



# Texarkana College

**HOME PAGE ADDRESS:** <https://tconline.texarkanacollege.edu> If you have any questions about this Internet course, check with Professor Stuart at the following email address:  
John.Stuart@texarkanacollege.edu

**Syllabus:** U.S. History 1302W1 Internet  
**Course Number:** HIST 1302  
**Semester & Year:** Fall Semester 2014

## PROFESSOR INFORMATION:

**Professor:** John Stuart  
**Office:** Social Science Building Office "E"  
**Telephone:** 903-823-3226  
**E-Mail:** John.Stuart@texarkanacollege.edu  
**Office Hours:**  
Monday - 8-9:30 a.m.  
Tuesday - 8-9:30 a.m.; 12:30-1:30 p.m.  
Wednesday - 8-9:30 a.m.  
Thursday - 8-9:30 a.m.; 12:30-1:30 p.m.  
Friday - 9-11:00 a.m.

## CLASS INFORMATION:

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

**Course Format:** Online

**Class Schedule:** Online: August 25, 2014 through December 16, 2014.

**Location:** Texarkana College Online Web Site

**Pre-requisites:** Successful completion of the reading portion of the TSI Exam.

**Textbook:** The American Journey by Goldfield, Volume II, Books a la Carte (loose-leaf) 7th Edition (2014). A textbook is a necessary requirement for this Internet course. ISBN-1269461974 or 0205960952.

**Supplies:** You will need access to a "reliable" computer with a "reliable" internet connection. You must be able to use your computer to take exams, to post Forum Question responses, and to submit a Primary Source Document review. Also, high-speed internet is required for this course. Use Mozilla Firefox as a browser rather than Internet Explorer for best results.

**Student Learning Outcomes/Objectives:** The Student Learning Outcomes/Objectives are located on the first page of this online course.

**Student Requirements for Completion of the Course:** Requirements for this course include the following: Seven Unit Exams, seven Forum Discussion Questions, one Mid-Term Exam, one Final Unit Exam, one Comprehensive Post-Test, and one Primary Source Document review.

#### **Student Assessment:**

You have the following possibilities for earning points:

- (1) Seven Unit Exams - 700 total points
- (2) Seven Forum Discussion Questions - 100 total points
- (3) One Mid-Term Exam - 200 total points
- (4) One Final Unit Exam - 200 total points
- (5) One Primary Source review - 100 total points
- (6) One Comprehensive Post-Test - 100 total points

There will be a total of 1400 points.

#### **Grading Scale:**

The course grade will be based on the average of the following assignment grades --- this includes seven Unit Exams, seven Forum Discussion/Participation Questions, one Mid-Term Exam, one Final Unit Exam, one Comprehensive Post-Test, and the one Primary Source Document review.

Exam I = 100 points

Exam II = 100 points

Exam III = 100 points

Exam IV = 100 points

Exam V = 100 points  
Exam VI = 100 points  
Exam VII = 100 points  
Mid-Term = 200 points  
Final Exam = 200 points  
Post-Test = 100 points  
7 Forums = 100 points  
Review = 100 points  
Total pts. = 1400 points

Final Grade based on total points accumulated:

A = 1400 - 1260 points  
B = 1259 - 1120 points  
C = 1119 - 980 points  
D = 979 - 840 points  
F = below 840 points

The grading scale for the course is:

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

### **Class Schedule:**

On the following information, you will find the assignment dates for each Unit Exam, Forum Discussion/Participation Questions, Mid-Term & Final Unit Exams, Comprehensive Post-Test, and for the Primary Source Document review. Deadlines are posted for each Unit. All Unit Exams, Forum Discussion/Participation Questions, Comprehensive Post-Test, and Primary Source Document review may be completed ahead of this schedule and you may finish the course early. But you can not 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.**

Assignments for Unit I: August 25 - September 4

- Read Chapters 17 & 18 in your textbook,
- Look-up answers to the Study Questions for Unit I,

- Study the Key terms in bold blank print from the textbook glossary,
- Study the Practice Quiz, Lecture Notes, and Outline,
- Complete Forum Discussion/Participation #1 Question before taking the Unit I Exam by September 3 (Wednesday),
- Take the exam over Unit I beginning August 25 until the final deadline on September 4,
- Begin work on Primary Source Document review from the topics listed which may be completed and sent to the Professor beginning August 25 until final deadline on Thursday, November 13.

