



**Syllabus:** Drug Classification

**Course Number:** PHRA 1305

**Semester & Year:** SPRING 2024, 1<sup>st</sup> 8-Week Term

**Instructor Information**

Name: Tammy Cochran, M.Ed., BSN, RN, CPhT

Office: Health Science Building (Office # 123)

Telephone: 903-823-3123

E-mail: tammy.cochran@texarkanacollege.edu

Office Hours: Change from semester to semester. See posting of office hours located in the window of my office #123.

**Required Textbook Information**

- The Pharmacy Technician Foundations and Practices 3rd ed. by Mike Johnston, CPhT  
ISBN: 978-0-13-289-7594
- The Pharmacy Technician Lab Manual and Workbook 3rd ed. by Mike Johnston, CPhT

**Course Description**

A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration.

**Student Learning Outcomes for the Course**

Upon successful completion of this fast-paced course, the student will be able to:

- **Identify drug dosages, routes of administrations, and dosage forms. Distinguish between brand, generic, and their drug classifications.**
- List the various types of drugs utilized in the treatment of disease process
- List and explain a variety of drug classifications
- Identify the five pregnancy categories and how they affect drug classifications.
- Explain drug nomenclature; drug identification by chemical, generic and brand/trade name and IFU (indication for use).

**Student Requirements for Completion of the Course**

Students must complete assigned homework, quizzes, and exams with an average of 70% or greater.

**Student Assessment**

**Student's final grade for the semester will be determined by the following:**

Classwork/ Homework Assignments	20%
Quizzes	20%
Chapter(s) Tests	25%
Workbook Activities/Labs	15%
Final Exam	20%
<hr/>	
	100%

### Grading Scale

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

### Class Schedule and Assignments

Class will meet as scheduled (**Mon., Tues., Wed., & Thurs.**) **0830-1000**. Assignments will be assigned by the instructor during class. Homework assignments should be turned in on the class day following the date of assignment or as advised by the instructor. Quizzes may or may not have prior notification, and the student is to be responsible for staying up to date on reading/study materials. Students are expected to participate in class discussions, group activities, and presentation activities.

### Contact Hours for ISD Dual Credit Students

**If the ISD schedule does not allow for 48 hours of face-to-face instruction over the 18-week school semester, the remaining hours will be completed as homework assignments.**

<b>WEEK 1</b> <b>Monday</b> <b>01/15/2024</b> <b>0830-1000</b>	<b>Dr. Martin Luther King Holiday</b>
<b>Tuesday</b> <b>01/16/2024</b> <b>0830-1000</b>	Top 200 most frequently prescribed drugs assignment and weekly quizzes. Drugs 1-25 this week. Drug Quiz #1 on Monday morning. Drugs 1-6 review and worksheet completion. Begin CH 6 Dosage Formulations and Administration <b>HOMEWORK</b> Syllabus review. CH 6 reading assignment: Read from the Introduction to end of paragraph over creams. Complete Quizlet over these terms.
<b>Wednesday</b> <b>01/17/2024</b> <b>0830-1000</b>	Drugs 7-12 review and worksheet completion CH 6 Continued. Power Point and class activities. <b>HOMEWORK</b> CH 6 reading assignment: Begin reading with Liquid Dosage Formulations to the Beginning of Routes of Administration. Stop at ROAs. Complete Quizlet over the terms from these pages. Begin to complete CH 6 Workbook pages and Chapter Review Questions.
<b>Thursday</b> <b>01/18/2024</b> <b>0830-1000</b>	Drugs 13-18 review and worksheet completion

