

Supplemental Course Policies and Communications

To-Do Date: Jan 13 at 11:30am

Important note:

**Expand each heading by clicking on the triangle to see more information.
Click it again to hide the information.**

Course Policies

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it's important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

On this page, you'll find further information on how to participate effectively in this course.

▼ About Your Professor

I'm Dr. Spottke, pronounced Spot Key. I am human and my pronouns are she/her. I have a life outside of teaching, with friends, family, and everything! For more information on me, please visit the [About Your Professor](#)

<https://online.valenciacollege.edu/courses/217816/pages/about-your-professor> page.

▼ Textbook and Required Materials

In response to rising textbook costs, I have opted to use Open Educational Resources (OER). Reading materials for this course are free and will be provided as links within the course modules.

However, please, purchase a notebook. Periodically, I may ask you to submit your handwritten notes.

▼ Course Structure

This course is organized in weekly modules with two Gordon Rule required essays. The course starts with the orientation module.

Within each module, you will find your work broken down by weeks due with readings, discussions, quizzes, and writing assignments due on Mondays and Wednesdays by 11:30 am.

▼ Grading Policies

Grades are broken up as follows:

10% Orientation Module

35% Gordon Rule Essay Assignments

10% Quizzes

20% Prewriting

11% Attendance

15% Assignments

You must earn a C in this course, 70%.

There is no final exam.

Work is due on Mondays and Wednesdays by 11:30 am.

▼ Late Work

All work is due on Mondays and Wednesdays by 11:30 am. You can submit work late--up to two days --without penalty.

Assignments will lock once I begin grading the assignment.

▼ Essay Policies

Gordon Rule Requirements

State Board of Education Rule 6A-10.030, the Gordon Rule, requires students to complete with grades of C or better 12 credit hours in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments.

Failure to complete ALL assigned essays and the annotated bibliography will result in an F for the course. Individual essays UNDER the length requirement will not be accepted. Students can turn in completed essays late to meet Gordon Rule Requirements or will fail the course for not meeting Gordon Rule requirements.

Assignment Criteria and Rubrics

Rubrics are available for most assignments: prewriting exercises, both essays, the collected sources, and the outline. Remaining assignments are based on completion.

Short Length Requirement and Gordon Rule Requirements

If your work fails to meet the length requirements, the professor will return it ungraded. The student will be responsible for resubmitting essays to meet Gordon Rule Requirements.

Failure to submit Gordon Rule work by the end of the semester will result in a zero for missed assignments and an F for the course for not meeting Gordon Rule Requirements.

Over Length Requirement

Going **over** the length requirement will result in a letter grade deducted. Good writing is condensed and to the point.

▼ Important Dates

The College is Closed on the following:

January 20 Martin Luther King, Jr.

February 7 Learning Day

March 17 - March 23 Spring Break

College Dates

The course runs from January 6 to April 27

Withdraw for a full refund by January 13

Withdrawal deadline is March 14

Course Communications

▼ Contact Your Instructor

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

I encourage you to check your Canvas inbox, Canvas announcements, and Atlas email account regularly— at least every four days—for cancellation notices, important announcements, etc.

Want to be a most successful student? Check your messages and announcements daily!

Appointments for meeting online, live via Zoom, may be made as needed, just ask. I block time out of my schedule (see office hours through the link on the course home page). If you'd like to meet me during this time, send me a message via Canvas Inbox, and I'll send you a link for our meeting. If these hours do not work for you, contact me at least 24 business hours in advance, and we can see about setting up a different time to meet. We can review your writing together, discuss research, and/or clarify questions. This is my time set up for you.

▼ Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students

- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

From Kent State University:

“Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of nonverbals in communication. When taking a course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
2. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
3. Review, review, then send. There’s no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
4. An online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
5. The language of the Internet. Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :-) or :- (), but avoid overusing them.

6. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden."

▼ Email Etiquette

Please, clearly state your message. I want to understand what you are asking of me. I want to be able to help you with whatever trouble you are having, want to answer what questions you may have.

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

▼ Expectations of Students

- Please, check your Atlas email, Canvas Inbox, and Canvas announcements regularly throughout the week, at least every four days
 - For guidelines on how to interact with your instructor and peers read through [Our Practice of Respect and Community Building](https://online.valenciacollege.edu/courses/217816/files/58655787?wrap=1) (<https://online.valenciacollege.edu/courses/217816/files/58655787?wrap=1>).
- Some highlights from these principles are:
- Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value
- Please, inform me of any issues affecting work submission, before the submission due date
 - Please, explore your writing voice, but don't let artificial intelligence take your voicern Canvas and Canvas Help

▼ Expectations of Instructor

- I will provide a variety of feedback on submitted assignments within two weeks
- I will address each of you following the guidelines in Our Practice of Respect and Community Building.
- I will notify you of changes to the coursework via Canvas Inbox or Announcements