



## Course Syllabus

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Syllabus Fall Semester 2016

## TEXARKANA COLLEGE

Course Syllabus - Online Courses

### Course Information:

Course Title: U.S. History 1302.W1  
Course Prefix & Number: Hist 1302  
Semester & Year: Spring Semester 2018

### Instructor Information:

Instructors Name: John Stuart  
Office Location and #: Social Science Building, Office "E"  
Office Phone: 903-823-3226  
Email: john.stuart@texarkanacollege.edu  
Office Hours:  
Mondays: 8:00-9:30 a.m.; 12:30 p.m.-1:30 p.m.  
Tuesdays: 8:00-9:30 a.m.; 12:30 p.m.-1:30 p.m.  
Wednesdays: 8:00-9:30 a.m.; 12:30 p.m.-1:30 p.m.  
Thursdays: 8:00-9:30 a.m.; 12:30 p.m.-1:30 p.m.  
Fridays: 9:00-11:00 a.m.

### Course Description:

U.S. History II: (Hist 1302) A review of political, economic, and social trends of the United States from 1877 until the present. Credits; 3 SCH

Pre/Co-requisite: Successful completion of the reading portion of the TSI Exam.

### Textbook & Course Materials:

Required Text: The American Journey, by David Goldfield, Volume II, Books a la Carte (loose-leaf), 8th edition (2017). ISBN: 9780134103358 A textbook is a necessary requirement for this online/Internet course.

Other Course Materials: You will need access to a "reliable" computer with a "reliable" internet connection. You must be able to use your computer to take quizzes and exams, to post Forum Question responses, to view Video Clips, and to submit a Primary Source Document review. Also, high-speed internet is required for this course. Use Internet Explorer, Mozilla Firefox, or Google Chrome as a browser for best results. If your computer cannot access the online course assignments and exams, you will need to locate another computer to use for this online course.

\*\* LMS Interrupted Test Form: If you have a problem while taking an exam and are logged-off, you must complete the LMS Interrupted Test Form and submit the Form to the college. The Form is located on the "Student tab" page in the light blue sidebar. If you continue to have problems with your computer or internet connection, you will be required to complete all exams and other course assignments in the college Testing Center and library.

Microsoft Office: Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at: <https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

### Computer Requirements:

Access: This is an online course. You will need to have access to a computer. If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library that may be used by students. It is best if you have high speed internet access. If you have Dial-up, it may be difficult to download videos and other materials.

#### Operating System:

Windows		Mac OS X	
Operating System		Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	1.7 GHz	Processor:	1.83 GHz
RAM:	1 GB	Memory:	1 GB
Browser:	Internet Explorer 8, Firefox, or Google Chrome	Browser:	Safari 4.0

### Computer Hardware Requirements:

- Internet Access: High speed internet connection such as,cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays. "Always use a wired desktop or laptop to take you quizzes and exams on as well as completing the Forum Question/Video Clip assignments." Do Not Use a cell/iphone to complete exams or other course assignments.
- Browser: Texarkana College's Learning Management System (Jenzabar) suggests that students use the most current version of the Internet Explorer, Mozilla Firefox, or Google Chrome.

### Student Learning Outcomes:

This course is a historical review of political, economic, and social trends in the United States since 1877 until the present.

### Learning Outcomes:

1. The student will analyze the effects of Reconstruction on the political, economic, and social life of the nation.
2. The student will describe westward expansion.
3. The student will understand the emergence of the United States as a world power between 1898-1920.
4. The student will explain the effects of industrialization on the political, economic, and social life of the United States.
5. The student will describe the advance of the reform movements (Populism; Progressivism) and their successes and failures.
6. The student will identify the major causes of World War I and America's involvement in that conflict.
7. The student will identify the major events of the 1920s and 1930s and asses their influence on the country.
8. The student will identify the major causes of World War II and America's involvement in that conflict.
9. The student will recognize the major social developments of the mid-to-late 20th century such as Civil Rights, Feminism, etc.
10. The student will recognize the major political and military developments of the mid-to-late 20th century such as the Cold War, Vietnam, etc.
11. The students will understand the use of historical evidence.
12. The students will analyze and interpret Primary and Secondary sources.

### T.C. Email Account --- Communication between Professor and Student:

All communication in the course will be conducted through the T.C. email account or telephone.

I will respond to emails within 24-48 hours, but not on the weekends. If you have not received a reply within that time limit, please resend. All email communications must be through your Texarkana College (TC) email account address located on the "Student tab" page. You must check your T.C. email account at least every two days for this online course. Feel free to give me a telephone call during office hours. Email is the preferred method of communication.