	<p>Continue with CH 6 presentation followed by the CH 6 quiz in Moodle. CH 6 online worksheets 1-100 questions for the CH 6 Test grade.</p> <p><b>HOMEWORK</b> CH 6 reading assignment: Begin reading at ROA to the end of the summary. Complete the Quizlet over the terms from these pages. Complete the worksheet for drugs 19-25 before class on Monday.</p>
<p><b>WEEK 2</b> <b>Monday</b> <b>01/22/2024</b> <b>0830-1000</b></p>	<p><b>Drug Quiz #1 over drugs 1-25</b> Drugs 26-31 review and worksheet completion Begin your study over drugs 26-50. Drug quiz #2 over drugs 26-50 on Monday morning. Testosterone's many dosage forms fill in the table. Begin CH 23 The Body and Drugs <b>HOMEWORK</b> Begin your study of CH 23 The Body and Drugs. CH 23 reading assignment: Read from the Introduction to Pharmacokinetics. Study the new terms and complete the Quizlet over these terms.</p>
<p><b>Tuesday</b> <b>01/23/2024</b> <b>0830-1000</b></p>	<p>Drugs 32-37 review and worksheet completion. CH 23 Power Point Presentation and Discussion Videos over 1<sup>st</sup> Pass Effect <b>HOMEWORK</b> Continue your study of CH 23 The Body &amp; Drugs. Begin reading and studying at Pharmacokinetics and stop when you get to Addiction. Study the new terms and complete the Quizlet over these terms.</p>
<p><b>Wednesday</b> <b>01/24/2024</b> <b>0830-1000</b></p>	<p>Drugs 38-43 review and worksheet completion. CH 23 continued <b>HOMEWORK</b> Complete the CH 23 online worksheets. Reading assignment: Begin reading at Addiction and read to the end of the chapter.</p>
<p><b>Thursday</b> <b>01/25/2024</b> <b>0830-1000</b></p>	<p>Drugs 44-50 review and worksheet completion. Complete study of CH 23. <b>HOMEWORK</b> Study for drug Quiz #2 over drugs 26-50 on Monday morning.</p>
<p><b>WEEK 3</b> <b>Monday</b> <b>01/29/2024</b> <b>0830-1000</b></p>	<p>Drug quiz #2 over drugs 26-50. Drugs 51-56 review and worksheet completion CH 34 The Nervous System <b>HOMEWORK:</b> Begin your study of CH 34 The Nervous System. Reading assignment: Read from the Introduction to Bipolar disorder. Stop when you get to bipolar disorder. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Tuesday</b></p>	<p>Drugs 57-62 review and worksheet completion</p>

<p><b>01/30/2024</b> <b>0830-1000</b></p>	<p>CH 34 The Nervous System continued. <b>HOMEWORK:</b> Reading assignment: Read from bipolar disorder to convulsions, seizures, and epilepsy. Study the new terms in this reading section and complete the Quizlet.</p>
<p><b>Wednesday</b> <b>01/31/2024</b> <b>0830-1000</b></p>	<p>Drugs 63-68 review and worksheet completion CH 34 continued. <b>HOMEWORK</b> Reading assignment: Begin reading and studying at convulsions, seizures, and epilepsy and read until the end of the chapter. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Thursday</b> <b>02/01/2024</b> <b>0830-1000</b></p>	<p>Drugs 69-75 review and worksheet completion. Complete CH 33 <b>HOMEWORK</b> Drug quiz #3 on Monday morning over drugs 51-75</p>
<p><b>WEEK 4</b> <b>Monday</b> <b>02/05/2024</b> <b>0830-1000</b></p>	<p>Drug Quiz #3 over drugs 51-75. Drugs 76-81 review and worksheet completion. Begin CH 30 The Immune System <b>HOMEWORK:</b> Begin your study of CH 30 The Immune System Reading Assignment: Begin Reading at the Introduction and stop when you get to HIV/AIDs. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Tuesday</b> <b>02/06/2024</b> <b>0830-1000</b></p>	<p>Drugs 82-88 review and worksheet completion. Continue with CH 30 The Immune System <b>HOMEWORK</b> Continue your study of CH 30 The Immune System. Begin reading and studying at HIV/AIDs and continue to read and study until you get to Vaccines. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Wednesday</b> <b>02/07/2024</b> <b>0830-1000</b></p>	<p>Drugs 89-94 review and worksheet completion Continue with CH 30 <b>HOMEWORK</b> Continue your study of CH 30 The Immune System. Begin reading and studying at Vaccines and read to the end of the chapter. Study and learn the terms in this reading section. Complete Quizlet over these terms.</p>
<p><b>Thursday</b> <b>02/08/2024</b> <b>0830-1000</b> <b>(MIDTERM)</b></p>	<p>Drugs 95-100 review and worksheet completion Complete CH 30</p>
<p><b>WEEK 5</b></p>	<p>Drug Quiz #4 over drugs 76-100</p>

