



# ENVR 110: Environmental Science

## Fully Online Version!!!

College item: 2859 WAOL ID: 7581  
Fall 2006, South Puget Sound Community College  
Syllabus

**Instructor:** Brianna ("Brie") W. Aliabadi, *M.S.*  
Assistant Professor of Biology and Environmental Science  
Mount San Jacinto College

**E-mail:** [baliabadi@msjc.edu](mailto:baliabadi@msjc.edu)  
**Phone:** 951-639-5731 (voicemail)  
**Office hours:** by appointment

5 units

### COURSE DESCRIPTION:

How do humans impact the environment? How does the environment impact humans?.....Well, welcome to Environmental Science!

You've chosen to enroll in a course that will likely have an immense impact on you personally. Some (if not most) courses you take in college outside of your major may have little impact on the rest of your life. Environmental Science is different however....what you will learn in this class will impact all the days of the rest of your life....from brushing your teeth to buying a car to raising a family.

Environmental Science is a fascinating interdisciplinary field that explores current environmental issues, emphasizing their relationship to the physical, chemical and biological sciences. The course introduces students to the basic principles of scientific study using environmental issues as its main theme, focusing on the inter-relationships of the biotic and abiotic factors of the biosphere as they are influenced by human action. This course is intended to be a great introductory course in environmental science for non-majors and "majors" alike. I think you will find the information you will learn about in this course fascinating!

**So, welcome to Environmental Science *online*.....**  
**...and thanks for your interest in our environment!!**

**ENVR 110:** For the non-science major. Considers the interactions between humans as consumers and their environment which sustains them; investigations via readings, lecture-discussion, and audiovisual instruction of past and current environmental problems relating biological, physical, social and economic development factors which influence/produce ecological changes in global environments. Prerequisite: None.



**Here is a summary of the steps you need to take during the first week of classes (9/21-9/28):**

1. Read the welcome letter posted on the announcements page, as well as this syllabus (print out the syllabus and class schedule...and refer to them constantly during the semester!! There will be a 5 point quiz on the syllabus 9/25. Browse the “Meet the Prof...” content button and other content areas. Be sure you have read and comply with everything presented in this syllabus before continuing to the next step.
2. Go under “Tools” and edit your “Personal Information”. You must regularly use your MSJC e-mail account, as this is where college information and e-mails from me are sent. You must have this completed by 9/23 at 11:59pm. Otherwise, you may be dropped from the course.
3. Check-in on the discussion board forum (“Yo! I'm here!”) starting 9/14 and no later than 11:59pm on 9/23/06.

***Starting 9/21/06:***

4. Go the “Weekly Units” content area and begin the course with Unit 1 of course material. You should go through all folders within the unit during the week.
5. Remember to regularly check the announcements page and your e-mail (I recommend at least once daily).

**REQUIRED COURSE MATERIALS:**

1. Regular (approximately daily, at least) access to the internet.  
*(I HIGHLY recommend high-speed...you will have a big headache in this course if you use dial-up!!!!)*
2. working MSJC e-mail address

3. Textbook:



**Principles of Environmental Science Inquiry and Applications** 3<sup>rd</sup> edition  
by William P. Cunningham and Mary Ann Cunningham  
McGraw Hill publishers ISBN # 0073019267

4. Viewing of the movie "Erin Brockovich" (see class schedule for date of assignment)



### **E-MAILING THE INSTRUCTOR:**

All e-mails to the instructor **must include your name and section number in the subject line** or they will likely be ignored. If you do not receive a response to your e-mail within 24-48 hours during the business week, re-submit your e-mail, ensuring this information is present in the subject line. While I will always do my best to promptly answer e-mails and discussion board submissions, expect at least a 24-48 hour turn-around time for responses due to the high volume of e-mails received. Also, please kindly remember that the instructor is human too, with a life outside of school. *I will not often be answering e-mails on weekends, late at night, or on holidays.* Thank you for your patience and understanding.

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### **CHECKING-IN:**

The actual online course *content* (lecture material, etc.) will open on 9/18/06. You have between 9/14/06 and the second day of classes, 9/23/06, at 11:59pm to “check-in” to the course. First, if you agree with the information in this syllabus, go to the “Tools” content area and update your profile by clicking on “personal information”. Next, go to the “Discussion Board” content area and click on the “Yo! I'm here!” forum. After clicking on the “Yo! I'm here” link, click “Add New Thread” and provide a quick introduction.