### Grading:

Online Issues: This is not a self-paced class. An online course covers the same material as traditional "live" sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and exams. Be sure to keep up with the course schedule. In this online course, you may not have to be physically present at a particular place and time as in a traditional class, but it does not demand less time or effort. In fact, online classes tend to take MORE time and discipline than fact-to-face classes. I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for completing your assignments by their deadline. ---- PLAN AHEAD ----

### Grading Scale:

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

### Student Assessment:

Your final grade for this course will be determined by the following method:

- (1) Seven Unit Exams - 700 points,
  - (2) Three Forum Discussion Questions/Video Clips - 150 points,
  - (3) Fourteen Weekly Quizzes - 300 points,
  - (4) One Mid-Term Exam - 200 points,
  - (5) One Final Unit Exam - 200 points,
  - (6) One Primary Source Document review - 100 points,
  - (7) One Comprehensive Post-Test - 60 points.
- A total of 1,710 total points.

The Final Grade is based on total points accumulated:

- A = 1710 - 1539
- B = 1538 - 1368

C = 1367 - 1197  
D = 1196 - 1026  
F = below 1026 points.

### Activities/Assignments:

**Course Activity Project:** Your activity project will involve reading and completing a review of an approved Primary Source Document. Other information about the Primary Source Document review is listed on the "Start Here/Handouts" portlet page (blue sidebar) under "Primary Source Document Review Information." The Primary Source Document Review is a course requirement --- failure to complete the review will result in being dropped from this online course with a failing grade.

**Forum Discussion Questions/Video Clips:** You will complete three Forum Discussion Questions/Video Clip assignments during the semester. The Forum Question post is basically a discussion question covering a relevant topic within the Unit. You must post your Forum Question and Video Clip response by the deadline date. Total points for the Forum Questions and Video Clips is 150 points (50 points each assignment). Other information on the Forum Discussion Questions/Video Clips is listed on the "Start Here/Handouts" portlet page (blue sidebar) of this online course under "Forum Discussion Questions/Video Clip Information." If you miss more than one Forum Discussion/Video Clip assignments, this will constitute enough absence (non-participation) to be dropped from this online course with a failing grade. Also, if the Forum Discussion/Video Clip assignment is not completed correctly and according to the directions, you will be required to redo the assignment and have points taken-off.

**Weekly Quizzes:** You will have fourteen weekly quizzes that cover chapters assigned for that particular Unit. Each Weekly Quiz consists of 10 multiple choice questions (2 points each for total of 20 points). Total points for the fourteen weekly quizzes is 300 points. These weekly quizzes will be taken on your home computer and there is a one hour time limit.

**Unit Exams:** You will have 7 Unit Exams during the semester which you will take from your personal computer. The Unit Exams will be objective items (50 multiple choice questions on each exam; two points each) taken on your computer. You must read the textbook chapters, study over the chapter Study Questions and Practice Quizzes, and make sure you understand the chapter information before you take the Unit Exams. You will have 60 minutes to complete each Unit Exam and there are deadlines for each exam. It is highly recommended that you take the Unit Exams early and not wait until each final deadline date. Taking the exams early will allow you to avoid missing an exam due to any emergency you might have approaching the deadline day. All seven Unit Exams can only be taken once --- there are no retakes for the Unit Exams unless you have an extreme emergency reason which must be documented and approved by the Professor.

**Mid-Term and Final Unit Exam:** You must complete one Mid-Term exam and one Final Unit Exam in the Texarkana College Testing Center on campus. Therefore, you will be required to make two trips to the college campus to complete these two exams. The Mid-Term and Final Unit Exams will have 100 multiple choice questions ( 2 points each) for a total of 200 points for each Exam. The Mid-Term Exam will cover Units I-III (Chapter 17-23) and the Final Unit Exam will cover Units IV-VII (Chapters 24-31). Approximately two weeks is set aside for taking the Mid-Term and Final Unit Exams which must be completed by the deadline date given on the assignment schedule

page list. The Mid-Term and Final Unit Exam must be completed as course requirements --- failure to complete these exams will result in the student being dropped from the course with a failing grade. The Mid-Term Exam and the Final Unit Exam can only be taken once --- there are no retakes or makeups for these exams. Always allow your self enough time to take each exam. --- PLAN AHEAD ---

**Comprehensive Post-Test:** The Comprehensive Post-Test is an online course requirement and must be completed by everyone. The Comprehensive Post-Test consists of 30 multiple choice questions and will be available toward the end of the semester. This Comprehensive Post-Test is based on the Learning Objectives and Essential Definitions as listed for the course on the "Start Here/Handouts" portlet page (blue sidebar) under "Comprehensive Post-Test Information."