<p><b>Monday</b> <b>02/12/2024</b> <b>0830-1000</b></p>	<p>Drugs 101-106 review and worksheet completion Begin CH 32 The Endocrine System <b>HOMEWORK:</b> Begin your study of CH 32 The Endocrine system. Begin by reading and studying from the Introduction to Endocrine System Disorders. Stop when you get to the Endocrine System Disorders. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Tuesday</b> <b>02/13/2024</b> <b>0830-1000</b></p>	<p>Drugs 107-112 review and worksheet completion CH 32 The Endocrine System <b>HOMEWORK:</b> Continue your study of CH 32The Endocrine System. Begin reading and studying from Endocrine System Disorders until the end of the chapter including the summary. Study and learn the terms in this reading. Complete Quizlet over these terms.</p>
<p><b>Wednesday</b> <b>02/14/2024</b> <b>0830-1000</b></p>	<p>Drugs 113-118 review and worksheet completion Continue with CH 32 <b>HOMEWORK:</b> CH 32 online worksheets 1-100 questions</p>
<p><b>Thursday</b> <b>02/15/2024</b> <b>0830-1000</b></p>	<p>Drugs 119-125 review and worksheet completion Compete CH 32</p>
<p><b>WEEK 6</b> <b>Monday</b> <b>02/19/2024</b> <b>0830-1000</b></p>	<p>Drug Quiz #5 over drugs 101-125 Drugs 126-131 review and worksheet completion Begin CH 31 The Renal System <b>HOMEWORK:</b> Begin your study of CH 31 The Renal System. Begin reading and studying from the Introduction to Urinary Retention. Study the new terms in this reading passage.</p>
<p><b>Tuesday</b> <b>02/20/2024</b> <b>0830-1000</b></p>	<p>Drugs 132-137 review and worksheet completion CH 31 continued <b>HOMEWORK:</b> Continue your study of CH 31 by reading Urinary Retention to the end of the chapter summary. Study the new terms in this reading passage.</p>
<p><b>Wednesday</b> <b>02/21/2024</b> <b>0830-1000</b></p>	<p>Drugs 138-143 review and worksheet completion CH 31 continued <b>HOMEWORK:</b> Complete the outside readings for this chapter.</p>
<p><b>Thursday</b> <b>02/22/2024</b> <b>0830-1000</b></p>	<p>Drugs 143-150 review and worksheet completion Complete CH 31 – Workbook pages, online worksheets and class activities. Drug quiz on Monday morning</p>
<p><b>WEEK 7</b></p>	<p>Drug Quiz #6 over drugs 126-150</p>

<b>Monday</b> <b>02/26/2024</b> <b>0830-1000</b>	Drugs 151-156 review and worksheet completion Begin CH 33 The Reproductive System <b>HOMEWORK:</b> Begin your study of CH 33 The Reproductive System. Begin reading and studying from the Introduction to Contraceptive Devices. Study the new terms in this reading passage.
<b>Tuesday</b> <b>02/27/2024</b> <b>0830-100</b>	Drugs 157-162 review and worksheet completion CH 33 continued <b>HOMEWORK:</b> Continue your study of CH 33 by reading from Contraceptive Devices to the Male Reproductive System. Study the new terms in this reading passage.
<b>Wednesday</b> <b>02/28/2024</b> <b>0830-1000</b>	Drugs 163-168 review and worksheet completion CH 33 continued <b>HOMEWORK:</b> Continue your study of CH 31 by reading Urinary Retention to the end of the chapter summary. Study the new terms in this reading passage.
<b>Thursday</b> <b>02/29/2024</b> <b>0830-1000</b>	Drugs 169-175 review and worksheet completion Complete CH 33 <b>HOMEWORK:</b> Continue your study of CH 33 by reading The Male Reproductive System to the end of the chapter summary. Study the new terms in this reading passage.
<b>WEEK 8</b> <b>Monday</b> <b>03/04/2024</b> <b>0830-1000</b>	Drug quiz #7 over drugs 150-175 Drugs 176-181 review and worksheet completion Catch-up day
<b>Tuesday</b> <b>03/05/2024</b> <b>0830-1000</b>	Drugs 182-187 review and worksheet completion Catch-up day
<b>Wednesday</b> <b>03/06/2024</b> <b>0830-1000</b>	Drugs 188-200 review and worksheet completion Catch-up day & Final exam Review
<b>Thursday</b> <b>03/07/2024</b> <b>0830-2024</b>	<b>Final Exam</b>

