

Dr. Fairy C. Hayes-Scott
 Humanities Division
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CLASS POLICIES

Late Work or Missed Work

None is accepted. As your professor, I provide a detailed syllabus that clearly outlines the assignments for the semester. Thus, there is no excuse for late work. I do *not accept late work*. Thus, if you miss the assignment, you will receive a zero..

Since this is an on-line course, it will be crucial that every assignment, reading, e mail, discussion board, and written work, be completed on time. Interaction will be totally on-line. Input and feedback will be via on-line. It is important that you are disciplined to complete all of the work so that you get the most out of the course. Your providing comments about your classmates' works and their giving their comments about yours are key ways you can get insight on improving your work. One reason most teachers seem to know what they are discussing is because they have read so many other papers and have tried to give comments to help improve those papers. In other words, one learns by helping others. And that is why it is imperative that you provide suggestions for improvement on your classmates' papers. Then, your work will become better. Really!

There will be ONE assignment that I shall allow you to miss *one* assignment (not a mid-term or final exam/research assignment). You will not receive a zero for this assignment. Since my requirement is so strict, I recognize that I must allow for personal issues that may occur in your lives. I strongly recommend that you do not take advantage of this unless there is an emergency. And, if you are able to submit ALL assignments, then, at the end of the course, I will drop the lowest grade earned during the second-half of the semester before averaging for the final grade.

ANY REQUEST FOR THE PROFESSOR TO TAKE A LATE ASSIGNMENT WILL CAUSE THAT STUDENT TO LOSE TWENTY POINTS FROM THE GRADE OF HIS/HER NEXT ASSIGNMENT,

PLEASE LET THIS BE VERY CLEAR—NO LATE WORK AND NO REQUESTS FOR LATE WORK TO BE SUBMITTED.

Every student has a syllabus. Dr. Fairy expects that her students not wait until the last minute to begin and/or complete an assignment. It is better to submit an assignment early to deal with any possible unforeseen situations that may occur.

Some students have told me that they did not submit an assignment because they thought it was too bad. Please keep in mind that I do not mind checking poor work if a student has tried. I am here to help. However, I have no tolerance for any person who does not try. If anything you have read, thus far, is not clear, please ask for clarification (e mail: FairyHa@aol.com or call 810-232-9424. The instructor will interpret your non inquiry as indicative of your full understanding of the content. Questions?????

Importance of Research and Related Activities

If any portion of the activities related to the research assignment are missed, then, I shall provide no comments on the final exam paper. If the research paper or research theme is not submitted, then, the student will receive a "D" for the course if s/he does not drop the course.

Procedures for Submitting An Assignments

- Post all discussion entries in the appropriate forum on the Discussion Board in the Communication Section of the Blackboard Website.
- Send papers via Attached Mail. Blackboard and I will only accept MICROSOFT WORD files. Also, I suggest that you do not use any "#" symbol with the attachment.

- For every assignment you submit via e mail or USPS, please have the following information on the work EVERYTIME:

YOUR FULL NAME
YOUR HOME ADDRESS
YOUR E MAIL ADDRESS

NEVER SUBMIT AN E MAIL WITHOUT WRITING YOUR FULL NAME. THIS IS COMMON COURTESY AND FOR YOUR BENEFIT. YOU WANT TO BE CERTAIN THAT WHOEVER RECEIVES YOUR EMAL KNOWS WHO SENT IT.

- Mail assignment to the above address. If sent via the mail, it must be postmarked on the date the assignment is due.
- Place assignment in my mailbox in CM1101.

No Flash Drive Submissions

All work should be submitted as a Microsoft Word file or PDF file. Or the word can be submitted a hard copy via fax or in Dr. Fairy's mailbox. However,, under no circumstances should any assignment be submitted on a flash drive. Dr. Fairy does not accept flash drives.

Course Grade

I do not change grades after twenty-four hours of the date that I give each student his/her final course grade. If a student has any questions regarding the grade, s/he is to ask them within this period of time. Now, if there is a question, I shall work with the student to rectify any concerns or inquiries. If a satisfactory resolution between student and teacher does not occur, then, I shall forward all materials to the Associate Dean of the Humanities Division. Still, all of this must be done within that twenty-four hour period. If the student does not follow the procedures outlined, Dr. Hayes-Scott will make NO grade changes.

Common Courtesy

Dr. Fairy expects that every student treats every student and the professor with respect. Thus, telling a fellow student that his/her work shows "stupidity" or telling Dr. Fairy that her comments are "stupid" is totally inappropriate.

The first courtesy infringement: a verbal warning

The second courtesy infringement: a written warning

The third courtesy infringement: re[ort to the Dean of Humanities

Follow Directions

It is imperative that Dr. Hayes-Scott's students follow directions. If the student is unclear, s/he should **ask**. It is important to keep in mind: **The only stupid question is the one you do not ask.**

An Apology

This instructor is sorry that she must be so stuffy and formal. However, it seems that a few students are having difficulty following directions and showing common courtesy and common sense. Their lack of consideration has wasted the professor's time and that of some of his/her classmates. Therefore, hopefully, any person who is not about the business of wanting to work hard, learn, and enjoy the whole process of learning will do the professor and his/her on-line classmates a favor--not sign this consent form and take someone else's course. For those students who do want to learn, I, Dr. Fairy C, Hayes-Scott, welcome you!

Cut on the line and send to the address at the top of this page.

Consent

Do you understand and accept these policies as they apply to you? If the answer is yes,

Thank You.

-----Date-----
Printed name

-----Date-----
Signature