All Assignments & Exams must be completed by 11:55 p.m. on the deadline day. It is highly recommended to get all assignments and exams completed early before the deadline date. Also, all Assignments and Exams may be completed early in the week.

The Course Requirements/Enrollment Verification Exam must be completed by Friday, January 19, 2018 or you will be dropped from this online course.

**E-Mail Messages:** Make sure to check your Student tab for email messages at least every two days (48 hours). You will have email messages which will contain important information for you to read about this online course. It is your responsibility to read the email messages sent out during the semester.

### Proctored Exams:

If you live outside a 50 mile radius of Texarkana College, and do not desire to drive to the college to take exams that must be taken at the Texarkana College Testing Center, you may choose to have your Mid-Term and Final Unit Exam proctored at another location. For information on having an exam proctored, click [Here](#). You will not be able to access these exams without the assistance of an approved proctor. Any fees charged by the proctor, testing center, or other approved institution are the sole responsibility of the student. It is the responsibility of the student to arrange for proctoring. You must contact the Professor immediately during the first week of the semester concerning any proctored exam.

### Class Schedule:

On the following information, you will find the assignment dates for each Unit Exam, Weekly Quiz, Forum Discussion Question/Video Clips, Mid-Term & Final Unit Exams, Comprehensive Post-Test, and the Primary Source Document review. Deadlines will be posted for each Unit. All Unit Exams, Weekly Quizzes, Forum Discussion Question/Video Clips, Comprehensive Post-Test, and Primary Source Document review may be completed ahead of the schedule and you may finish the course early. But you cannot go beyond the deadline dates for the assignments and exams. ---- PLAN

AHEAD ---- Online courses give you a flexible time schedule in which you can complete the assignments and exams early before the deadline dates.

What to Study: First, it is extremely important that you read the textbook chapters. Second, look-up the answers to the Study Questions which are located in each chapter. Third, study the key term definitions in bold black print which are located in the glossary in the back of the textbook. Fourth, read over the lecture notes and chapter outlines. Fifth, test yourself by taking the Practice Quizzes on each Unit. Finally, prepare for each Unit Exam from the following suggestions:

- study the answers to the chapter Study Questions,
- study the chapter key term definitions,
- study the lecture notes and chapter outlines,
- study the Practice Quiz on each unit,
- Make sure you understand the information that you study over before you take the Unit Exams,
- You must not procrastinate. All Unit Exams and assignments must be completed by the deadline dates by 11:55 p.m. There are no makeups or retakes for any missed exams. ---- PLAN AHEAD ----

Assignments for Unit I: January 16 - January 26 (Weeks 1 & 2)

- Read Chapters 17 & 18 in your textbook,
- Look-up the answers to the Study Questions for Unit I,
- Study the key terms in bold black print from the textbook glossary,
- Study the Practice Quiz, Lecture Notes and Outline,
- Complete the Course Requirements/Enrollment Verification Exam due by Friday, January 19, 2018.
- Complete Weekly Quiz #1 due by Friday, January 19,
- Complete Weekly Quiz #2 due by Tuesday, January 23,
- Complete Unit I Exam (Chapters 17 & 18) due by Thursday, January 25,
- Begin reading over the Primary Source Document review information --- this review is due by April 12.

Assignments for Unit II: January 28 - February 16 (Weeks 3,4,&5)

- Read Chapters 19,20,& 21 in your textbook,
- Complete Weekly Quiz #3 due by Thursday, February 1,
- Complete Forum Discussion Question #1/Video Clip due by Tuesday, February 6,
- Complete Weekly Quiz #4 due by Thursday, February 8,
- Complete Weekly Quiz #5 due by Tuesday, February 13,
- Complete Unit II Exam (Chapters 19,20,& 21) due by Thursday, February 15,
- Begin selecting a topic for your Primary Source review.

Assignments for Unit III: February 18 - March 2 (Weeks 6 & 7)

- Read Chapters 22 & 23) in your textbook,
- Complete Weekly Quiz #6 due by Thursday, February 22,
- Deadline to select a Primary Source review topic is February 22,
- Complete Weekly Quiz #7 due by Tuesday, February 27,
- Complete Unit III Exam (Chapters 22 & 23) due by Thursday, March 1,
- MID-TERM EXAM -- Available from February 26 until the final deadline on Tuesday, March

6 in the Texarkana College Testing Center on campus. This Exam is based on the Unit Practice Quizzes, Weekly Quizzes, and chapter Study Questions on Units I-III (Chapters 17-23). This exam consists of 100 multiple choice questions and there is no time limit.  
\*\*\*\* Spring Break ---- March 12-16 -----

• Assignments for Unit IV: March 4 - March 23 (Weeks 8 & 9)

- Read Chapters 24 & 25 in your textbook,
- Complete MID-TERM EXAM in Testing Center due by Tuesday, March 6,
- Complete Weekly Quiz #8 due by Thursday, March 8,
- Complete Weekly Quiz #9 due by Tuesday, March 20,
- Complete Unit IV Exam (Chapters 24 & 25) due by Thursday, March 22,
- Work on Primary Source review.