Students who have not checked into the “Yo! I'm here” discussion board forum by the second day of classes (9/23) at 11:59pm will be assumed a “no-show” and will be considered “dropped” from the class.

### **TECHNICAL REQUIREMENTS:**

*It is recommended that you not take this course unless you have regular access to a HIGH-SPEED internet. High-speed internet connections are available on both MSJC campuses and at public libraries and internet cafes. Dial-up modems tend to shut off, and take too long to download and upload items. Dial-up modems present a particular problem when taking online exams. I do not recommend you taking this course if you are not able to gain regular access to high-speed internet.*

*You will best benefit from the web-based materials presented in this class by downloading Internet Explorer 5.x for either the Windows or Macintosh operating systems. (You may already have IE 6 loaded onto your computer.) Many features in the Netscape browser and the AOL browser do not function well or at all in some instances. Internet Explorer is a freeware program and is your best bet for accessing this and other online courses offered at MSJC. AOL users should access the Internet via their AOL connection, but minimize their AOL window and launch Internet Explorer to view course content. AOL browsers often shut off, which can present major problems when taking online exams.*

*Additionally, you should set your display at 1024 x 768 24-bit true color (800 x 600 will be okay; however, it may require more scrolling horizontally.) This will afford you the opportunity to view the materials in a congruent fashion. Finally, you may need the following plug-ins to view some of the multimedia materials. Go to [www.google.com](http://www.google.com) to download the plug-ins. (All of the plug-ins are included in Internet Explorer 6 and Netscape Communicator 6; therefore, you will not need to download them if you install, or have already installed IE 6 or Communicator 6.)*



## **EMERGENCY CONTACT**

If you are having trouble accessing the Blackboard site or you have other technical issues related to this class, please e-mail the Blackboard Administrator (see the [www.waol.org](http://www.waol.org) website for contact information). Please include your name and section number in any correspondence you send to the Bb Administrator.

## **COURSE OBJECTIVES:**

- Describe the scientific method and explain how environmental science is related to the various traditional sciences of physics, chemistry, biology, geology, geography and anthropology.
- Compare and contrast environmental science with other natural and physical sciences.
- Evaluate the contribution of different branches of science to the study of environmental science.
- Synthesize the fundamental concepts of inorganic and organic chemistry as they relate to an understanding of environmental science.
- Relate the physics of energy to environmental science. Describe energy flow through ecological systems.
- Compare and contrast environmental concerns of major energy sources.
- Assess the relevance of the major concepts of biology to the study of human interactions with the biotic and abiotic elements of the communities in which they live.
- Compare and contrast the main concepts and themes of environmental science and ecology. Organize living systems at an organismal, population and community level.
- Describe and evaluate the effect of geographical and geological processes as they related to environmental science.
- Differentiate between the major U.S. and worldwide political, social and economic decisions that impact environmental issues.
- Compare and contrast the world's past, present, and future biodiversity from an evolutionary standpoint;
- Asses the interconnectedness of the world's organisms and their environment;
- Evaluate the human role in the past, present, and future of the world's species and resources, including the consequences of exceeding carrying capacity;
- Recognize techniques used by environmental scientists in the field and lab to collect and analyze data;
- Demonstrate a working knowledge of ecological theories.
- Explain how the fields of ecology, biology, chemistry, geology, economics, and public policy are each involved in the interdisciplinary field of Environmental Science.

## **COURSE FORMAT and NAVIGATING THE COURSE:**

This course contains content area buttons, which are located to the left of your screen. These are "Announcements", "Read Me! Course Info", "Weekly Units" (content not available until 9/14), "Discussion Board", "Tools", "Communication", "Meet the Prof...", "Unit Exam Keys", and "External Links".



### **Announcements**

When you first login to the course, you will automatically be brought into the “Announcements” section. **You should check for new announcements every time you login to the course.** At the top of the announcements page, you will see a banner and tabs:



These tabs will allow you to view announcements that were posted within 7 days prior, 30 days prior, and since the beginning of the course.

### **Read Me!**

Under “Read Me! Course Info.”, you will be able to view this syllabus and the class schedule. You should print out the class schedule and refer to it throughout the course.

