

## **South Plains College: General Course Syllabus**

**Department:** Behavioral Sciences

**Discipline:** Humanities

**Course Number:** Humanities 1301

**Course Name:** Introduction to the Humanities **Credit:**

3 Lecture: 3 Lab: 0

This course satisfies a core curriculum requirement: Yes- Language, Philosophy & Culture

**Prerequisites:** none

**Campuses:** All

**Textbooks:** The Art of Being Human: The Humanities as a Technique for Living by Richard Janaro & Thelma Altshuler, 11<sup>th</sup> ed. ISBN: 9780134240305 Pearson (This is for an online ebook version called Revel)

**Course Specific Instructions:** refer to individual instructor's course information sheet

**Course Description:** This course is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

**Course Purpose:** This course is an introductory course designed to acquaint students with a broad understanding of how the arts interface with individual and societies. A holistic approach will be utilized to explore ideas of aesthetic and intellectual creation in order to understand the human experience across cultures.

**Course Requirements:** To maximize the potential to successfully complete this course, the student should attend all class meetings, complete all homework assignments in a timely manner, and complete all examinations including the final exam. Internet courses require the work to be completed in specific time periods.

**Course Evaluation:** Refer to the instructor's course information sheet for specifics on assignments and testing.

**Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

**Disability Services Policy:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. See *South Plains College General Catalog 20152016*, pages 53 and 54 for more information.

**Academic Integrity Policy:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

- **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text-book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the

presentation of any and all phases of course work. This applies to quizzes of what- ever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

See *South Plains College Student Guide 2015-2016*, pages 13 and 14 and *South Plains College General Catalog 2015-2016*, page 22.

See instructor's course information sheet for more information.

### **Student Conduct Policy:**

- Classroom Conduct: Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.
- See *South Plains College Student Guide 2015-2016*, pages 13 through 18 for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

**Grade and Academic Discipline Appeals:** South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

- Appeal Restrictions: Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed
- Informal Appeal
  - 1. The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
  - 2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
  - 3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
  - 4. If the student is still not satisfied, he she should be advised of the formal appeal process.
- Formal Appeal: If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:

- 1. A request for a formal appeals hearing.
- 2. A brief statement of what is being appealed.
- 3. The basis for the appeal.
- 4. Pertinent facts relating to the appeal.

The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

- The Hearing o Composition of the appeals committee:
  - Vice President for Academic Affairs will preside over the hearing.
  - Faculty member of the student's choice.
  - Faculty member and student selected by the Vice President for Academic Affairs.
  - President of Student Government Association. \*
  - Dean of Students.
- Other persons who should be available at the hearing:
  - The student who requested the hearing.
  - The faculty member involved.
  - Anyone the student or faculty member wishes to be present to substantiate the case.
  - Chairperson and Divisional Dean.
- Hearing procedure:
  - The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.
- The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide 2015-2016*, pages 18 and 19.

**Equal Rights Policy:** All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See *South Plains College Student Guide 2015-2016*, page 10.

**Student Learning Outcomes/Competencies:** Students who have successfully completed this course will be expected to:

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Articulate how these works express the values of the individual and society within an historical and social context.
- Articulate an informed personal response and critically analyze works in the arts and humanities.

Demonstrate knowledge and understanding of the influence of literature, philosophy, and the arts on cultural experiences.

- Demonstrate an awareness of the creative process and why humans create. ACGM Approval Number: 24.0103.51 12

**Core Objectives addressed:**

- **Communication skills-** to include effective written, oral and visual communication.
- **Critical thinking skills-** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
- **Social Responsibility-** to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.
- **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Instructor Policies: Wanda Clark, Ph.D.**

**Office Location & Hours:** AD 134 Levelland campus. (806) 716-2458. Office hours: MTh.11:00-12:00, Mon. 1-2, Fri 8:30-11:30 email & by appointment (contact by email first).

**Email address:** [wclark@southplainscollege.edu](mailto:wclark@southplainscollege.edu)

**Thank You:** I consider it an honor that you have chosen to be in my course. I want to thank you in advance for the time and hard work that you will put into this learning experience. One of the keys to being successful in college is to maintain communication with your instructor. Feel free to call, e-mail, or come by during office hours if I can help you be successful in this course. I wish you all the luck this semester and hope that the grade that you achieve in this course will reflect the effort you put into it.