Assignments for Unit V: March 25 - April 6 (Weeks 10 & 11)

- Read Chapters 26 & 27 in your textbook,
- Complete Forum Question #2/Video Clip due by Tuesday, March 27,
- Complete Weekly Quiz #10 due by Thursday, March 29,
- Complete Weekly Quiz #11 due by Tuesday, April 3,
- Complete Unit V Exam (Chapters 26 & 27) due by Thursday, April 5,
- Work on Primary Source review.

Assignments for Unit VI: April 8 - April 20 (Weeks 12 & 13)

- Read Chapters 28 & 29 in your textbook,
- Complete Weekly Quiz #12 due by Tuesday, April 10,
- Complete Primary Source Document review due by Thursday, April 12,
- Complete Weekly Quiz #13 due by Tuesday, April 17,
- Extra Bonus Points -- "Cuban Missile Crisis" Video Clip questions due by Wednesday, April 18,
- Complete Unit VI Exam (Chapters 28 & 29) due by Thursday, April 19.

Assignments for Unit VII: April 22 - May 5-8 (Weeks 14,15,& 16)

- Read Chapters 30 & 31 in your textbook,
- Complete Forum Question #3/Video Clip due by Tuesday, April 24,
- Complete Weekly Quiz #14 due by Thursday, April 26,
- Complete Unit VII Exam (Chapters 30 & 31) due by Tuesday, May 1,
- COMPREHENSIVE POST-TEST: This Comprehensive Post-Test is a course requirement which is based on the course Learning Objectives & Essential Definitions. You will complete this Comprehensive Post-Test from your home computer. It will be available online from April 23 until the final deadline on Thursday, May 3.
- FINAL UNIT EXAM: Available from April 23 until the final deadline on Tuesday, May 8 in the Texarkana College Testing Center on campus. This exam is based on the Unit Practice Quizzes, Weekly Quizzes, and chapter Study Questions in Units IV-VII (Chapters 24-31). This exam consists of 100 multiple choice questions and there is no time limit.

### Absentee Policy:



Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course. Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. Students who succeed in online classes keep a schedule just as they would if they were attending class on campus, and they communicate with one another and their Professor frequently. Attendance is vital to your success. Check TC email and Jenzabar at least three times per week (at least every two days).

Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, Forum questions, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete the Course Requirements/Enrollment Verification Exam within the first week of class; otherwise the professor may drop the student for not having attended. Students must complete at least one or more activities in their online course per week. Each week in which a student does not complete an activity will be counted as an absence. For this online course: if you are working ahead of the course schedule and have completed the assignment or exam due that week, all you will need to do is just send an email message to the Professor for that week. You may indicate what chapter you are working on in your message. If you miss more than one Forum Discussion Questions/Video Clips or other assignments, you will be dropped from this online course.

Maximum Allowable Absences: After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the online course: students may not exceed two (2) absences for this online course.

In accordance with attendance requirements for online classes published in the Online Course Handbook for Students on the Texarkana College website, online students may be dropped for failing to complete weekly activities/exams as assigned by the Professor.

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.

### Make-up Policy:

All Exams and Assignments must be completed by the deadline dates unless you have an extreme emergency reason which must be documented by the student and approved by the Professor. All Exams and Assignments may be completed early before the deadline dates --- do not wait until the last day to complete the course requirements and discover that you have a computer problem. Otherwise, all seven Unit Exams, weekly quizzes, Mid-term Exam, Final Unit Exam, and Comprehensive Post-Test can only be taken once --- there are no retakes or makeups for these exams, and this also includes the Forum Discussion Questions/Video Clips, and Primary Source

review. It is your responsibility to complete these Exams and Assignments on time. Please remember that Online courses give you a flexible time schedule in which you can complete the assignments and exams early before the deadline dates.-- PLAN AHEAD--

\*\* LMS Interrupted Test Form: If you have a problem while taking an exam and are logged-off, you must complete the LMS Interrupted Test Form and submit the Form to the college. The Form is located on the "Student tab" page in the light blue sidebar. If you continue to have problems with your computer or internet connection, you will be required to complete all exams and other course assignments in the college Testing Center and library.