### **Weekly Units**

The most important content area of the course is the “Weekly Units” button. This is where you will access each week’s lecture units, exam, study material(s), and assignment(s). There is also a link in each week’s unit that will link you to the discussion board content area. After clicking on the link for the week’s unit, you will see a series of folders that contain the information you should master and complete that week. For example, for unit 1, you will see the following after clicking on the link for that week’s unit:



**[Unit 1 Lectures](#)**



**[Unit 1 Assignment](#)**



**[Unit 1 Unit Discussion Forums](#)**



**[Unit 1 Unit Study Tools](#)**



**[Unit 1 Exam](#)**

**Lectures:** Each week, you will click on the lecture folder for that week and **study the lectures** that are contained within. The lectures contain text, graphics, and links to websites. There may also be voiced-over PowerPoints (I'll be lecturing in your living



room!). You also need to **read the chapters** associated with the lectures, which are outlined in the class schedule. Exams emphasize content presented in the lectures and textbook, and may include questions from the assignments and instructor discussion board submissions. **When studying lecture material, emphasize *conceptual understanding* (as opposed to straight memorization of details).** I like to test if you can synthesize information into the “big picture”. You are urged to go over lecture material with classmates in the Discussion Board, e-mail the instructor for clarification, attend instructor virtual office hours, and participate in the online Bb chats. Remember, I am always available to help!

**Assignment(s):** After reading the lectures, you should click on the assignment folder and **complete assignments** in that folder. **Assignments must be submitted to the instructor’s “Digital Drop Box”** (see instructions for submitting assignments below).

**Be sure to save copies of your assignments, discussion posts, exams, and all other work you do in this class in case of Blackboard system failure, grade contesting, or other technical glitches.**

**Discussion Board Forums:** For each week’s unit, there will be associated Discussion Board Forum(s). The Discussion Board is probably one of the most important content areas. This is where we will all communicate with each other and share ideas. **Each unit has associated discussion board forum(s) that deal with different topics presented in that unit.** For each forum of each unit, you are required to submit at least 1 FULL paragraph original submission (addressing all discussion issues posted by the instructor) and at least 1 FULL paragraph responding to at least two other persons' entries (in other words, each week, you will be submitting at least a total of three entries for each forum of each unit. **IN EACH FORUM OF EACH UNIT, YOUR ORIGINAL SUBMISSION AND YOUR RESPONSE TO ANOTHER PERSON’S ENTRY MUST BE AT LEAST 24 HOURS APART.** This helps to ensure that the class stays lively (otherwise, people tend to all “discuss” on one day....makes the course rather boring!). **All entries must involve critical thinking and academic maturity to get full credit** (in other words, everyone is entitled to their opinions, but those opinions need to be backed up with evidence demonstrating a learning of the course material to receive credit).

You do not have to have completed all readings by the date of your original submissions, but need to have thought enough about the topic to submit a paragraph about the lecture topic(s) that will spark further discussion from classmates. Grading for Discussion Board participation is on a sliding scale, with a maximum of 10 points per unit forum. PLEASE FEEL FREE TO EXPRESS YOUR PERSONAL OPINIONS OF THE TOPIC(S) for that week on the discussion board. All viewpoints related to the subject material are welcome. However, **personal attacks against classmates, and/or the professor, are not permitted, and any such inappropriate attacks will be removed (without being given credit) and are cause for further disciplinary action.** Profanity is also not permitted. Also, especially when we get to controversial topics (such as evolution and



overpopulation), please remember that while personal opinions are welcome, all entries must include critical, scientific thinking to get credit. Simply stating that you don't accept a topic without analyzing it from a scientific perspective (as this is a science course) may not award you the full points. I URGE you to really participate in the discussion board...this is how you (and everyone else) will get the most out of the course! **While I encourage you to participate fully on the discussion board, please don't "hog" the board by replying to every other person's submission, especially with very short replies.** This often discourages others from participating.

**Study Tools:** The study tools folder contains item(s) you may find helpful in studying for that week's exam. Also, your textbook has an associated website that has self-quizzes, flashcards, chapter outlines, etc. that may be useful to you for studying. The content of the study tools folder may vary from week to week.

