

Textbook and Supplies

On Course, Study Skills Plus 2nd Edition, by Skip Downing (Study Skills Plus Edition)

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Be aware that if you purchase this book from another outlet besides the TC bookstore you will not get the complete book package for this course.

Student Requirements for Completion of the Course and Due Dates

Participation – Each class period

Exercises – Dates Vary – See schedule

Tests – See schedule for dates

Final Exam – December ???

Student Assessment (For Specifics, see grade sheet)

You have the following possibilities for earning points:

| | |
|------------------------------|-------------------------|
| (1) Participation | 200 total points |
| (2) Assigned Exercises | 420 total points |
| (3) Student Choice Exercises | 100 total points |
| (4) Faculty Choice Exercises | 100 total points |
| (5) Chapter Tests | 80 total Points |
| (6) Final | <u>100 total Points</u> |
| | 1000 total points |

Grading Scale

| Grade | |
|-------|-----------|
| A | 900-1000 |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | 599-below |
| | |

Class Schedule – See attached Schedule

Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular

attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Academic Classes

| A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class or Lab Meets: Once a week (Night classes or Friday classes) Twice a week (MW or TR classes) Three times a week (MWF or TRF classes) Four times a week (MTWR classes) | An instructor may withdraw a student from a course if absences exceed: <div style="text-align: right;"> 2 4 6 8 </div> Three tardies count as one absence |
| A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER | |
| Class or Lab Meets: Twice a week (MW or TR classes) | An instructor may withdraw a student from a course if absences exceed: <div style="text-align: right;">4</div> Three tardies count as one absence. |
| A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track) | |
| Class or Lab Meets: Four times a week (MTWR classes) | An instructor may withdraw a student from a course if absences exceed: <div style="text-align: right;">4</div> Three tardies count as one absence. |
| A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions) | |
| Class or Lab Meets: 3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes) | An instructor may withdraw a student from a course if absences exceed: <div style="text-align: right;"> 2 2 </div> Three tardies count as one absence. |

Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)

| Day Classes | Evening Classes |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p> | <p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p> |

Excused absences

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

An absence is defined as any time you are not in class.

You are allowed 4 absences for a class that meets two times a week for 1½ hours per period.

You will be dropped for any absence over the 4 allowed.

For a class that meets once a week for 3 hours, you are allowed 2 absences.

You will be dropped for any absence over the 2 allowed.

Make-up Policy

If you have a make-up policy, place it here.

Assignments

If you have any late policy or any other policy concerning assignment, place it here.

Cell Phones

policy should be placed here.

Course Correspondence

Any course correspondence will be through TC student email. It is the student's responsibility to check his/ her TC email regularly for any communication related to the course.

*Being dropped from the course could affect your financial aid.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.