



Mark Widdel Spring 2010 FAQ Handbook

Information regarding the Frequently Asked Questions regarding the procedure and policies for **ON-CAMPUS CLASSES**.

Index

- Instructor's Philosophy** (Section 1)
- Pace of Eight-week Class** (Section 2)
- Attendance and Grades** (Section 3)
- Grade/Gradebook Information:** Scoring, Incompletes, Extra Credit, Final Grades (Section 4)
- Class Absence:** Steps to take if class is missed (Section 5)
- Class Standards:** Homework, Email, Format, Deadlines, Academic Dishonesty (Section 6)
- Class Behavior:** Technology Use, Class Participation, Civility (Section 7)
- Special Circumstances:** Religious Accommodation, Classroom Accommodation (Section 8)
- MetNet Email Account is Required:** Official Student Email Account (Section 9)
- Required Software:** Microsoft Office 2007 (Section 10)

Section 1

Welcome!

I'm happy to have you join my class. Hopefully this semester's experience will exceed your expectations. Are you wondering what to expect? The following statements may give you some insight as to how this class will be managed.

Learning occurs from practice; practice usually involves making mistakes. Every week you'll be involved in applying the textbook information to a variety of real-world situations. Plan to make mistakes as new challenges are presented. Learn how to learn from them and you'll make great progress.

You're very capable of reading and understanding the textbook material; I don't have to repeat the information during a weekly lecture. Class time will be spent on applying the assigned reading to discussions, projects, and written analysis.

It's worth your time to come to class. Many class sessions feature graded activities exclusively designed for completion during that time. Most of these activities take advantage of you working with a partner to tie together the subject matter from several sources. These activities can't be made up outside the class. If they're missed, no makeup or substitute activities are given.

Class activities and homework assignments aren't 'make work activities' nor intended as filler. I value your class time. Activities are carefully designed to relate to previous information as well as expand upon given topics. The answers aren't meant to be obvious; they're meant to make you think.

One of the most important outcomes of this class is for you to be able to solve a work-related problem. You'll learn to identify fact from fiction, draw logical conclusions, realize the uniqueness of a given situation and communicate an appropriate idea or recommendation to others. (In both written and spoken formats.)

Business classes such as this must mirror professional standards and prepare you for the workplace. My job includes the requirement to teach you new skills as well as enhance existing skills; all activities and projects target this objective. Grading standards also reflect this goal.

Remember, I'm a good person to include in your list of resume references. What would you like me to be able to say about you? Here are some of the behaviors and skills that I note throughout the semester: attends class, meets homework deadlines, is a good proofreader, engages in thoughtful discussion, has a great sense of humor, has an eye for detail, is a classroom leader, has mastered the material, is a great listener, is excellent at problem solving, demonstrates creativity, can learn from mistakes, is a risk taker, shows initiative, etc.

Overall, a score reflects the amount of time you allotted for a given assignment and how good you were at following directions. If you're too busy or too distracted to spend enough time making sure a particular assignment is done right, don't complain too loudly if you don't achieve a high score.

The final grade for the class is secondary to the amount of learning that occurred. If at the end of the semester you can say, "I learned a lot in this class," you've achieved the most important goal.

Section 2

What is the Pace of an Eight-Week Accelerated Class?

A web-enhanced eight-week course contains the same course content as its semester-long counterpart. You should plan to spend twice the amount of time normally spent per week for the completion of assigned work.

The weekly in-class presentation of subject material will be supplemented with related online discussions and exercises.

It is absolutely necessary that you stay in-sync with the class by attending every class session and completing the related on-line assignments. Missed in-class work that is granted credit, may not be made up. **Late assignments will not be accepted, once the answers have been discussed in-class or released in D2L.**

What is the Relationship of Attendance to Homework and Grades?

Experience has shown me that students who 1) miss many classes or 2) do not complete the weekly homework assignments will rarely pass a class. If you want a passing grade, come to class and complete all the homework assignments.

Some students have the mistaken belief that if they miss class, the homework that was due that week, should be held and turned in the following class period. If class is missed, you are responsible for turning in the required assignment(s) (drop-off at the instructor's office, e-mail or D2L drop box, the following day.

Important: If you miss class and wish to receive credit for an assignment that was intended to be graded during that class, the answers to that assignment need to be emailed or faxed to your instructor before the ending time of the missed class. You will not receive credit for your work if it is turned in after the correct answers have been made public.

You are also responsible for obtaining the following assignment (posted on the class web site) and for being totally prepared for the following class period.

You are responsible for keeping in sync with the homework loop. It is not okay to walk into class the following period and say, "did I miss anything important?" nor is it a given that a homework assignment will be accepted late.