### **COURSE OUTLINE**

Mike Johnston: The Pharmacy Technician Foundations and Practices 3rd ed.

- CH 6 Dosage Formulations and Routes of Administration
- CH 23 The Body and Drugs
- CH 30 The Immune System
- CH 31 The Renal System
- CH 32 The Endocrine System

- CH 33 The Reproductive System
- CH 34 The Nervous System

**Top 200 Weekly Assignment:** Weekly drug quizzes will be given every Monday over the top 200 most frequently prescribed drugs. The 1<sup>st</sup> quiz will be given on Monday, Jan. 22, 2024. It will be over the 1<sup>st</sup> 25 drugs. The quizzes will be matching brand name with the generic name and the drugs IFU (indication for use) and the correct drug classification. I will provide hard copies of the top 200 drug list to you on the 1<sup>st</sup> day of class. Each week you will be required to study and memorize 25 drugs.

### **Student Behavior Policies and Procedures**

Please refer to the Texarkana College Student Handbook for the full list of rules, policies, and procedures related to student conduct. In addition, please note and initial understanding of the following policies and procedures related to student misconduct:

### **ADDENDUM**

Texarkana College strives to provide a safe and comfortable learning environment free of abuse and distractions. At all times, students are required to practice courteous, respectful, and cooperative behavior. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

- Students are to address all instructors, personnel, visitors, guests, and classmates with respect and in a professional manner.
- Disrespecting instructors will not be tolerated. Students will be written up and sent home.
- Food and drink during classroom hours is at the discretion of the instructor.
- NO food/drink items are allowed in carpeted rooms or computer labs.
- Cursing, foul or derogatory language will not be permitted on campus.
- Use of electronic devices, including cell phones, are prohibited during class.

**Clinical rotations are considered a class.** These must be set on silent or turned off.

- No talking during lectures, exams, or when working on assignments.
- Students are expected to dress in a professional manner for class. NO pajamas, slippers, or clothing with questionable coverage is allowed (i.e. - cleavage, abdomen, and bottom should be covered at all times).
- Cheating will not be tolerated. Students caught cheating will be subject to disciplinary action after investigation by the Dean of Students. Proven violations will result in the student being dropped from the class with an "F" average.
- No children allowed. A student may not for any reason bring a child to class with them. NO EXCEPTIONS.
- Family members or other acquaintances are not allowed in the classroom or at practicum sites.
- Texarkana College is a tobacco free campus. No tobacco products are allowed.
- Students must strictly follow the Health Occupations drug and alcohol policy.
- Patient confidentiality will be secure at all times. No patient identifying information will be taken from the practicum site.

