

## Exams

There will be four mid-term exams and an optional comprehensive final. The exams will be given on campus in FH-255B on the dates listed in the schedule. **If you cannot make the exam time, you may take the exam at the FMU Testing Center on the dates listed in the schedule. You will need to make an appointment with the center to take your exam.** If neither of these options works for your situation, please contact me now for other options. Only four exams will be used in your final grade. The final will replace your lowest mid-term exam score. You will not be penalized if your score on the final is lower than your other exam scores. If you earn a below 60% on any exam, you must take the final. If you are unable to attend an exam, the final exam score will replace the missed exam. NO exceptions. Students will need a #2 pencil for all exams.

## Assignments

Assignments will be posted on Blackboard and are due by midnight on the due date. Late assignments will receive half credit. If your score on the assignment is an 80, you will get a 40. It is in your best interest to complete your assignments on time.

## Participation

Your participation grade is composed of the successful completion of the project drafts and your participation on the discussion boards. The project drafts are designed to allow you to work on the section of the project that is being covered in your book and lectures. After a section is covered in the course, your group will turn in a draft of the section. The due dates for the projects drafts are listed in the schedule. The discussion boards will cover material such as supplementary videos, chapter cases, and ad activities.

## Class Policies

- The academic calendar for the semester is published in the University Course Schedule and will be followed in this course, including holidays, final exam schedule, and withdrawal policy.
- I reserve the right to modify the syllabus (schedule, class policies) if needed.
- It is the student's responsibility to obtain information, assignments, and changes to the syllabus.
- No make up exams will be given.
- Academic fraud will not be tolerated. Any student who participates in academic fraud will receive a grade of "0" for the assignment and may receive a grade of "F" in the course, in addition to the sanctions levied by the Office of the Provost. I will follow the University's academic fraud policy as outlined in the FMU Student Handbook

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful.

Academic dishonesty and misconduct includes, but is not limited to, extensive use of materials from another author without citation or attribution; extensive use of verbatim materials from another author without citation or attribution; extensive use of materials from past assignments; and extensive use of assignments from other courses. When in doubt about plagiarism, paraphrasing, quoting or collaboration, consult the course instructor. **(To avoid this problem, cite ALL your written work using APA or MLA formats. You can find instructions on how to do this online. The writing center is another good resource if you are unsure about how to reference other peoples' work.)**