#### Assignments for Unit II: September 5 - September 25

- Read Chapters 19,20, & 21 in your textbook,
- Look-up answers to the Study Questions for Unit II,
- Study the Key terms from the glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Question from Chapter 19 due by September 11,
- Complete Forum Discussion/Participation #2 Question by September 18,
- Take the exam over Unit II beginning Sept. 5 until the final deadline on September 25,
- Work on Primary Source Document review from the topics listed which is due by November 13.

#### Assignments for Unit III: September 26 - October 9

- Read Chapters 22 & 23 in your textbook,
- Look-up answers to the Study Questions for Unit III,
- Study the Key terms from glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Complete Forum Discussion/Participation #3 Question by October 2.
- Take the exam over Unit III beginning Sept. 26 until the final deadline on October 9,
- Work on Primary Source Document review from the topics listed which is due by Nov. 13 --- Deadline to select a Primary Source topic is the first week of October.
- **MID-TERM EXAM** --- Available from October 6 until the final deadline on **October 16** in the Texarkana College Testing Center on campus. This exam is based on the Unit Practice 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.

#### Assignments for Unit IV: October 10 - October 23

- Read Chapters 24 & 25 in your textbook,
- Look-up answers to the Study Questions for Unit IV,
- Study the Key terms from the glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Complete Forum Discussion/Participation #4 Question by October 16,

- Take the exam over Unit IV beginning Oct. 10 until the final deadline on October 23,
- Work on Primary Source Document review from the topics listed which is due by November 13.

Assignments for Unit V: October 24- November 6

- Read Chapters 26 & 27 in your textbook,
- Look-up answers to the Study Questions for Unit V,
- Study the Key terms from the glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Complete Forum Discussion/Participation #5 Question by October 30,
- Take the exam over Unit V beginning Oct. 24 until the final deadline on November 6,
- Work on the Primary Source review which is due by November 13.

Assignments for Unit VI: November 7 - November 20

- Read Chapters 28 & 29 in your textbook,
- Look-up answers to the Study Questions for Unit VI,
- Study the Key terms from the glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Complete Forum Discussion/Participation #6 Question by November 19 (Wednesday),
- Take the exam over Unit VI beginning Nov. 7 until the final deadline on November 20.
- Complete the **Primary Source Document review** which is due by **November 13**.

Assignments for Unit VII: November 21 - December 4

- Read Chapters 30 & 31 in your textbook,
- Look-up answers to the Study Questions for Unit VII,
- Study over the Key terms from the glossary,
- Study the Practice Quiz, Lecture Notes, & Outline,
- Complete Forum Discussion/Participation #7 Question by December 3 (Wednesday),
- Take the exam over Unit VII beginning Nov. 21 until the final deadline on **December 4**.
- **FINAL UNIT EXAM** --- Available from December 1 until the final deadline on **December 11** in the Texarkana College Testing Center on campus. This exam is based on the Unit Practice 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.
- **FINAL EXAM: 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 December 1 until **December 15** (Monday) and it consists of 100 multiple questions.

### **Online Course Absentee Policy:**

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, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete a Student Information Form/Enrollment Verification activity within the first week of class; otherwise the Professor **may** drop the student for not having attended. **Students must complete at least one or two 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.

**Again, if you miss more than two Unit Exams/quizzes, Forum Questions, 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.

### **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, 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 includes the Forum Discussion Questions and Primary Source review. It is your responsibility to complete these 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** ---

### **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 course with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including Online/Internet courses. This information can be found in the Student Handbook at: <https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf>

**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 the Professor so we can discuss the accommodations that you might need for this course. It is best to request these changes at the beginning if not the start of the course so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this course 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.