**Exam:** The final folder within each unit is the exam folder. After you have mastered that unit's material, you should click **on the exam for that unit and take it**. Exams may be multiple choice, true-false, fill-in the blank, essay, or a combination of these. While exams are not timed, it is important that you not take more than a couple hours to complete the exam, as leaving the exam for too long may cause your internet to shut off or freeze and for you to consequently lose your answers. Also, it is very important that you not press ANY other buttons (back button on the browser, other Bb buttons, try to save the exam, etc. etc.) on your computer while taking the exam, as this may cause your exam to shut off without recording your answers. Again, I **recommend taking exams on a high-speed internet**, and not using an AOL browser to avoid these problems. If a technical problem should arise while taking an exam, you should immediately e-mail the instructor of the problem. **If the instructor has not been e-mailed within 24 hours after the problem occurred in which no answers were recorded by Blackboard, the grade on that exam will be recorded as a zero. There are no make-up exams. After the exam deadline, you will not be able to take the exam for credit, except in extenuating circumstances as decided by the instructor.**

The number of questions on a weekly exam may vary, but the total point value of the unit exams will not: they will each be worth 50 points. You may take the exam at any time during that unit, but once you decide to take the exam you cannot go back. **Exams are open note/book/website/etc., but require more than just your ability to look up answers. In the past, I have had many students who didn't study, relying on being able to just look up answers. These students were quite disappointed to find that they actually needed to know the material...don't fall into the same trap!!!** To perform well on exams, it is important you master the concepts of the material presented in that unit *before* you take the exam.

**If you have a disability that requires special accommodations on exams, contact Disabled Students Programs and Services.**



The final exam is cumulative from the course and is worth 100 points. The final exam will be dur the last day of the course at 11:59pm at the latest. See class schedule for date of posting and last day of class.

If you are going to be unable to access the course online for an extended period of time due to a disability, contact Disabled Students Programs and Services (DSPS). If you have any disability that requires special accommodation to fully participate in the course, contact DSPS right away.

### **TERM PAPERS**

Over the course of the semester, you will research a topic that is in some way related to Environmental Science. You can get ideas for topics from the textbook, websites, chats with classmates on the discussion board, and by e-mailing the instructor. **If you request ideas from the instructor, please include in your request a list of environmental topics you are interested in and the type of location you live in.**

In researching your topic for your term paper, you should only **use academic resources such as journals, books, or academic websites. You must have at least 3 references for your paper**, and *at least 1 of those references must be from an academic, peer reviewed science journal* (our campus librarians can help you locate these). [Google.com](http://www.google.com) now has a "Scholar" feature, which is excellent for retrieving academic, peer-reviewed journal articles. Our college's online library is also an excellent source.

The length of your report will depend on its content, but as a guideline, should be 5-7 pages in length double-spaced, 12 point Times New Roman font, with 1" margins on all sides. **YOU MUST HAVE YOUR TOPIC SUBMITTED TO ME BY 9/30/06. Your timely submission of the topic idea is worth 5 points and is due to my digital drop box (do not e-mail these in).** You are encouraged to submit your topic and ideas as early as possible in case revisions are needed.

If you have not submitted the topic to me for approval, I reserve the right to not grade your work. Papers submitted after their deadline will receive a "zero", except in extenuating circumstances as decided by the instructor. If you have any questions or need guidance in doing your research, let me know! This assignment is intended to make you a "mini-expert" in a topic related to Environmental Science, and to get you out there enjoying the environment hands-on!!

This term paper should be written objectively using scientific language (do not use persuasive or creative writing), in APA format. See <http://owl.english.purdue.edu/owl/resource/560/01/> for help with APA formatting. Your paper should contain the following sections:

#### **Introduction:**

Introduce the topic and where you researched it; give a brief history of the topic, and what you will present in the report.



**Body of the Presentation:**

This is the bulk of your presentation, and should be broken into the various aspects of the topic and current viewpoints and research findings related to the issue.

**Conclusion:**

Summarize the main points of each point you have presented, and discuss the current situation of the topic (eg. litigation/legislation, protests in the news, etc.) and what you think the future of the topic may be. Then describe your learning experience.

**Literature Cited:**

You must have a **minimum of 3** credible references from which you draw your research for your report. Again, at least one must be from a scholarly, peer-reviewed journal. References should be in alphabetical order by the author's last name(s), and citations should be done in the following format (APA format):

Example of a web site citation:

Smith, J.E. (September 17, 1994). Abortion this century. Available at: <http://www.wearetheworld.com>

Example of a journal article citation:

Waters, B. and Kuchif, C.E. (1999). The current debate over cloning. *Science*. 20:22-23.

Example of a book citation:

Grieg, J., Feder, K. and Mislo, K.T. (1987). *On a Mountain Top*. Smith and Associates, Inc., New York. 228 pp.

Within the text, authors should be cited in the following formats:

Waters and Kuchif (1999) found that cloning is a highly debated issue.