**Attendance Policy:** Since this course is a virtual classroom, attendance will be taken according to the following:

- Participating in class discussion by posting to the discussion board.
- Taking chapter quizzes on or before the midnight due dates.
- Turning in assignments on or before the midnight due date.

**Late work:** All work must be posted or emailed by the due dates posted on the calendar to receive full credit. Any late work submitted may receive no more than ½ credit at the discretion of the instructor. Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" are not acceptable. In short, plan ahead and do not wait until the last minute to submit your assignments. It is always okay to turn in assignments early although discussion board postings should be done with the calendar schedule. **No late credit will be provided for Revel assignments/quizzes.** Essays/discussion posts are the only type of work which may be accepted late and this is at the discretion of the instructor. No more than ½ credit will be possible for any approved late work.

**“Get out of jail” option.** You may use your “Get out of jail free” card twice during the semester for missed Revel assignments/quizzes and/or discussion postings. You must send your requests within one week of the original due date to receive full credit for missed assignments. Please send requests using the Blackboard email function. You will be credited full points for the missed/replaced assignments. The two “jail cards” are equivalent to 100 points. If you elect to replace a discussion posting with replies you may only use the jail card once for the semester.

**Administrative Drop Policy:** Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to turn in 5 assignments during the semester **may** be dropped with a grade of "X" from the course. If missed assignments occur after the final drop date the grade will be "F." Assignments in this context refer to the written chapter assignments as well as quizzes and/or postings to the discussion board.

Blackboard is the computer software used to deliver this course. It is essential that you have reliable access to the Internet. It is not necessary to purchase or own your own computer but you should have a backup plan in place should you encounter computer problems. Firefox is the recommended and supported browser for Blackboard. There are open computer labs available to all enrolled SPC students on all campuses. It is also the student's responsibility to have the required computer skills to complete this course. Should you encounter technical difficulties contact the instructor first, and/or the SPC technical support call (806) 894-9611, ext. 2180. Be sure to include course and section number information when contacting technical support.

### **Computer Requirements:**

**Browser Plug-ins and Security Software:** Most Web educational experience will require the use of several additional browser plug-ins. It is very highly recommended that you have an anti-virus program on your computer. You may also need Adobe Acrobat for several readings and a multimedia player such

as Windows Media Player. Firefox is the supported browser for Blackboard. Please download and use it! Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines. There are apps available for phones, tablets and other devices so that you can access your work in multiple venues. These are not all reliable so it is best to complete the quizzes on an actual computer.

**There are four types of assignments required for this course: Revel reading assignments, chapter quizzes, discussion assignments, and term projects.**

**Revel reading assignments:** A Revel code is required for this course. This provides an ebook version of the textbook and access to online course content. There will be reading comprehension questions assigned for each chapter using this tool. Each question is worth 1 point and you have unlimited attempts to get them correct.

**Chapter Quizzes:** There is a 30 point quiz for each chapter we will cover in the course. These will be made available to you at the appropriate times during the course. Each quiz question is worth 3 points. You may attempt each question twice but the second attempt will only be worth 2 points rather than 3. These are open book/open note quizzes but it would be best to read the material before attempting to take the quiz. You will be able to track your progress on the My Grades page located on the course homepage as well as in the Revel program.

**Reflections/Discussion Assignments:** 10 @ 100 pts. each

These will be short written assignments (roughly 250 words or one page) most of which will be in response to self-reflective types of question prompts. They will be available in the discussion tool area in Blackboard. Please use standard written English for these essays as spelling and grammar will count. Specific information from the textbook should be cited to indicate you can relate what you are reading to your own experiences. Use APA citation style to document textbook references.

For the discussion board, there will be several questions or discussion prompts posted to the discussion board area. The first postings will be individual thoughts or comments and then you should reply to at least two of your classmates. The primary goal for this portion of the course is to "talk" about what you are learning so it is more appropriate to be informal and conversational in these assignments and spend more time polishing the responses in the longer assignments. In the initial postings your goal is to link the examples from the text to your individual experiences or ideas. This is also the place to include personal experiences and/or reactions. For the reply postings you should ask questions to encourage other students to think more deeply, constructively disagree at times, apply textbook/course information to others comments, and share your own experiences that relate to the topic of discussion. If you repeat yourself in your reply messages you will only receive partial credit. Also, simply stating "I agree" is not detailed or complex enough to earn points. See discussion posting criteria listed below.

