CLASSROOM POLICY

1. In all instances, civility and respect for classmates and the instructor are expected.
2. Book bags, briefcases, etc. are not allowed on your desk during class. They must remain on the floor near your chair.
3. You **may not** use cell phones in class.
   a. All ringers must be turned off.
   b. You may not text message, place or answer calls.
   c. All earphones, headphones, headsets or any other accessory for your cell phone may not be used in class – that means, out of sight and not on your head or in your ear.
4. You may not use any device (for example, IPod, MP3 player) to listen to or view music or other programming in class.
5. You will be asked to leave class if you disregard classroom policy.

ATTENDANCE / WITHDRAWAL POLICY

1. Since the course is conducted in a seminar format, your **attendance is mandatory**.
2. You will **sign** the **Attendance Signature sheet** at the beginning of each class.
3. Your class participation points may be reduced from if you are late in class.
4. You may be withdrawn from COS 133 if you are absent from 20% of the class.

LATE WORK

1. No late work will be accepted.

MAKE-UP QUIZ POLICY

1. There are no quiz make-ups. No exemptions.

GRADING POLICY

1. Your grade for COS 133 will be based on the points you accumulate for assignments, quizzes, and class participation.
2. Your grade for COS 133 is calculated as follows:
| Topic                          | Weight | A  | A- | 94 -100 | A-  | 90 - 93 | B+ | 87 - 89 | B  | 84 - 86 | B- | 80 - 83 | C+ | 77 - 79 | C  | 74 - 76 | C- | 70 - 73 | D+ | 67 - 69 | D  | 64 - 66 | D- | 60 - 63 | F  | < 60    |
|-------------------------------|--------|----|----|--------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|
| 1. Assignments                | 30%    |    |    |        |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |
| 2. Quizzes                    | 55%    |    |    |        |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |
| 3. Classroom Participation    | 15%    |    |    |        |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |    |         |

1. **Assignments = 30 Points**

- COS assignments consist of a variety of activities designed to promote a successful college experience at MCC. Your assignments will consist of reading textbook chapters and answering related exercise questions. In addition, you may be using your MCC student email to submit Web assignments.

- Assignments are due at the beginning of the class. **However, you may submit your assignments before the due date.**

- Distribution of points are as follows: 10 textbook assignments (3 points each) = 30 points

2. **Quizzes = 55 Points**

- Quizzes are based on your chapter reading assignments.
  - You may use your textbook to answer the questions. However, be well prepared for a very challenging quiz.
  - If you are late for class and miss the quiz, you will receive a **zero** for the quiz.

- Distribution of points is as follows:
  - 11 textbook quizzes (5 points each) = 55 points

3. **Classroom Participation = 15 Points**

- Classroom participation points **are earned** by behaviors that demonstrate
  - prompt attendance for class
- active listening
- positive involvement in small group work
- thoughtful contributions during whole class discussions
- civility and respect for classmates and the instructor

- Distribution of points is as follows:
  - 1 point per week = 15 points
  - You cannot earn classroom participation points if you are absent.

**MCC REGULATIONS AND POLICIES**

**Academic Honesty Policy**

In the academic process, it is assumed that intellectual honesty and integrity are basic responsibilities of any student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism. For more details regarding MCC’s Academic Honesty policy regarding definitions, disciplinary action, and procedure for appeal check the MCC Catalog and Student Handbook or MCC Website.

**Policy Statement on Sexual Harassment**

1. Monroe Community College strives to recognize human dignity and therefore does not tolerate sexual harassment or any other type of harassment within or connected to this institution.
2. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment.
3. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

**Code of Conduct**

The following actions or conducts are **prohibited**.

1. The obstruction or disruption of any College function or activity, **including the classroom instructional environment**, administration of the parking program and service functions and activities.
2. The **detention, physical abuse or intimidation of any person**, or threat thereof, or any
conduct which threatens or endangers the health, safety, or welfare of any person on
College-owned or operated property or at College-sponsored activities.

3. The **use of obscene or abusive language** or any other means of expression, language, or
action which may reasonably be expected to provoke or encourage physical violence by
other persons.

4. The **refusal to obey any reasonable or lawful request, order, or directive** of a College
public safety officer, a teacher, College administrator, or any other identified representative
of the College.

MCC LEARNING CENTERS

1. Monroe Community College has a number of Learning Centers at Brighton (for example,
Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon
(for example, the Integrated Learning Center, Electronic Learning Center, etc.).

2. Learning centers are staffed with instructional personnel and may be equipped with
computers and software to assist students.

3. It is recommended that students use the Learning Centers to get additional help with
concepts learned in the classroom and with their homework.

SERVICES FOR STUDENTS WITH DISABILITIES

1. Students with a documented learning difficulty should make an appointment with the
Coordinator of Services for Students with Disabilities on the Brighton or Damon Campus
to arrange for support services.

2. All deaf or hard of hearing students should contact the Counseling and Advising Center.

3. You must provide the instructor with appropriate documentation regarding
accommodations within the first two weeks of class.

EMERGENCY CLOSINGS

1. If the College is closed due to inclement weather or some other emergency, all
Rochester area radio and television stations will be notified no later than 5:30 a.m.

2. In addition, the homepage on the MCC website ([www.monroecc.edu](http://www.monroecc.edu)) will display a
message indicating the College is closed.

3. Please do not call the College to avoid overloading the telephone lines.
CLASS CANCELLATION

To access a list of daily class cancellations, you may

1. Call the Public Safety Department (292-2066) at MCC, press 1 for a list of cancelled classes at Brighton and press 2 for a list of cancelled classes at Damon;
2. Go to the Internet, access MCC, go to the A-Z listing to C for Class Cancellations and see the list of cancellations;
3. Check your student email for a cancellation notice from your instructor

“Negligence or a lack of planning on your part does not constitute an emergency on mine.”
COURSE SYLLABUS AGREEMENT

Detach and return this signed sheet to Professor Rodriguez.

____________________________________
Student’s Printed Name

M00
Student MCC College ID Number

COS 133 Section Number: _________
Semester / Year: _____________

The Course Syllabus

1. The Course Syllabus (course information sheet) is a written legal covenant between you and your professor.
2. It clarifies the professor’s expectations and your responsibilities. Your professor expects you to meet deadlines for assignments, papers, projects and tests.
3. It is your responsibility to review the course syllabus and clarify any aspect of the syllabus. Therefore, read it carefully and ask questions you may have about its content.

Check the appropriate box.

☐ I have read the course information sheet for COS 133 - Introduction to College Studies.

☐ I understand my responsibilities for this course. I do not have any questions.

☐ I do not understand the requirements stated in the COS 133 Course Information Sheet. I will schedule an appointment to discuss my questions with my professor.

List your questions for discussion here:

____________________________________
Signature

____________________________________
Date