-or-

Cloning is a highly debated issue (Waters & Kuchif, 1999).

When there are more than 2 authors, they should be listed in the following format:

Waters, et al. (1999) found that cloning is a highly debated topic.

-or-

Cloning is a highly debated topic (Waters, et al., 1999).

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The best way to learn how to write a scientific paper is to read other published scientific papers, such as those you would find in a scientific journal like *Nature* or *Science*.

**GRADING:**

<b>Item</b>	<b>Points</b>
5 tests @ 50 points each.....	250



Final Exam.....	100
Syllabus Quiz.....	5
12 Assignments @ 20 points each.....	240
Discussion Board Participation: 6 unit forums @ 10 points per forum.....	60
Term paper Topic submission.....	5
Term Paper.....	100
<b>Total.....</b>	<b>760</b>

The instructor reserves the right to curve or not curve exam and final grades. Grading Scale is based on approximately the following percentages:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

**SUBMITTING ASSIGNMENTS:**

It is very important that you thoroughly understand this section. Failure to submit work correctly as outlined below will result in a grade of zero recorded for that work.



**ATTENTION WordPerfect (and other programs besides MSWord) users!!!!!!**  
**MOST IMPORTANTLY....no matter what word processing program you use, YOU MUST SAVE YOUR FILE IN “RICH TEXT FORMAT” (.RTF) OR “DOCUMENT FORMAT” (.DOC) (.doc is the default format for MSWord).** If you do not know how to do this, e-mail me and I will let you know. *Work submitted in .wps format cannot be opened by the instructor’s computers, and thus the grade for that assignment will be recorded as a zero. It is not the instructor’s responsibility to notify you that an assignment was submitted incorrectly. Rather, it is the student’s responsibility to ensure that work is submitted in the proper format.*

**ALL WORK IN THIS CLASS MUST BE SUBMITTED TO “DIGITAL DROP BOX”, LOCATED UNDER THE “TOOLS” COURSE CONTENT AREA. NO ASSIGNMENTS WILL BE ACCEPTED BY E-MAIL.**

**YOU MUST REMEMBER TO ALSO PUT YOUR NAME, SECTION NUMBER, AND ASSIGNMENT NAME IN THE TITLE AREA OF YOUR DIGITAL DROP BOX SUBMISSION AND ALSO IN THE FILE NAME YOU SAVE YOUR ASSIGNMENT UNDER.** (for example, John Doe would save his assignment 1 as DoeJohnSection4840Assignment1EcologicalFootprint.rtf).



### **How to submit to Digital Drop Box:**

To submit an assignment to Digital Drop Box, click on “tools”, then “Digital Drop Box”. Then click on “Send File” (**do not click on “Add File”, as that will not send your file to the instructor’s digital drop box, and thus your grade will be recorded as a zero**). Write your name, section number, and assignment name in the title area. Click on “Browse” by “file” and find your saved assignment that you saved on your disk or computer (**remember, the saved name of the assignment must include your name, section number, and assignment title, and must be saved as an .rtf or .doc file!**). Type any comments you have in the “comments” box (optional). Then click “submit”. You will immediately receive a receipt from Bb that your work was successfully submitted to my digital drop box. This is your confirmation. **Please do not e-mail me (or ask me to e-mail you) verifying that I received your work - I am not able to do this given the high volume of student e-mails.** In most cases, within approximately one week after the DEADLINE for the assignment (or as indicated that week by the instructor in the announcements section/discussion board), your grade for the assignment(s) for that week will be entered into the online gradebook, which you may view under “View Grades” located under the “Tools” content area.

### **Summary of Expectations**

- All e-mails to the instructor must include your name and section number in the subject line or they will likely be ignored. Thus, if you do not receive a response to your e-mail within 24-48 hours during the business week, re-submit your e-mail, insuring this information is present in the subject line.
- Work that is not submitted correctly as outlined in this syllabus will receive a grade of zero. It is your responsibility to ensure assignments are submitted correctly. The instructor will normally not notify students that did not submit assignments correctly – the grade will simply be recorded as a zero.
- If a technical problem should arise while taking an exam, you should immediately e-mail the instructor about the problem. If the instructor has not been e-mailed within 24-48 hours after the problem occurred in which no answers were recorded by Blackboard, the grade on that exam will be recorded as a zero. Exams may not be made-up, except in extenuating circumstances as judged by the instructor (documentation may be required).
- Everything you write in this course must be written in complete sentences and be of college-level quality. Except in extenuating circumstances as decided by the instructor, work submitted after the deadline will not be given credit. Please do not request extensions.
- On the discussion board, all viewpoints related to subject material are welcome. However, personal attacks against classmates, and/or the professor are not



permitted, and any such inappropriate attacks will be removed and are cause for further disciplinary action. Profanity is also not permitted.