**Term Project:** The specific questions for each option are located under the term project tab. Any outside sources should be documented using APA documentation style (see the citing sources page or the SPC library home page for more information on how to do this). Each assignment should make at least three specific references to textbook information. These references must be cited and referenced according to APA style. You may use Word attachments or copy and paste your work directly into the submissions window in the assignments function. This project is worth 200 points.

**All written assignments should be presented using the conventions of Standard Written English.**

**Writing Tips:**

1. All written work should be typed or computer generated with one inch margins in a standard 12 pt. font. Please use Word for attachments.
2. Any references used should be listed at the end of the paper using APA style and within the body of the text according to APA procedure. **Using reference material without proper documentation constitutes plagiarism which is a serious academic offense.** Wikipedia is not considered a valid academic source. Do not use it!
3. For the discussions in this class, it is better to write using first or third person pronouns. Therefore it is appropriate to use "I, me, mine" or "he, she, their, we." It is not appropriate to use "you" or "your." Please avoid writing in 2<sup>nd</sup> person.
4. Be sure to proofread your work for grammatical and spelling errors. Use the "enable html" button within the email, assignments, and discussion functions to run a spell check. Also remember that "healthy" paragraphs are usually comprised of at least three sentences organized around a central idea.
5. Text message language and abbreviations are not standard written English and therefore are not acceptable in this course.

**Grades: It is possible to earn up to 2000 points in this course.**

- 16 chapter Revel reading assignments and quizzes 50 points each 800 total
- 1 term project @ 200
- 10 discussion assignments @ 100 1000

Points necessary for each grade: A= 2000-1800, B= 1600-1799, C= 1400-1599, D= 1200-1399, F= 1199 and below.

**Discussions**



Discussion topics are listed in the Discussion Tool. Some of discussion topics will require viewing a video and the links are provided in the discussion topics instructions. To receive the full 100 points for participation each assignment you must post an original message and two reply messages each time.

Original message requirements:

- Due as indicated on the calendar at midnight.
- 200 – 300 words in length.
- Make direct connections between the prompts AND text information. Cite the textbook sources using APA format.
- Include personal experiences and/or reactions. Worth up to 80 points

Reply message requirements:

- Two replies are due every deadline at midnight as indicated on the course calendar
- Ask questions to encourage other students to think more deeply.
- Share your own experiences that relate to the topic of discussion.
- Constructively disagree at times.
- Refer to class course work (text and video information) and apply the information or ask other students how they are applying course information.
- If you repeat yourself in your reply messages you will not get credit for one of them.
- Worth up to 20 points

You will not be given full credit for postings that do not meet the above criteria. Also, the use of short, choppy sentences put down that do not show careful thought will NOT earn you full credit. It is appropriate to use sentences like, "I agree" but those sentences do not meet the requirements for grading purposes. See the Grading section below for more information.

- The first discussion is an introduction of yourself to the class. All Discussion topics will be listed in the Discussion Tool.
- The primary goal of this portion of the course is to "talk" about what you are learning. Try to get to know your classmates in this introduction post by responding to at least two classmates commenting on something you may have in common with them or are interested in learning more about.
- The postings will be graded within the deadline period that they are posted – you must post EACH deadline to receive credit for that week. In other words, you may not post too far ahead as the idea is to have a "classroom discussion". Each deadline is divided into a separate Topic on the Discussion Board Page to help you keep up with the postings. Refer to your calendar for deadlines.

## **Grading**

Original posts will receive up to 80 points and Replies will receive up to 10 points each for a possible 100 total points per chapter. ·

\*RUBRIC/EXPECTATIONS – to help you do the best you can, I am providing a grading rubric for the discussion postings and replies.