**STUDENT RESPONSIBILITIES:**

- Students are expected to be familiar with navigating the Texarkana College Online Web Site located at: <https://tconline.texarkanacollege.edu>
- Students must complete all coursework as it is assigned. You must pay close attention to the deadlines for assignments and exams. Work will not be accepted late.
- Academic Integrity is an expectation in all Texarkana College courses. Plagiarism, cheating and collusion are prohibited at Texarkana College. Plagiarism is defined as passing of another person's work as your own. Students who fail to observe these standards are subject to disciplinary action. Texarkana College has a strong policy on Academic Misconduct which is published in the TC catalog. This policy applies campus wide, including the T.C. Testing Center, as well as off-campus classroom or lab sites and Internet courses. If you are caught cheating in this course, you will be dropped with a "F" grade. Students are furnished this information during the Freshman Orientation with the TC Student Handbook.

**Professor Responsibilities:**

As your Professor, I commit to communicating openly and frequently with you about this Internet course. I will maintain a professional, safe learning environment adhering to the policies of the college. You can expect a reply to communication, be it via e-mail, through online discussions, within 24-48 business hours. This does not include the weekends.

**Withdrawal Policy:**

If a situation arises that prevents the successful completion of this 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 in the course if you quit working on your assignments. The last day to drop courses for the semester is **November 21..**

**Course Participation:**

Students must participate in all Forum Discussions online that are posted by the Professor. Each participation assignment will constitute a part of your grade in the course and are course requirements. **If you miss more than two Forum Discussion/Participation assignments, this will constitute enough absence (non-participation) from the course to be dropped by the Professor.**

**Submitting Work:**

All work you must complete for this course will be submitted through the online web site, except the Mid-term and Final Unit Exams which must be completed in the Texarkana College Testing Center. There will be special instructions on the Forum Discussions which you must participate in on the front page of this Internet course under Forum Discussion/Participation Information and on the Assignment class schedule page.

**Student E-Mail:**

Texarkana College offers a student email account for all students. You must have a college email account address for this Internet course. You are responsible for monitoring your student email account. Student email can be accessed at: <https://texarkanacollege.edu>. Student emails are firstinitial.lastname and last four digits of T#. Example: John Student whose T# is T00045678 and birthday is January 5, 1978 has the email address of [j.student5678@texarkanacollege.edu](mailto:j.student5678@texarkanacollege.edu). You should check your email account three or four times a week during a regular semester.

**Technical Assistance:**

If you have any difficulties setting up your Texarkana College Online account and logging in to the course, I will be able to assist you if you will come by my office in the Social Science Building on Tuesday, August 26, 2014, between the hours of 12:30 p.m. to 2:00 p.m. If you have any problems during the semester, contact the help number on the main front page of Texarkana College Online.

**Texarkana College Online (Moodle):**

- A Texarkana College Online site has been created for this course. You can access this course by logging on to the following page: <https://tconline.texarkanacollege.edu> Be sure that you follow the instructions listed under "Getting Started With Your Online Course." You must create your Texarkana College e-mail account if you have not already done so. If you have difficulties with the web site, contact [support@texarkanacollege.edu](mailto:support@texarkanacollege.edu) or call: 903-823-3030. If you have to leave a message, be sure to leave good contact information so that help can reach you.
- **Student Information Form/Enrollment Verification:** The Student Information Form/Verification activity is required the first week of this Internet course. Follow the



directions at this site: <https://campus.texarkanacolleg.edu> The Student Information Form must be completed by **Midnight, Friday, August 29, 2014.**

- Computer difficulties are not an excuse for non-participation. You are solely responsible for being able to keep up in the course with a computer that is in good working condition and connected to the internet (high speed connection is the best). Do not wait until the last minute to complete assignments. Something might go wrong.
- **TC Online Outages:** TC does its best to keep our Internet courses up and running. If there happens to be a problem with our server, we will notify you and make adjustments as needed.

