



Lessons will run from Monday through Sunday, with occasional modifications for holidays and course content. You are responsible for completing the assigned textbook reading and engaging with the material provided on Sakai. I recommend reviewing the Sakai content for each lesson *before* reading the textbook because the Sakai content specifies the learning objectives you will be graded on and will help you concentrate your study efforts.

Since this is an online course, there is a strong multimedia component to the Sakai content. Videos, audio files, and Web links are an integral part of this course. Videos and audio files that are embedded directly into the Sakai page are **required** viewing or listening. Unless otherwise noted, links to external sites are optional but strongly recommended.

## Audio Content

All the written material on Sakai is audio-enabled. By clicking the audio players embedded in the lesson pages, you can hear the content read aloud. As you like, you can read only, listen only, or read along with the audio.

## Exercises

Instead of traditional homework assignments, you will have eight pre-quizzes to give you an opportunity to test your knowledge and get feedback from me before you take the actual quiz or exam. The pre-quizzes are graded, but are not timed. They will be administered in Sakai's Quizzes section. See the Schedule for due dates.

## Essay

There will be one essay connected to the course content. Details are available in the Assignments section.

## Online Forum Posts

Nearly every week, you will post in the Sakai Discussion Forum. The posts are intended to be short activities or personal reflections related to the course content. The forum posts are not private and will be viewable to other students in the class. You are encouraged to comment on your classmates' posts.

## Quizzes and Exams

You will complete four quizzes, one midterm exam, and one final exam, all of which will be administered in Sakai's Quizzes section. See the Schedule for quiz/exam availability and due dates. Each assessment will cover recent content. The quizzes and exams are timed, but are open-note, open-book, and open-Sakai. The final exam will be cumulative.

## Browsers and Devices

When taking any assessment for this class, it is imperative that you use Firefox, which is the recommended browser for Sakai. Some features may not work properly in other browsers, which can affect your ability to see content on quizzes and exams. Never have multiple browser tabs or windows of Sakai open simultaneously while taking a quiz or exam. Doing so can cause serious irregularities in Sakai's quiz/exam tool, including the spontaneous deletion of quiz and exam answers. Never use a portable device such as a phone or tablet to take a quiz or exam; always use a desktop or laptop computer.

## GRADING

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Your course grade will be determined by the following grade breakdown:

Online forum posts (nine posts, 5 points each)	45 points
Pre-quizzes (eight pre-quizzes, 10 points each)	80 points
Quizzes (four quizzes, 20 points each)	80 points

Essay (one essay)	25 points
Midterm exam	40 points
Final exam	80 points
<b>Total</b>	<b>350 points</b>

A	93–100 percent	4.0
A-	90–92 percent	3.7
B+	87–89 percent	3.3
B	83–86 percent	3.0
B-	80–82 percent	2.7
C+	77–79 percent	2.3
C	73–76 percent	2.0
C-	70–72 percent	1.7
D+	67–69 percent	1.3
D	60–66 percent	1.0
F	0–59 percent	0.0

## Grade Adjustment

At the end of the semester, some students will be on the cusp between two grades. One of these grades is likely to be more preferable than the other. It has become common practice for students to petition instructors for a “bump up” in their course grade. Please understand from the outset that I will not entertain such requests unless they appeal to a mathematical or grade calculation error. The alteration of a course grade at the request or entreaty of a student compromises the integrity of the University and the grading system as a whole and taints the rectitude of honest instructorship. This includes grade changes that could influence eligibility for academic opportunities such as scholarships or study abroad, extracurricular

activities such as athletics, maintenance of a historical “track record” for a specific letter grade, and requirements for admission to other universities or programs.

Students who aim to achieve or maintain a particular letter grade are advised to do so proactively; that is, they should engage in good study practices and consult with me for clarification of my expectations for student performance *before* the testing period. I always try to be clear about my grading criteria and will satisfy any requests to explain why I have graded something a certain way.

## General Education Requirement

In order to satisfy stipulations of the General Education Requirement, students in this class are required to produce at least 10 pages of written material, not counting exams. The 10-page requirement will be met by a combination of short-essay responses on quizzes and pre-quizzes, weekly forum posts, and an essay.

## HOW TO DO WELL IN THIS CLASS

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- Eat a substantial and nutritious breakfast.
- Take personal notes from the textbook and Sakai content.
- Review your notes at least twice every day.
- Explain the recent material to a friend, pet, stuffed animal, or imaginary audience.
- Ask questions, even ones you think you should know already.
- Start assignments early.
- Refer to the course schedule frequently to ensure that you stay on track and submit your assignments on time.

## ACADEMIC POLICIES

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By enrolling as a student in this course, you agree to abide by the University of North Carolina at Chapel Hill policies related to the acceptable use of online resources. Please consult the Acceptable Use Policy on topics such as copyright, net-etiquette, and privacy protection.

As part of this course, you may be asked to participate in online discussions or other online activities that may include personal information about you or other students in the course. Please be respectful of the rights and protection of other participants under the UNC-Chapel Hill Information Security Policies when participating in online classes.

When using online resources offered by organizations not affiliated with UNC-Chapel Hill, such as Google or YouTube, please note that the terms and conditions of these companies and not the University’s Terms and Conditions apply. These third parties may offer different degrees of privacy protection and access rights to online content. You should be well aware of this when posting content to sites not managed by UNC-Chapel Hill.

When links to sites outside of the unc.edu domain are inserted in class discussions, please be mindful that clicking on sites not affiliated with UNC-Chapel Hill may pose a risk for your computer due to the possible presence of malware on such sites.

## Office of Accessibility/Special Accommodations

If you are a student with a documented disability, you can receive services through Accessibility Resources & Service. You must self-identify through Accessibility Resources to receive services or accommodation from either of these offices. Accessibility Resources works closely with programs, offices, and departments throughout the University to help create an accessible environment.

The office is located in Suite 2126 of the Student Academic Services Building (SASB), 450 Ridge Road, Chapel Hill, NC, and

is open from 8 am to 5 pm Monday through Friday. You can contact them by phone at 919-962-8300 or 711 (NC-RELAY), or by email at [accessibility@unc.edu](mailto:accessibility@unc.edu).

## Honor Code

Remember that as a student of UNC-Chapel Hill, you are bound by the University's Honor Code, which states that "It shall be the responsibility of every student at The University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code, which prohibits lying, cheating, or stealing when these actions involve academic processes or University students or academic personnel acting in an official capacity."

All graded academic work must include the following pledge: "No unauthorized assistance has been received or given in the completion of this work."

An especially serious Honor Code violation is plagiarism. If you are uncertain about what constitutes plagiarism, contact me and/or familiarize yourself with this plagiarism page, courtesy of UNC Libraries.

## Class Notes

UNC's Copyright Policy clearly prohibits students from making commercial use of notes taken in class or labs; you may not sell or otherwise acquire financial or commercial gain from notes you take in this class. The policy also forbids direct copying of the Sakai content or any course materials for commercial use. It is furthermore prohibited to transfer Sakai content and other course materials to any third party website for storage, hosting, reproduction, or distribution. This includes non-UNC crowdsourced platforms such as Course Hero. Students found to have violated this policy are in violation of the Honor Code and are subject to Honor Court proceedings.