- Everything you write in this course must be your own work. **If you put something in your paper, exams, discussion posts, or assignments that are not in your own words and/or you do not give credit to the author, you have committed PLAGIARISM.** This includes plagiarizing from websites and other text documents, the instructor's lectures, the textbook, from classmates, etc. Doing so will result in a grade of zero on the plagiarized work and is ground for further disciplinary action, as it is a violation of the MSJC Students Code of Conduct.

### **INSTRUCTOR'S EXPECTATIONS:**

Being that this is a solely online course, the information you gain is entirely dependant upon the effort you put into it. I am making the assumption that you are ready and qualified to take an online course. **Do not make the mistake of thinking this course would be easier than the face-to-face version.** This is not the case. I advise making sure you have the time to devote to this course before continuing with it. As this is a 3 credit course, you are expected to put in 10-15 hours of work per week into the course.

Successful online students are self-disciplined, are self-directed, and take individual responsibility for their learning. For example, students who take responsibility for their own learning read their textbooks, read information in e-mails, read announcements posted within the announcements area of Blackboard, look for the answers to their questions rather than waiting to have someone answer them for them, visit websites when required, complete and submit assignments per requirements for the assignment in a timely manner, and provide information in the discussion boards related to the topics under discussion.

As this is a college-level course, I expect that you will communicate issues and concerns in a professional manner by e-mailing the instructor if the issue is personal, or posting information in the "Q the Prof" discussion thread if the information possibly relates to other students (**do not post issues that are of a personal nature, such as personal grade questions, on the "Q the Prof." forum....those should be e-mailed directly to me.** I will remove such posts). In addition to a different role than you are accustomed to from an instructor, you may not visibly see any of your classmates throughout the course. Also, most, if not all, of your contact with your classmates will be text-based either in discussion boards, chat, or e-mails. Because of the anonymity of text based conversation and the inability to discern body language and nonverbal cues, it is imperative that all communication be professional and appropriate for a classroom setting within an institution of higher learning. Failure to comply with these requirements will result in disciplinary action and potential dismissal from the class. I also expect that all written work (including discussion board submissions) will be written professionally and



will be **proofread** prior to submission (including grammar, spelling, punctuation, typos, etc.). Be extra careful about using acronyms and computer jargon, especially on the discussion board, as some people may not be familiar with those and could possibly take offense (I have seen this happen!). **Do not write messages in all caps, crazy colors like hot pink, or overuse exclamation marks.**

You should recognize that online courses require a degree of technical ability, including the ability to send and receive e-mails with attachments and to navigate the Internet (including using a search engine such as google.com). **Please also recognize that neither the technology, nor the instructor is perfect...there will undoubtedly be errors on occasion. Please be patient while the errors are corrected.**

**Everything you write in this course must be your own work.** If you put something in your paper, exams, or assignments that are not in your own words and/or you do not give credit to the author, you have committed PLAGIARISM. This includes plagiarizing from websites and other text documents, the instructor's lectures, the textbooks, from classmates, etc. Doing so may result in an automatic zero on your paper and is grounds for further disciplinary action, as it is a violation of the Students Code of Conduct.

ALL WORK IN THIS CLASS, INCLUDING PAPERS, EXAMS, QUIZZES, DISCUSSION BOARD SUBMISSIONS, AND ASSIGNMENTS MUST BE DONE INDEPENDENTLY WITHOUT COLLABORATION. Such cheating will result in a zero on the work submitted and is grounds for further disciplinary action.

#### **ATTENDANCE/PARTICIPATION:**

I will monitor frequencies of student logins and participation as a means of taking attendance. I may drop any student that fails to attend class regularly (i.e., logging in and participating at least twice weekly). However, if you decide to no longer participate in the course, do not assume the instructor will drop you. It is your responsibility to drop yourself, otherwise you will be given the grade you deserve at the end of the course.

**All of that stern stuff being said, remember...I, and the rest of the faculty and staff, are always here to help and encourage. So, sit back, relax, and have a great course! ☺**

**\*I reserve the right to make changes to this syllabus at any time.**

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