### **Other Resources:**

- Advisement Center at Texarkana College: 903-823-3283, or browse their web page at: <https://www.texarkanacollege.edu/pages/138.asp>
- Texarkana College Palmer Memorial Library: <https://www.texarkanacollege.edu/pages/104.asp>
- Student Support Services: <https://www.texarkanacollege.edu/pages/140.aso>
- Texarkana College Admissions: <https://www.texarkanacollege.edu/pages/102.asp>

**Syllabus Changes:** As your Professor, I retain the right to make changes based on the time line of the course, feedback from learners and/or logistical issues and will inform you as soon as a change is made by e-mail.

**Method of Instruction:** Since you will not attend a regularly scheduled class, you will need self-discipline and self-motivation to be successful and be ready to take responsibility for your own learning. You must be aware of deadlines for taking exams and completing assignment work for the course. You must manage your time and plan ahead (time management). Communication of questions and problems by e-mail to the Professor is encouraged.

**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 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 have study over before you take the Unit Exams,
- you must not procrastinate -- all Unit Exams must be taken by the deadline date. **There are no makeups or retakes for missed exams. ---- PLAN AHEAD ----**

**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 will have 45 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 or makeups for the Unit Exams unless you have an extreme emergency reason which must be documented and approved by the Professor.** Also, 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 each. The Mid-term exam will cover Units I-III (Chapters 17-23) and the Final Unit exam will cover Units IV-VII (Chapters 24-31). Approximately two weeks are set aside for taking the Mid-term and Final Unit exams which must be completed by the deadline date given on the assignment class schedule page list. **The Mid-term exam, Final Unit Exam, and Comprehensive Post-Test must be completed as course requirements --- failure to complete these exams will result in student being dropped from the course with a failing grade. The Mid-term exam, Final Unit Exam, and Comprehensive Post-Test can only be taken once --- there are no retakes or makeups for these exams. Always allow yourself enough time to take each exam.**

**Each student must DO YOUR OWN WORK on all Exams and other Assignments. Failure to DO YOUR OWN WORK will result in student being dropped from the course with a failing grade.**

**Testing Center Information:** The Mid-term and Final Unit Exams must be completed in the T.C. Testing Center located in the T.C. Business and Computer Building. The center's hours are: Monday & Thursday: 10:00 a.m.-8:00 p.m.; Tuesday & Wednesday: 8:30 a.m. - 7:00 p.m.; Fridays: 8:30 a.m.-3:00 p.m. You must have a T.C. identification card with your picture I.D. to be admitted to take a test. If you get caught cheating, the Testing Center follows their own rules which results in your being dropped from this Internet course with a failing grade. Be sure to check out the ramifications in your student handbook. I highly recommend that you take the exams early and not wait until each 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. ----  
**PLAN AHEAD ----**

**College Testing Center Hours:**

**Monday & Thursday --10:00 a.m.to 8:00 p.m. No Tests started after 7:00 p.m.**

**Tuesday & Wednesday -- 8:30 a.m. to 7:00 p.m. No Tests started after 6:00 p.m.**

**Fridays ---- 8:30 a.m. to 3:00 p.m. No Tests started after 2:00 p.m.**

**Always allow yourself enough time to take each exam.**

**Primary Source Document Review:** In addition to the exams, you will be required to do a short review of one Primary Source Document ( 1 1/2 - 2 typed page review of the document in your own words). The Primary Source Document is worth 100 points. The Primary Source Document will be found from link web sites on this Internet course under Primary Source Document Review Information. You may send your review early to the Professor. Also, the Document review must be completed as part of the course requirements. If you miss the deadline, you still must complete the review and receive no credit. Directions for the review are explained on the front page of this Internet course under Primary Source Document Review Information. You must select a Primary Source topic by the first week of March. Deadline for the Primary Source Review is **November 13**.

