

ATTENDANCE

Attendance and punctuality is expected as assignments cannot be made up due to an unexcused absence. For information as to what constitutes an excused absence, view the Student Code of Conduct, Section IV-C. It is your responsibility to contact the instructor before an excused absence, or at the earliest, you are aware you will miss a class so that accommodations can be made. If you are late to a class, it is your responsibility to gain any missing information.

COMMUNICATION

As communication majors and future - or current - workplace professionals, it is important you understand the value of proper communication.

If you have an issue that prevents you from attending class or completing an assignment on time, you must notify me ASAP. I will do my best to accommodate students in extenuating circumstances, but I can not do this if prior notice has not been given. It is your job to manage and communicate issues with deadlines or assignments prior to deadlines.

TECHNICAL SUPPORT

If you need assistance, don't wait until you need to turn the assignment in to report a problem. If you are having an issue with iCollege (not your computer or internet connection) that is preventing you from turning in your assignment, responding to discussions or taking an exam, you must:

1. contact the help desk
2. notify me via email

Both conditions must be met within 24 hours of experiencing the issue. Failure to do so means you forfeit any possible consideration or extension.

MAKE-UP POLICY

There is no make-up for missing assignments. Official documentation must be acquired through university channels to be allowed to make up a missed assignment.

At the end of the semester you will have the opportunity to resubmit a project with the lowest grade for the chance to improve it. Use this opportunity wisely and plan accordingly.