



ASSIGNMENT SUMMARY

To view the assignment summary for this course, please refer to the Start Here button in Blackboard. Assignments are to be submitted by 11:59 p.m., student's time zone.

GRADING SCALE

Letter Grade	Percentage	Points Needed		Letter Grade	Percentage	Points Needed
A	100 - 93%	1000 - 930		C	76 - 73%	769 - 730
A-	92 - 90%	929 - 900		C-	72 - 70%	729 - 700
B+	89 - 87%	899 - 870		D+	69 - 67%	699 - 670
B	86 - 83%	869 - 830		D	66 - 63%	669 - 630
B-	82 - 80%	829 - 800		D-	62 - 60%	629 - 600
C+	79 - 77%	799 - 770		F	59 - 0%	599 - 0

The actual points earned throughout this course will determine the student's grade. Students must earn the minimum points associated with the letter grade to earn the grade. Consequently, points will not be rounded up to the next highest grade.

Note: No extra credit is available per Baker College policy.

GRADE DEFINITIONS

A = Outstanding Achievement

The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

B = Commendable Achievement

The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

C = Acceptable Achievement

The student demonstrates average mastery of the content. A "C" is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has

adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

D = Marginal Achievement

The student demonstrates below average mastery of the content. A “D” is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and the overall performance is marginal.

F = Failing

The student demonstrates little or no mastery of the content. An “F” is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

Note: A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range.

GRADE/FEEDBACK POLICY

The instructor will provide students with grading and/or feedback within a reasonable timeframe depending on the length and complexity of the assignment. For more complex assignments, instructors have up to one week from the assignment due date to provide feedback.

COMMUNICATION RESPONSE TIME POLICY

Your instructor will respond to student emails or voicemails within 48 hours.

INCOMPLETE GRADES

Incompletes are only considered if a significant unavoidable problem occurs. In order to receive an "Incomplete" grade, the student:

1. Must request an incomplete grade before the end of the course.
2. Must have completed 80% of the total coursework and have a chance to pass the course.
3. Must be unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances (documentation may be required).
4. Must complete an Incomplete Grade Contract with the instructor, with the due date no later than the last day of the following quarter. Permission from the dean may also be required.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

ACADEMIC HONOR CODE

There are four possible consequences for violating Baker College's Honor Code. The College may implement any or all of the following: failure of the assignment, failure of the course, expulsion from the College, rescinding a certificate or degree.

Click the link or copy and paste it into your browser for further details.

<http://online.baker.edu/about/policies-procedures/#academic-honor-code>

Baker College subscribes to a third-party plagiarism detection service, and reserves the right to check all student work to verify that it complies with the Academic Honor Code.

ATTENDANCE POLICY

Since attendance has a direct impact on a student's future employability, financial aid, and academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

It is the responsibility of the classroom instructor for onground classes to record and submit a record of attendance.

For online courses, attendance is automatically recorded on a daily basis. Attendance is defined as submission of any of the following within Blackboard during the seminar week:

- Wiki, blog, or journal assignment
- Assignment submission to an assignment link
- Discussion Board posting

When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

16 week class: No attendance during weeks one and two
 No attendance for two consecutive weeks
 No attendance for four non-consecutive weeks

8-15 week class: No attendance during week one
 No attendance for two consecutive weeks
 No attendance for three non-consecutive weeks

7 weeks or less No attendance during week one
class: No attendance for two consecutive weeks

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

LATE POLICY

Project planning, time management, and contingency planning are essential in all professional activity, not just academic coursework. As a standard, late work will not be accepted.

ENGAGEMENT POLICY

Because a high correlation exists between engagement and student learning, Baker College encourages students to engage regularly in their classroom. Students can engage substantively in a variety of ways, including participating in classroom discussions and activities, along with publishing their contributions in the online classroom's many areas, such as discussion boards, journals, blogs, wikis, or other instructor-identified areas. All engagement is expected to reflect professionalism, critical thinking, and correct grammar, both face-to-face and online.

Note: Individualized guidance may be given in specific courses.

NETIQUETTE POLICY

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect each other.

- Use appropriate language for an educational environment
- Use complete sentences, proper spelling and correct grammar
- Avoid slang and uncommon abbreviations
- Do not dominate the discussion
- Do not use obscene, threatening or offensive language
- Keep an open mind and be willing to express your opinion
- Think before you push the "send" button
- Do not hesitate to ask for feedback
- When in doubt, always check with your instructor for clarification

Baker College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions.