**Forum Discussion/Participation:** There will be seven Forum Discussion/Participation questions which are posted for each Unit. Part of your grade will come from these Forums (100 total points). These Forum Discussion/Participation Questions are course requirements and must be completed this semester. The Forum Discussion Questions are based on your opinion and views (first person point of view) and consist of at least a 10-to-11 line/sentence response (one good size paragraph) for your response. **If you miss more than two Forum Discussion/Participation assignments, this will constitute enough absence (non-participation) from the course to be dropped from the course.** Also, these Forum Discussion/Participation Questions must be completed by the given deadline date before you take each Unit Exam.

**Test Results:** After you finish each Unit Exam, you will receive your grade score and you will have the opportunity to review any missed questions. Also, your grade scores will be listed on the front page of this Internet course under Administration and Grades (located on the left hand side column). Also, all grades are listed under the Assignment page.

**Proctored Exams:** You must contact the Professor immediately during the first week of the semester if you can not take the Mid-Term and Final Unit Exams in the T.C. Testing Center. 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. Again, contact the Professor for other information on the proctored exams.

**E-Mail Messages:** It is your responsibility to check your home computer for email messages each week which is found on the first page of this Internet course under "**Messages**" in the top right-hand corner. Check this Message box three or four times a week. These email messages will contain important information for this Internet course which will be sent out during the semester. Also, check the "Upcoming Events box" for assignment reminders during the week. And please remember that you must keep your home computer in good operating/working condition during the semester.

**Extra Points:** You may acquire Extra Bonus Points by doing one or two additional Primary Source Document reviews (each review is worth 10 points; total of 20 points for two additional reviews). These Extra Points will be added to your total grade points at the end of the semester. Follow the same directions as used for the required Primary Source Document review. These reviews for Extra Bonus Points may be sent in anytime during the semester until the final deadline on **November 20**.

**Important Reminder:** The Mid-term exam, Final Unit Exam, and Comprehensive Post-Test must be completed as course requirements--- failure to complete these exams will result in student being dropped from the course with a failing grade. Also, the Forum Discussion/Participation Questions are course requirements and there is a limit of only two Forum Discussion/Participation assignments that can be missed during the semester. The other course requirements include the seven Unit Exams, and one Primary Source Document review.

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

### **More 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 on-line web site.
2. Some students have the mistaken belief that Internet courses are easier than in-class courses but this is not true. You will be spending much time at home reading the chapters and preparing for the exams and the other course assignments. But you have the flexibility to determine the time for your preparation.
3. Do not procrastinate or delay your chapter readings and exam preparations until the last moment before the deadline dates for this will only have a negative affect upon your exam scores due to lack of preparation. Computer problems happen late at night between 9:30 p.m. to 11:59 p.m. and you may end up with a "zero" score if you wait late on the deadline night --- therefore, complete the Unit Exams and Forum Discussion Questions early to avoid any late night problems. ---- **PLAN AHEAD** ----
4. If you are taking a full load of college courses and working full-time, you must manage your time-- spread out your work and do a little each day.
5. It is your responsibility to keep up with the assignment requirements and the deadlines which are stated in the course syllabus. Since everyone has approximately two weeks to take each Unit exam, I highly recommend that you take the exams early and not wait until each deadline day. Taking the exams early will allow you to avoid missing an exam due to any emergency you might have approaching the deadline day. All exams must be taken by the deadline date. **There are no makeups or retakes for missed Unit exams as well as the Mid-term Exam, Final Unit Exam, and Comprehensive Post-Test.**
6. I also recommend that you work one week ahead of the exam and Primary Source Document review schedules and this will allow you the opportunity to stay ahead of the deadline dates and avoid any problems.

