

points. If a student is unable to attend, it is his/her responsibility to notify the instructor and get any missed information and/or assignments from the instructor or other students. **Assignments will be awarded points for one week after they are assigned.** According to campus policy, any student missing more than 4 classes can be dropped from the class.

Grading System: Grading will be based on class participation and having required materials, workbook exercises, quizzes, and presentations.

Total possible points:300

Participation	90 pts.
Quizzes	60 pts.
Presentations	60 pts.
Assignments in work book	90 pts.

Grading Scale

270-300=A	180-209=D
240-269=B	179 and below=F
210-239=C	

Quizzes: All quizzes will be given at the beginning of class period. Any student with testing accommodations must make arrangements with the DSPS office before the exam date to take their quiz in the DSPS office.

Extra Credit: Extra credit assignments may be given at the instructor's discretion to help students to get more practice and points in deficient areas. **Students will only be eligible for extra credit if all homework, presentations and quizzes have been completed.**

Plagiarism and Cheating: As in all college classes, students are expected to do their own work. Any student caught cheating on a test or quiz will be subject to campus disciplinary procedures. Plagiarism will result in lost points on the assignment.

Important Note: If you have any special needs as addressed by the Americans with Disabilities Act (ADA)) such as extended testing time, an alternate testing location, books on e-text, note taking assistance, or adaptive equipment and you need reasonable accommodations, please notify instructor immediately.