

Your grade will be based on the following criteria:

2 Presentations	28%
2 Take-home tests	28%
3 Quizzes	30%
1 Research paper	14%

Specific instructions for the presentations and research paper will be handed out in class.

ATTENDANCE POLICY: Students are required to attend all classes and stay in attendance as long as class is being held without exception. In the event of personal emergency, notify the instructor about the problem and situation. Students are allowed one unexcused absence per 8-week term. A second absence requires **proof** of emergency, sickness, TAD orders etc. If a student misses more than 2 classes, a W or F will be assigned.

Perfect attendance up to the second quiz will earn 5 points extra on the quiz. Perfect attendance from the second to the final quiz will earn 5 points extra credit on the quiz. Classes will start promptly and you are expected to remain for the entire class. If you leave early, it is considered an absence. Also, excessive tardiness could result in a lower grade. Questions and discussion in class are encouraged; active participation will be favorably considered in the outcome of your final grade, especially in borderline cases.

BALL CAPS etc.: Ball caps, chewing tobacco, snuff and smoking are prohibited in class.

FOOD AND DRINKS: must be properly disposed of when you leave class. Violations of this rule will result in food and drinks being totally prohibited in class.

CLASS FORMAT: Lectures with discussion of reading assignments. In-class projects. Occasional videos.

STUDENT RESPONSIBILITY:

It is the student's responsibility to know the administrative procedures established by the University that will be observed in this class. This is especially important regarding dropping or withdrawing from courses of instruction. Students must adhere to deadlines for drops and withdrawals in order to avoid academic and financial penalties.

AMERICANS WITH DISABILITIES ACT:

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe that you are covered under this act, and if you have need for special arrangements to allow you to meet the requirements of this course, please contact the personnel at the VSU Center at Naval Submarine Base Kings Bay. The office will put you in contact with VSU's Access Office. Also, please discuss this with the instructor at the first class meeting.