### **Write- Up Offenses**

- Electronic devices including cell phones
- Improper dress and personal appearance

- Leaving class without permission
- Failure to follow procedures/policies
- Sleeping during class (Attendance policy will apply)
- Failure to follow the grooming and dress codes for the classroom
- Failure to notify instructor of absence from a clinical experience before the scheduled start time

***Write up offenses that will include sending student home. (Attendance policy will apply).***

- Profanity anywhere in the building or on campus
- Lack of cooperation with instructors
- Disruptive/unprofessional behavior
- Being unprepared for class
- Failure to adhere to the drug and alcohol policy (Violators may be removed from the program)
- Bringing a child to class
- Failure to follow the grooming and dress codes for clinical experiences. **This includes wearing artificial nails, nail polish (including clear) or overlay to a clinical site.**
- Meeting with a family member or acquaintance during class time or at clinical.
- Violations of patient confidentiality (HIPAA)

• Actions that pose actual or potential harm to patients (May result in removal from the program) Individual counseling and a write-up will occur with all violations; the student may be placed on probation from the program. All counseling sessions and write-ups will be documented in the student's permanent record. The student will be provided an opportunity to document their account of the violation(s), and this documentation will be retained in the student's record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook and the Texarkana College Student Handbook. **When 4 write-ups/counseling sessions have occurred, the student will be removed from the program without the ability for re-entry.** The student has access through the academic grievance policy for an appeals process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Texarkana College Student Handbook.

### **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. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

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.

### **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. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

### **ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, 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 an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

### **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 class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

### **Workforce Classes**

<b>Day Classes</b>	<b>Evening Classes</b>
--------------------	------------------------

<p><b>Class meets:</b> 5 days a week (MTWRF) The instructor <b>may</b> withdraw a student from a course if absences exceed <b>five (5)</b> 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. <b>Three tardies</b> count as one absence. You are considered tardy from the designated class start time through the <b>first 15 minutes</b> of class. After that you will be counted absent.</p>	<p><b>Class Meets:</b> 4 evenings a week (MTWR) The instructor <b>may</b> 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. Three tardies count as one absence. 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>
---	---

Students are allowed 5 class absences. After 5 absences, the student is subject to being dropped from the course. Attendance will be taken at the beginning of each class period. If a student is up to 15 minutes late to class, a tardy will be given. Students who are late will be required to sign in to the instructor’s attendance folder with the time of arrival. After 3 tardies, an absence will be assigned.

### **Make-up Policy**

Students are responsible for contacting the instructor to discuss content and makeup work that is missed during an absence. If an exam is missed, the student must make-up the exam within five (5) class days upon their return. Homework that was assigned prior to a student absence should be turned in on the first day back to class. Late homework assignments will not be accepted, and a grade of zero will be given.

### **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 Tonya Blase at 903.823.3349 or go by the TRIO Student Support Services located in the Academic Commons Building, 2nd floor, for personal assistance.

### **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.

### **Security**

Please keep your vehicle locked whenever you are away from it. Make sure you don't leave any valuables in plain sight (purse, phone, laptop). We want you to be safe. You must acquire a TC parking permit and display it in your vehicle. You must also have a TC student ID badge and keep it with you at all times.

**Campus police EMERGENCY line: (903) 798-3330**

Please add this number to your contacts.

**Texarkana College Student Counselor: (903) 823-3143**

**Suicide Hotline: 1-800-273-8255**

### **STUDENT SUPPORT SERVICES' INFORMATION**

Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information, tutoring, study skills, and college transfer information.

TRIO Student Support Services  
Academic Commons Building  
2500 N. Robison Road  
Texarkana, Texas 75501

903-823-3253 or 903-823-3312

#### Office Hours

8:00am to 9:00pm, Monday – Thursday

8:00am to 4:00pm, Friday

2:00pm to 9:00pm, Sunday

### **Basic Needs Security Statement**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

### **DISCLAIMER:**

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.*

*The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human*

Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,  
[human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

## SYLLABUS AGREEMENT

If you have any questions about this syllabus or the course in general, ask the instructor before you sign this document.

PHRA 1305  
Drug Classification

I, \_\_\_\_\_, (print name) have read the course syllabus), the course outline and schedule, course grading requirements and methods of evaluation, as well as had each explained to me by the instructor either verbally, or by email on \_\_\_\_\_.

By signing this form I agree to comply with the classroom/online policies, expectations, and rules listed and accept the outline for this class.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Received by the instructor on: \_\_\_\_\_  
Date