

Student Conduct:

- Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and do not leave early.

If you have more than three absences, you may be dropped from your class on your fourth absence.

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF ONLINE– OFFICIALLY - on or before May 11, 2014. Failure to do so will result in a grade of "F" in the class.

There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before February 23, 2014.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices on vibrate during class time. No texting is allowed during class.
- Food or drinks are not permitted in the classroom.
- Respect everyone in the class; disrespectfulness will not be tolerated.
- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to do his/her own work on assignments and on exams. Any cheating will be dealt with as severely as College policy allows. Penalty ranges from no credit for the assignment to exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will significantly affect the grade of all individuals involved. The use of any electronic devices during an exam is prohibited.

Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at www.laccd.edu. Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

You can forward your LACCD e-mail to your personal account.

Timings:

Students will take two 8-minute timings per week beginning with Job 5.

Select the better timing each week and submit it with the following information:

Name:

Date:

Speed/Accuracy:

Each practice set contains 68 strokes per problem. Count each listing as 6 strokes if only part of a problem is completed. Divide the number of strokes by 8 (for 8-minute timings); this will be the strokes per minute (SPM). Do not deduct errors; circle them and note them along with the SPM (100/2).

The three highest timings will determine the timing grade. If you pass two timings, the timing grade is lowered one level; if you pass one timing, the grade is lowered two levels.

<u>STROKES PER MINUTE</u>	<u>ERRORS</u>	<u>GRADE</u>
205 +	0 - 5	A
	6 - 10	B
	11 - 15	C
160-204	0 - 8	B
	9 - 12	C
120-159	0 - 12	C

Evaluation:

Tests will be given following Jobs 6, 10, and 15.

Grading will be based on three Tests (100 points each) and the Timings (200 points), for a total of 500 points possible.

The final grade will be based on the following points:

450 - 500	A	(90-100% of 500)
400 - 449	B	(80-89% of 500)
350 - 399	C	(70-79% of 500)
300 - 349	D	(60-69% of 500)
Under 299	F	(59% and below)

Class Calendar Spring 2014:

Week 1:	2/10 & 2/12	Job 1
Week 2:	*2/19	Jobs 2 and 3 Last day to drop without receiving a "W" with refund 2/21 – In Person, 2/23 – Internet
Week 3:	2/24 & 2/26	Jobs 4 and 5
Week 4:	3/3 & 3/5	Jobs 6 and 7
Week 5:	3/10 & 3/12	Review for test Test 1: Jobs 1 - 6
Week 6:	3/17 & 3/19	Jobs 8 & 9
Week 7:	3/24 & 3/26	Job 10 and review for test
Week 8:	*4/2	Test 2: Jobs 7 - 10
	April 7 – April 13	Spring Break

Week 9:	4/14 & 4/16	Jobs 11 and 12
Week 10:	4/21 & 4/23	Jobs 13 and 14
Week 11:	4/28 & 4/30	Job 15 and review for test
Week 12:	5/5 & 5/7	Test 3: Jobs 11 - 15 (Skip Jobs 16 – 20) Job 21 Last Day to Drop with a “W” 5/9 – In Person, 5/11 – Internet**
Week 13:	5/12 & 5/14	Jobs 22 and 23
Week 14:	5/19 & 5/21	Job 24
Week 15:	*5/28	Job 25
Week 16:	6/2 6/4	Job 25 (Continued) Test 4: Jobs 21 - 25

*No Class:

2/14 - 2/17 – President’s Day

3/31 - Cesar Chavez Day

4/7 - 4/13 – Spring Break

5/26 - Memorial Day

5/27 – Non-Instruction Day

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