaries, narrated slides, and media that highlight what you should take away from each chapter. Complete all of the ToDo assignments listed for each chapter before completing any quizzes, assignments, or exams.
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.
   - **Chapter Review Quizzes (25%)** Students complete short multiple choice quizzes to insure the chapters are read and you are familiar with the concepts.
   - **Media Quizzes (35%)** Each chapter contains media that expands on the content in the textbook and lecture slides. Students are quizzed at the end of each video to insure you understand the concepts.
   - **Exams (40%)** Exams test your understanding of the material covered in the slides, media assignments, and book. Exams are multiple choice, open note, and not timed.