

Three Rivers Community College  
**COURSE SYLLABUS**

Distributed by Associate Professor G. KENT HARDING

This syllabus is a contractual document describing the conditions under which the attached course is conducted. It defines the general obligations of the instructor and of the student in the conduct and grading of the course. The student should retain this document for the duration of the course.

Attachments to this syllabus will include:

1. a document describing all specifics, including grading, of the course;
2. an assignment sheet with due dates;
3. an instructor contact sheet; and
4. other documents as appropriate.

**CONTROLLING DOCUMENTS:** THIS SYLLABUS IS A SUPPLEMENT OF AND SUBORDINATE TO THE COLLEGE'S POLICY AND PROCEDURES DOCUMENTS – THE STUDENT HANDBOOK, THE COLLEGE CATALOG, AND OTHERS - BOTH PRINTED AND FOUND ON THE THREE RIVERS COMMUNITY COLLEGE (TRCC) WEB SITE. TRCC POLICIES AND PROCEDURES SHALL BE THE FINAL BASIS FOR RESOLVING ALL ISSUES PERTAINING TO THE STUDENT'S PARTICIPATION IN THIS COURSE AND SHALL OVERRULE ANY CONFLICT BETWEEN THIS SYLLABUS, INCLUDING ANY ATTACHED DOCUMENTS, AND THE TRCC POLICIES AND PROCEDURES.

**CHANGES:** THIS SYLLABUS AND ALL DOCUMENTS ATTACHED TO IT ARE SUBJECT TO CHANGE AS CONDITIONS MAY WARRANT AND ANY CHANGES WILL BE ANNOUNCED IN CLASS PRIOR TO THEIR IMPLEMENTATION.

**DISABILITY STATEMENT:** IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS, IT IS YOUR RESPONSIBILITY TO CONTACT THE DISABILITIES COUNSELING SERVICES AT THREE RIVERS. TO AVOID ANY DELAY IN THE RECEIPT OF ACCOMMODATIONS, YOU SHOULD CONTACT THE COUNSELOR AS SOON AS POSSIBLE. PLEASE NOTE THAT I MAY NOT PROVIDE ACCOMMODATIONS BASED UPON YOUR DISABILITY UNTIL I HAVE RECEIVED AN ACCOMMODATION LETTER FROM THE DISABILITIES COUNSELOR. YOUR COOPERATION IS APPRECIATED.

**REASONABLE ACCOMMODATION OF RELIGIOUS PRACTICES:** IN ACCORDANCE WITH PROVISIONS OF STATE AND FEDERAL LAW, BOARD AND COLLEGE POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGIOUS BELIEF OR PRACTICE. THIS INCLUDES THE OBLIGATION TO CONSIDER REQUESTS FOR ACCOMMODATION OF SUCH PRACTICES. STUDENTS HAVE AN OBLIGATION TO NOTIFY THEIR INSTRUCTORS IN A TIMELY MANNER REGARDING ANTICIPATED ABSENCES FOR RELIGIOUS OBSERVANCES. BASED ON PROCEDURES ADOPTED BY THE COLLEGE, STUDENTS MAY BE REQUIRED TO REQUEST ACCOMMODATIONS DURING THE FIRST WEEK OF AN ACADEMIC SEMESTER OR WITHIN A PRESCRIBED PERIOD OF TIME BEFORE THE ANTICIPATED ABSENCE. REQUESTS SHOULD BE MADE IN WRITING STATING THE REASON FOR THE REQUEST, I.E., CONFLICT WITH SCHEDULED QUIZ, TEST, EXAM, ASSIGNMENT OR ACTIVITY, THE RELIGIOUS OBSERVANCE THAT POSES THE CONFLICT AND THE DATE OR DATES OF SUCH HOLIDAY. IF AN INSTRUCTOR IS UNFAMILIAR WITH A PARTICULAR RELIGIOUS HOLIDAY, HE/SHE MAY ASK THE STUDENT FOR A CALENDAR OR OTHER DOCUMENTATION OF THE RELIGIOUS OBSERVANCE OR HOLIDAY.

QUESTIONS CONCERNING THE ABOVE SHOULD BE ADDRESSED TO THE HUMAN RESOURCE DIRECTOR (FACULTY AND STAFF) OR TO THE ACADEMIC DEAN (STUDENTS).

Three Rivers Community College  
**COURSE SYLLABUS**

Distributed by Associate Professor G. KENT HARDING

**Honor Code** - DURING THIS COURSE ALL ASSIGNMENTS (QUIZZES, WRITTEN REPORTS, & EXAMS) WILL BE THE SOLE RESPONSIBILITY OF THE STUDENT. THE STUDENT MUST ADHERE TO A STRICT HONOR CODE AS PRESENTED IN THE STUDENT HANDBOOK AND ANY VIOLATIONS OF THAT CODE SHALL BE ADJUDICATED AS DESCRIBED THEREIN.