7. It is your responsibility to maintain your home computer in a good operating condition for this Internet course. Your computer will be used to print out (download) copies of the Study Questions and Lecture Notes for your preparation of the exams, selecting Primary Source Document review, and both sending and receiving e-mail messages between the Professor and students. You must have a T.C. email account address for this Internet course --- you are responsible for monitoring your T.C. email account several times a week. And if your computer breaks down, you will not be able to continue work in this Internet course. **All assignments and exams must be completed by the deadline dates.**
8. If you don't complete the exams by the deadline dates, I will assume that you have dropped the course and I will be sending in a Drop Notice to the College Admissions Office.
9. Remember that the e-mail message system is used by the students to ask questions about the course from the Professor. Therefore, exercise your e-mail communicator to ask questions about information you don't understand. The Professor is only available to answer questions from Monday to Friday mornings and not on the weekend. Office hours are stated in the syllabus if you need to call the Professor or leave a message.
10. At the beginning of the semester, read over several of the Primary Source Documents and select a topic which will give you plenty of information to make a good 1 1/2 - 2 page or more review. Make a draft copy and then print out a copy to check for your review's length before you send your final copy to the Professor.
11. You may send your Primary Source Document review early to the Professor. The beginning date is stated in the course syllabus. If the review is sent in at least one or more weeks before the deadline date, this will give the Professor time to look over the review and recommend to you any necessary corrections to the review. I will send you a confirmation message when I receive your review.
12. Another item about the Primary Source Document review--- it sometimes takes about two to three hours for the review to be received at the college. Example: If you send your review after 10:00 p.m. on Thursday, it will be received at the college at 1:00 or 2:00 a.m. on Friday morning after the deadline date and therefore no credit will be given for the review. Make sure to send your review early to avoid this problem.
13. All students must understand that any technical/computer difficulties are the responsibility of the student, not the Professor. For example, if you wait until the last minute to complete an exam or assignment and then have a power outage, you are responsible for finding some other computer to complete the exam or assignment, or you may expect to receive no credit for your uncompleted work. ---- **PLAN AHEAD** ----
14. It is recommended that you use the Mozilla Firefox browser rather than Internet Explorer while working on the assignments and taking the Unit Exams. There is a link on the first page of this Internet course to download the Mozilla Firefox browser. Also, you will need a high-speed Internet connection. Dial-up service is too slow for any Internet course.

15. Always make sure that you are ready to take the Unit Exam/quiz before you click on the button "Attempt Quiz Now" --- each Exam/quiz has a time limit of 45 minutes. Do not let the timer go past 45 minutes --- this will result in a score of "zero" if your exam answers are not submitted within the 45 minute time period. When you begin (attempt) the Unit Exams, do not switch or skip over to any other parts of the Internet course such as to the Practice Quiz page or to the Lecture Note page. When you switch/skip over to other pages, this will create a disruption of the Unit Exam page and result in a "zero" score for your Unit Exam.

16. Again --- 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 "Attempt Exam/quiz Now," no pauses are allowed. If you cannot work uninterrupted for 45 minutes, choose another time to take the Unit Exam. The deadlines for Unit Exams/quiz are always by 11:55 p.m. 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.**

17. Make sure you understand the information in the course syllabus concerning the Unit Exams, the Mid-term & Final Unit Exams, the Comprehensive Post-Test, the Primary Source Document review, the Forum Discussion/Participation questions, and the testing and grading procedures. If you wait until the end of the semester to ask a question, it will be too late to avoid any problems.

**\*\*Please Note:** This syllabus is subject to revision. Any changes to this syllabus will be announced to everyone by e-mail during the semester.

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

- (1) Be aware of deadlines for taking tests, handing in assignments, and completing work for the class.
- (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, assignments due dates, and testing limits in Internet courses, just as there are in traditional classroom courses.
- (6) Be aware that Internet 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.

**Always allow yourself enough time to take each exam.**

**College Testing Center Hours:**

**Monday & Thursday --10:00 a.m.to 8:00 p.m. No Tests started after 7:00 p.m.**

**Tuesday & Wednesday -- 8:30 a.m. to 7:00 p.m. No Tests started after 6:00 p.m.**

**Friday --- 8:30 a.m. to 3:00 p.m. No Tests started after 2:00 p.m.**

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