BYOD

Baker College is committed to enhancing workplace readiness by preparing graduates with career-ready skills. The proficient use of mobile and portable devices enhances the learning experience by providing opportunities to collaborate and connect with other campuses, teams, students, faculty, and employers, both inside and outside of the classroom. Therefore, Baker College requires each student to come to class prepared with a fully charged mobile of portable web-enabled device capable of supporting the instructional expectations of the course.

BAKER COLLEGE CREDIT HOUR DEFINITION

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. In terms of student expectations, for each credit hour a student can expect a minimum of six hours of direct in-class instruction and eleven hours of outside-of-class activities. This distribution may vary for courses with laboratory, internship, externship, clinical and practicum requirements where a combination of direct instruction, academic assignments, lab work, fieldwork, observation, and/or clinical practice is included.

STUDENT HANDBOOK AND BAKER COLLEGE POLICIES

Baker College is committed to provide an educational environment that enables you the opportunity to obtain your academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in the Student Handbook. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

Click the link or copy and paste it into your browser to access the Student Handbook and other Baker College policies.

<http://online.baker.edu/about/policies-procedures/>

STUDENT INITIATED WITHDRAWALS

A student may withdraw from a course up to the end of the week preceding the final week of the course.

STUDENT GRIEVANCES

If any person believes that Baker College has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaint procedures available to them:

OPTION I

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the campus Director/Vice President of Student Affairs, who shall function as the designated campus EEO/AA/ADA Officer.* The campus Director/Vice President of Student Affairs shall in turn investigate the complaint and reply with an answer to the complainant.

OPTION II

A grievance or inquiry may be made at any time to the Office for Civil Rights, Region V, Department of Education, Room 700C, 7th Floor, 401 S. State St., Chicago, Ill. 60605-1202.

ADA STATEMENT

Baker College is committed to addressing the needs of students who meet the criteria for special accommodations. It is the College's policy to comply fully with federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), regarding students with disabilities.

Click the link or copy and paste it into your browser for further details concerning the College's policies and procedures related to disability services.

<http://online.baker.edu/student-services/academics/#disability-services>

BAKER COLLEGE ACCESSIBILITY POLICY

Baker College is committed to providing equal access to qualified students with physical or mental disabilities in all programs services and activities. Qualified students with disabilities will not be excluded from participation or denied benefits related to services or activities. Reasonable and appropriate accommodations will be provided for students who have a documented disability. Students are required to give a 48 hour advance notice for identified accommodations. In accordance with the American with Disabilities Act (ADA, 1990), accommodations will not be provided for personal devices, is deemed as unreasonable, unduly burdensome or that fundamentally alters the nature of the program.

ANTI BULLYING POLICY

It is the policy of Baker College to provide safe environments for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behaviors. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

Baker prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal, and psychological abuse including hazing, gestures, comments, threats, or actions that cause (or threaten to cause) bodily harm, reasonable fear for personal safety, or personal degradation. Bullying is not the same as teasing, but repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters climates of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying and harassment create conditions that undermine the ability of individuals to achieve their full potential.

COPYRIGHT POLICY

The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Click the link or copy and paste it into your browser to access more information regarding the TEACH Act and Copyright Policies.

<http://online.baker.edu/about/policies-procedures/#copyright-policies>

SOCIAL NETWORKING POLICY

Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the college.

CHILDREN ON CAMPUS

Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children may not accompany students who are on campus to study, conduct library research, or participate in other class-related activities. Children may not be left unattended anywhere on campus especially in the Student Center or Library. Children are not allowed to use College resources including computers and printers.

ELECTRONIC DEVICES

Please keep all electronic devices (cell phones, PDAs, etc.) in an inaudible mode while in the classroom.

FOOD AND DRINK

Please use care in keeping facilities and equipment clean and orderly. Food and beverages should not be consumed in classrooms or labs, with the exception of bottled water with a securable lid being allowed in some classrooms. It is your responsibility to know and adhere to the rules in place for food and beverage consumption on campus.

TOBACCO USE

All Baker campuses are tobacco-free. There are penalties for anyone found to be in violation of the tobacco use policy. It is your responsibility to know and adhere to the rules in place for tobacco use on campus.

FIRE DRILLS

In compliance with the law, Baker College will periodically conduct fire drills.

Click the link or copy and paste it into your browser for further details concerning the College's fire drills policy.

<http://www.baker.edu/student-services/campus-safety/#fire-drill-policy>

Except under unusual circumstances, the guidelines in this syllabus will not change. However, if any changes are necessary, all changes will be communicated in writing as an addendum to the syllabus.