- **Original Posts:**

- Approximate 80 point post includes posts that have: thoughtful commentary that specifically includes references and/or discussion to the reading, video, and module material; personal connections when relevant; introduces new ideas and questions; and/or thoroughly addresses the topic. Post was on-time, includes at least the minimum word count, and is spelling/grammatically correct.
- Approximate 50 point post includes posts that have: reference to some type of course material, some personal reference but maybe not clearly connected to course material or topic, and/or thoroughly addresses the topic. Post was on-time, includes the minimum word count, and contains a minimal number of spelling/grammar errors.
- 0 point post includes incorrect or partial posts, no reference to relevant material, irrelevant ideas, frequent spelling/grammar errors, was not posted on-time, and/or no post.

- **Replies:**

- Approximate 10 point reply includes replies that explicitly references ideas in the post, gives personal commentary in a constructive way, may correct an incorrect posting in a respectful way, elaborates on the ideas and questions posed in the post, reflects a good understanding of the course material, and/or brings up course material that the original post did not include but was relevant. Post was on-time, includes at least the minimum word count, and is spelling/grammatically correct.
- Approximate 6 point reply includes brief elaboration of the ideas and questions posed in the post and/or a personal response that may or may not clearly tie to the original post but relevant to the module. Post was on-time, includes at least the minimum word count, and contains a minimal number of spelling/grammar errors.
- 0 point reply includes brief encouragement, a statement of agreement or disagreement, unclear or offensive responses, frequent spelling/grammar errors, was not posted on-time, and/or no reply.

- **\*\*NOTE:** Simply restating what someone else has stated will not earn you points. You need to put thought into your postings, bring in course work, and a personal connection to receive the maximum points. Correct grammar or syntax is important so be sure that you spell/grammar check AND proofread your posts.

- \*Adapted from On-line Teaching: Best Practices, by Professor Marisol Clark-Ibanez, Ph.D and Linda Scott.

**Introduction to Humanities**  
**Online Coursework Calendar, Checklist, and Grade Calculator**  
**Fall 2018**

All course work activities listed below are REQUIRED.

It is recommended that you begin the coursework immediately as the work takes several hours per week to complete. Students are strongly urged to work ahead of the deadline as work is not accepted after the deadline passes. Deadlines are at midnight unless otherwise noted.

Students are encouraged to print this checklist and use it throughout the semester.