**Withdrawal Policy** - A STUDENT WHO FINDS IT NECESSARY TO DISCONTINUE A COURSE MUST COMPLETE A "WITHDRAWAL REQUEST FORM" AVAILABLE IN THE REGISTRAR'S OFFICE WITHIN THE TIME LIMITS OF THE SEMESTER CALENDAR. **STUDENTS WHO DO NOT WITHDRAW, BUT STOP ATTENDING WILL BE ASSIGNED AN "F" SIGNIFYING A FAILING GRADE**

**COURSE POLICIES:**

**THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS**

**ASSIGNMENTS:**

1. All assignments (including tests) which contribute to your final grade are due on the dates indicated on the attached assignment sheet. These dates are subject to change based upon various factors such as class progress and weather; any changes will be announced in class and a revised assignment sheet may be issued if the instructor thinks it necessary.
2. No assignment will be accepted after its assigned due date **unless the instructor has been notified in advance or within 24 hours after the due date** of the student's inability to submit that assignment. No reason is required for the late submittal. Notice may be provided by e-mail, phone message or in person.
3. Late assignments will not be accepted for any reason after the class in which the solution or answers to that assignment have been made available to the class.
4. No one without a **DISABILITIES RELEASE** will be permitted additional time to complete an in-class assignment once it has been distributed.
5. All tests are take-home; the student will generally have a week-end between test distribution and due date when scheduling conditions permit.
6. Tests (only) may be submitted to the instructor by U.S. Postal Service only if the test is clearly postmarked on or before the due date.
7. The student may arrange to receive a test by mail if that student provides the instructor with a written mailing address at least one week in advance of the test distribution.
8. **The lowest grade of each class of assignments (test, projects, quizzes and others as designated) will be dropped in computing the student's final grade.**

**ATTENDANCE:** No grade consideration will be given for attendance or for the lack of attendance. However, certain graded components (for example case presentation, problem solutions, quizzes, etc.) will require your presence in the classroom. An attendance sheet will be distributed within approximately 15 minutes of the start of each class and will be available during the class. **IF YOU DID NOT SIGN IT YOU DID NOT ATTEND THE CLASS !** This sheet will be used to document your attendance for financial aid purposes and to illustrate a reason for poor grade performance. This sheet will be the only evidence of timely attendance.

**Final Grade:** Points are given for each graded assignment and are totaled by class of assignment. For example, points would be given for each homework assignment (if homework was a graded class of assignments) submitted and the total homework points would be calculated at the end of the term. That total – the sum of the homework points you earned – would be divided by the total possible homework points that you could have earned to produce a percentage value. That percentage would be multiple by the final grade value for homework (say homework accounted for 10% or

Three Rivers Community College  
**COURSE SYLLABUS**

Distributed by Associate Professor G. KENT HARDING

10 points of the 100 points available for the final grade) to determine your final grade points for homework. To illustrate consider that you earn 30 points out of a possible 40 points for homework. Your homework percentage would be 75%. If homework accounted for 10% or 10 points of your final grade, determined on a 100 point basis, your homework contribution would be 7.5 points (75% of 10 points). These points would be added to the other points calculated on a similar basis for the other graded classes of assignments. Your total point accumulation would be converted to a letter grade using the following table:

LETTER GRADE SUMMARY (per policy manual)				
A's	B's	C's	D's	F
110 < A > 93  93 < A- > 89	90 > B+ > 86 87 > B > 82 83 > B- > 79	80 > C+ > 76 77 > C > 72 73 > C- > 69	70 > D+ > 66 67 > D > 62 63 > D- > 59	F < 60

## ***THE DONUT CLAUSE***

**ALL ELECTRONIC PAGERS, CELL PHONES AND OTHER ELECTRONIC DEVICES ARE TO BE SWITCHED TO THE SILENT MODE.**

By staying in this class, YOU AGREE to buy the entire class DONUTS and deliver same to the next scheduled class if any electronic device rings during class hours for EVERY occurrence after the first. ( CHRIS CLAUSE: Three munchkins equal one donut! ) This agreement will not apply to cases in which the instructor is informed in advance of possible calls because of an emergency situation. The instructor will inform the class of each such situation. Absent extreme circumstances – as determined by the instructor – students are limited to two emergency situations each.

**ALL OTHER POLICIES ARE AS STATED IN THE STUDENT HANDBOOK, THE COLLEGE CATALOG BOTH PRINTED AND ON THE WEB-SITE, AND OTHER COLLEGE PUBLICATIONS.**