



**IV. Attendance: Attendance is critical to your success.** You may be dropped after three unexcused absences; it is your responsibility to call me if you cannot attend class. **You are responsible for everything that occurred during your absence.** It is up to you to contact a classmate or me for missed material. *Please avoid arriving late, leaving early, and walking outside during class; these are unacceptable behaviors that distract others. Also, you must turn off all electronic devices during class. Students whose phones ring or who are seen using their phones or texting will be marked absent for the day. A second occurrence will result in the student's being dismissed for the remainder of that class period.*

**V. Important Dates**

- **February 21**      **Deadline to add full-term classes in person**
- **February 23**      **Last day to drop classes without receiving a "W" AND with a refund (by Internet only)**
- **May 11**            **Last day to drop with a "W" (by Internet only)**
- **Final Exams**      **June 3 to 9**

**VI. Some Important Notes**

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself—OFFICIALLY—on or before May 11 (Internet).** Failure to do so may result in a grade of NO PASS in this class.
- Please make sure that the email address on file with the college is accurate; if you change your address, please update your email address by using the student portal.
- Please keep graded papers such as quizzes and tests in a safe place. You should keep them at least until final grades have been posted.
- Cheating: I will not tolerate any form of academic dishonesty. If you are caught cheating, you will be given a zero for that particular exam or quiz, even if the failing grade makes it impossible for the student to pass the course. At my discretion, the event may also be reported to the Department Chair, who may forward the report to the Vice President of Student Services for disciplinary action, which may include suspension or expulsion.
- *If you are a student with a disability and require classroom accommodations, please see me immediately to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the more quickly I will be able to provide them. If you have not done so already, you may also wish to contact the Disabled Students Programs & Services Office in Instructional Building 1018. Phone (818) 364-7732/TTD (818) 364-7861 and bring a letter and/or documentation stating the accommodations that are needed. This syllabus can be made available in alternate format upon request from DSPS at (818) 364-7732.*

**Three Attempt Limit**

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving any grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. *Withdrawal by the deadline to avoid a "W" will not count as an attempt.* For Spring 2014 the deadline to avoid a "W" is **Sunday, February 23**.

### About the Learning Center...

If you need help or feedback while you are working on your assignments, visit **The Learning Center**, located on the first floor of the Library/Learning Resource Center. Tutors there will assist you in many areas: writing, math, reading, research, and homework assignments.

In the new Title V HSI-ISSA **Academic Success Center**, the writing and reading specialists are excited about helping you to succeed. In the Writing Lab, tutors can assist you with MLA or APA styles and in developing writing assignments, lab reports, book reports, essays, and research papers. You can use this service when we complete our research project at the end of the semester.

The Reading Lab offers free assessments of your reading skills using **Reading Plus**, interactive software that provides individualized learning modules to enhance your reading skills. **This online program can also be accessed from home.** Make a Reading Lab appointment to learn how to access Reading Plus.

The Learning Center is FREE for all students. Call 818-364-7754 to make AN APPOINTMENT or visit the Information Desk. Visit the Learning Center early each semester and use the FREE assistance throughout the term.

### OTHER COLLEGE RESOURCES FOR LAMC STUDENTS

**Admissions and Records:** Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

**Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

**Counseling Department:** For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

**Extended Opportunity Programs and Services (EOP&S):** For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

**Financial Aid:** For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

**Library:** For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

**STEM Office:** For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: <http://www.lamission.edu/stem>

## Course Schedule

Date		Class Activity	Homework Assignment
Feb. 11	T	Introduction to course	Buy <u>College Reading &amp; Study Skills</u>
Feb. 13	Th	Assessment	
Feb. 18	T	How to use Reading Plus	
Feb. 20	Th	Chapter 1	
Feb. 25	T	Quiz, Chapter 1 Chapter 2	
Feb. 27	Th	Quiz, Chapter 2 Chapter 3	
Mar. 4	T	Quiz, Chapter 3 Chapter 4	
Mar. 6	Th	Quiz, Chapter 4 Chapter 5	
Mar. 11	T	Quiz, Chapter 5 Chapter 6	
Mar. 13	Th	Quiz, Chapter 6 Chapter 7	
Mar. 18	T	Quiz, Chapter 7 Chapter 8	
Mar. 20	Th	Chapter 8 continued	
Mar. 25	T	Quiz, Chapter 8 Chapter 15	
Mar. 27	Th	Quiz, Chapter 15 Chapter 16	
Apr. 1	T	Chapter 16 continued	
Apr. 3	Th	Midterm Exam	
Apr. 7 - 13		Spring Break	

<b>Date</b>		<b>Class Activity</b>	<b>Homework Assignment</b>
Apr. 15	T	Chapter 18	
Apr. 17	Th	Quiz, Chapter 18 Chapter 19/20	
Apr. 22	T	Chapter 19/20 continued	
Apr. 24	Th	Quiz, Chapter 19/20 Chapter 9/10	
Apr. 29	T	Chapter 9/10	
May 1	Th	Quiz, Chapter 9/10 Introduction to Research	
May 6	T	Introduction to Research	
May 8	Th	Introduction to Research	
May 13	T	Introduction to Research	
May 15	Th	Introduction to Research	
May 20	T	Chapter 11/12	Research Project-- first draft due
May 22	Th	Chapter 11/12 continued	
May 27	T	Non-Instruction Day (no classes/college open)	
May 29	Th	Chapter 11/12 continued, review for Final Exam	Research Project-- final draft due
June 3	T	Final Exam 10 a.m. to 12 p.m.	