| Must be completed with a score of 100% before continuing on in the course. |                          |                                     | Online Participation Agreement Quiz                         |                     |               | 1               |
|--|--------------------------|-------------------------------------|---|---------------------|---------------|-----------------|
| Module   | Due date                 | Chapter                             | Coursework Activity   | Check when complete | Points earned | Possible points |
| Introduction Module  | Prior to deadlines below |                                     | Original introduction post plus two replies (Discussion #1) |                     |               | 60              |
|  |                          |                                     | Syllabus Quiz   |                     |               | 30              |
|  | <b>Due Date Sept. 2</b>  |                                     |   |                     |               |                 |
|  |                          |                                     | Semester subtotal   |                     |               | 91              |
| Module 1   | Prior to deadlines below |                                     |   |                     |               |                 |
|  |                          | Chapter 1                           | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 1                           | Reading questions & Chapter Quiz                            |                     |               | 40              |
|  | <b>Due Date Sept. 9</b>  |                                     |   |                     |               |                 |
|  |                          | Chapter 2                           | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 2                           | Reading questions & Chapter Quiz                            |                     |               | 49              |
|  |                          |                                     | Discussion #2 with 2 replies                                |                     |               | 100             |
|  | <b>Due Date Sept. 16</b> |                                     |   |                     |               |                 |
|  |                          | Chapter 3                           | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 3                           | Reading questions & Chapter Quiz                            |                     |               | 50              |
|  |                          |                                     | Discussion #3 with 2 replies                                |                     |               | 100             |
|  | <b>Due Date Sept. 23</b> |                                     |   |                     |               |                 |
|  | Chapter 4                | Read the chapter in Revel           |   |                     |               |                 |
|  | Chapter 4                | Reading questions & Chapter Quiz    |   |                     | 49            |                 |
|  |                          | Discussion #4 with 2 replies        |   |                     | 100           |                 |
| <b>Due Date Sept. 30</b>   |                          |                                     |   |                     |               |                 |
|  |                          |                                     | Semester subtotal   |                     |               | 579             |
| Module 2   | Prior to deadlines below |                                     |   |                     |               |                 |
|  |                          | Chapter 5                           | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 5                           | Reading questions & Chapter Quiz                            |                     |               | 58              |
|  |                          |                                     | Discussion #5 with replies                                  |                     |               | 100             |
|  | <b>Due Date Oct. 7</b>   |                                     |   |                     |               |                 |
|  |                          | Chapter 6                           | Read the chapter in Revel                                   |                     |               |                 |
|  | Chapter 6                | Reading questions & Chapter Quiz    |   |                     | 44            |                 |
|  |                          | Discussion #6 with 2 replies        |   |                     | 100           |                 |
| <b>Due Date Oct. 14</b>  |                          |                                     |   |                     |               |                 |
|  |                          |                                     | Semester subtotal   |                     |               | 881             |
| Module 3   | Prior to deadlines below | Chapters 7 & 8                      | Read the chapters in Revel                                  |                     |               |                 |
|  |                          | Chapters 7 & 8                      | Reading questions & Chapter Quiz                            |                     |               | 100             |
|  |                          |                                     | Discussion #7 with 2 replies                                |                     |               | 100             |
|  | <b>Due Date Oct. 21</b>  |                                     |   |                     |               |                 |
|  |                          | Chapter 12                          | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 12                          | Reading question & Chapter Quizzes                          |                     |               | 55              |
|  |                          | Term Project Preview Assignment Due |   |                     | 50            |                 |
| <b>Due Date Oct. 28</b>  |                          |                                     |   |                     |               |                 |
|  |                          | Term Project Due                    |   |                     | 150           |                 |
| <b>Due Date Nov. 4</b>   |                          |                                     |   |                     |               |                 |
|  |                          |                                     | Semester subtotal   |                     |               | 1336            |
| Module 4   | Prior to deadlines below | Chapter 9                           | Read the chapter in Revel                                   |                     |               |                 |
|  |                          | Chapter 9                           | Reading questions & Chapter Quiz                            |                     |               | 55              |
|  |                          |                                     | Discussion #8 with 2 replies                                |                     |               | 100             |
|  | <b>Due Date Nov. 11</b>  |                                     |   |                     |               |                 |
|  | <i>Nov. 15th</i>         |                                     | <i>Last Day to Drop a course</i>                            |                     |               |                 |
|  |                          | Chapter 10 & 11                     | Read the chapters in Revel                                  |                     |               | 59              |
|  |                          | Chapter 10 & 11                     | Reading questions & Chapter Quizzes                         |                     |               | 55              |
|  | <b>Due Date Nov. 18</b>  |                                     |   |                     |               |                 |
|  | <i>Nov. 25</i>           |                                     | <i>Thanksgiving Day Holiday</i>                             |                     |               |                 |
|  |                          | Chapters 13 & 14                    | Read the chapters in Revel                                  |                     |               |                 |
|  |                          | Chapters 13 & 14                    | Reading questions & Chapter Quiz                            |                     |               | 101             |
|  |                          |                                     | Discussion #9 with 2 replies                                |                     |               | 100             |
| <b>Due Date Dec. 2</b>   |                          |                                     |   |                     |               |                 |
|  | Chapters 15 & 16         | Read the chapters in Revel          |   |                     |               |                 |
|  | Chapters 15 & 16         | Reading questions & Chapter Quiz    |   |                     | 100           |                 |
|  |                          | Discussion #10 with 2 replies       |   |                     | 100           |                 |
| <b>Due Date Dec. 9</b>   |                          |                                     |   |                     |               |                 |
|  |                          |                                     | Semester Total (6 bonus points built in)                    |                     |               | 2006            |

Instructions for using the worksheet: Print off the worksheet. As you progress through the semester, record the points you earn on each activity in the course. At the end of each module add up your points for ALL of the activities at that point in the semester. Then divide the points earned by the total points available through that time period. Example: at the end of Module 1 you have earned 475 points. Divide that by 579 and you have .820 or 82% for an B average AT THAT POINT. Complete your calculations at the end of each module and you will have your average as you progress through the course. You can use the same calculation at the end of the semester for an average or you can check the total points you have earned against the grade scale in the syllabus.