### Academic Dishonesty Policy:

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 TC Catalog/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 this office at 903.823.3349, or go by the office located in the Palmer Memorial Library.

If you have an accommodation letter from his office indicating that you have a disability which requires academic accommodations, please present it to the Professor 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 this online course 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.

### Complaint Process:

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

## Netiquette:

"Netiquette" is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions, please check with the Professor.

The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

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## Withdrawal Policy:

If a situation arises that prevents the successful completion of the Internet course, please note that it is each student's responsibility to formally withdraw from this course. If you fail to drop by the deadline, you could easily end up with a failing grade if you quit working on your assignments. The last day to drop courses for the semester is April 13.

## Other Assignment Information:

### Forum Discussion/Participation:

Students must participate in all Forum Discussion Questions/Video Clips online that are posted by the Professor. Each participation assignment will constitute a part of your grade in the course and is a course requirement. If you miss more than one Forum Discussion/Video Clip assignments, this will constitute enough absence (non-participation) from the course to be dropped by the

Professor.

#### Primary Source Document Review:

In addition to the exams and other assignments, you will be required to do a short review of one Primary Source Document (600 minimum word review of the document in your own words). The Primary Source Document is worth 100 points. The Primary Source topics will be found from link web sites on the Internet course under the "Resources" portlet page and the Primary Source topics on the "Course Organizer" portlet page. You may complete and send your review early to the Professor. Also, the Primary Source Document review must be complete as part of the course requirements. If you miss the deadline, you still must complete the review and receive no credit. Directions for the reviews is explained on the "Start Here/Handouts" portlet page of this Internet course under "Primary Source Document Review Information." You must select a Primary Source topic by February 22.

Deadline for the Primary Source review is April 12.

#### Extra Points:

You may acquire Extra Bonus Points by doing one additional Video Clip (10 points). These Extra Points will be added to your total grade points at the end of the semester.

#### College Testing Center:

The TC Testing Center is now located in the college Library. You will need to check their hours for operation ahead of time for the Mid-term Exam and the Final Unit Exam which must be completed in the college Testing Center.

\* Please Note: This course syllabus is subject to revision. Any changes to this course syllabus will be announced to everyone by email during the semester. Make a copy of this course syllabus for your records.

#### Technical Assistance:

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Jenzabar classrooms.

General IT issues Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk> Phone: 903-823-3030 Email: [helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu)

Jenzabar Issues TC Online Web Page: <https://www.texarkanacollege.edu/online>

Rusty Hatchett: Email: [harold.hatchett@texarkanacollege.edu](mailto:harold.hatchett@texarkanacollege.edu) Phone: 903-823-3053

#### Other Important Syllabus/Course Information---

1. To be successful in any Internet course, you must exercise self-motivation and time management --- make sure you spend at least four to five hours per week (or more) reading the textbook chapters and studying over the answers to the Study Questions and the Lecture Notes and Outlines. Always follow the directions in the course syllabus from the online web site.
2. When taking a Unit Exam/quiz, submit it well before the time runs out. Some Internet

connections take longer than others. If you submit the exam late, the score will come back as a zero. If this happens I will not change your grade. Once you sign on and click "[Start the Unit Exam Now](#)," no pauses are allowed. If you cannot work uninterrupted for 60 minutes, choose another time to take the Unit Exam. The deadlines for Unit Exams/quiz are always by 11:55 p.m. on the deadline day. I would suggest always trying to take the exam/quiz the day before the deadline in case of bad weather affecting your internet connection, unforeseen emergencies, etc. --- PLAN AHEAD ---

If you are interested in taking an Internet course, you must:

1. Be aware of deadlines for taking tests, sending in assignments, and completing work for the course.
2. Be willing to spend the time to read assigned textbook chapters and complete other assignments.
3. Be motivated and well-organized, and take responsibility for your own learning.
4. Not delay getting course requirements completed on time.
5. Be aware of the limits of Internet course flexibility --- there are deadlines, assignment due dates, and testing limits in Internet courses, just as there are in traditional classroom courses.
6. Be aware that Internet/Online courses are not for every student. Many students do not succeed in Internet courses. Students who do successfully complete Internet courses are self-motivated, well-organized, and capable of completing assignments on time, without regular classroom interaction.

## Handouts

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 Add a Handout

There are no Handouts for this portlet.

Texarkana College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. If you have been designated to handle inquiries regarding the non-discrimination policies: Human Resources Director, 2500 N. Robison Rd 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

Server: TCT-JICS01