Course Withdrawal

Please be aware that if your personal schedule cannot accommodate the homework and class requirements, you may withdraw from class. This will result in a grade of "W" being recorded on your transcript. A "W" has no impact on your grade point average.

Deadlines for course withdrawal are posted on the home page for this class, at www.ar.cc.mn.us/widdel. It's in the "Important Dates" table at the end of the web page.

If you stop coming to class and don't officially withdraw, you will receive a grade of "F". More details, including the withdrawal procedure is on the college website (www.anokaramsey.edu) or in the student handbook.

How are Grades Calculated?

How to Track Your Scores

Every assignment and in-class task that is graded and returned to you will show the amount of points you have achieved over the total number of points possible for that assignment. e.g. 55/60

If you wish to know how you are doing, score wise, click on the grade book link at the class site. The grade book is refreshed weekly.

Typically, I will assign final grades according to the following scale:

Of the total points possible:

90% and above	= A
80%-89%	= B
70-79%	= C/P
60-69%	= D/P
Below 60%	= F

Be careful with assessing your progress because assignments have different point values and are weighted differently. Typically, the assignments that are given in the last half of the semester are weighted heavier to account for the first weeks of learning.

Earning an Incomplete

An Incomplete will only be granted for individuals who

- 1) have completed at minimum of 80% of the total outstanding points for the class and
- 2) have a passing average of 70% or better of the existing point total and
- 3) can complete the course within a mutually agreeable time line.

Extra Credit

Sorry, there are no extra credit assignments provided in any of my classes. If you complete the weekly homework assignments and stay on deadline, you'll not have the need for any extra credit work.

Weekly Scores and Final Grades can be Viewed at the Class Home Page on the Widdel Website

The gradebook for each class is maintained in Microsoft Excel and posted on the class website at www.ar.cc.mn.us/widdel. I do NOT use the D2L gradebook. Assignment scores are be updated weekly. Final grades are also provided in this grade book. To maintain data privacy you will be assigned a gradebook code name by your instructor. You'll receive it during the first week of class.

Section 5

Class Absence

Sometimes a personal conflict makes it impossible to attend class. Here's what you need to do:

Step 1.

Notify me via e-mail ([mark.widdel @ anokaramsey.edu](mailto:mark.widdel@anokaramsey.edu)) or phone (763.433.1874) with a simple message of who you are and what class you're missing. This message should be left before or during class.

Step 2.

Turn in any homework that was due that missed class period (do not hold it for late submission the following week.) You have two options...

- Option 1) e-mail the answers or necessary document(s) to mark.widdel@anokaramsey.edu
- Option 2) upload it to the assigned D2L drop box

Step 3.

Check the classroom website for information regarding the next week's homework assignment. (www.ar.cc.mn.us/widdel). Most of the time the necessary handouts will be posted and available for printing.

Important: Not all missed assignments and/or activities can be made up at a later time. Many learning activities take place during the class periods. Some of these activities cannot be "made up" outside of a missed class. If you happen to miss a class session containing one of these activities (for whatever reason) you forfeit the awarded points.

Section 6

What are the Basic Class Standards?

Homework

Homework Must be Keyed & Professionally Formatted

Standard homework assignments completed outside of the classroom must be word processed/ typewritten. Format and grammar will be evaluated, as well as specific content.

Important: Unless otherwise specified, handwritten work is not acceptable and will result in a score of zero.

Required Assignment Information for Each Assignment

The first page of each assignment printout should contain this information on the top line of the document.

First name Last name, Course Number-Widdel, Assignment number
For example, Your Name, BUS 1101-Widdel, Asgn 1

Emailing an Assignment

When emailing a word-processed document, attach the document to your email - DO NOT copy the formatted document into the body of the email message.

When emailing answers to an exercise, you may key them into the body of the email message but please key them in an easy-to-read format such as this...

1. a
2. c
3. d
4. b
5. b
6. a

Instead of this... 1 a 2 c 3 d 4 b 5 b 6 a

If your email username is unrecognizable (e.g. pow189) then identify yourself with a first and last name in the first line of the email message.

When sending an email, make appropriate use of the attention line. For example...

“B1101 Asgn 1 Widdel”
“B1101 Need help on Asgn 1”
“B1101 Please review this draft”
“B1101 Missing Class”

Email Account Names

Silly or non-professional email addresses may be filtered as spam from my email account. If you wish your emails to be automatically accepted and treated with respect, use the college-assigned MetNet account. See Section 9 for information about using the MetNet account.

Instructor Response to Emails

Normally I check emails several times a day. Dependent on the volume, I might not be able to reply that day. For emailed assignments, I do not open them until the time of grading (which may be several days later than received.)

Deadlines are important in business, as well as in this class.

You'll have weekly practice at making deadlines for homework assignments. Just as in life outside the classroom, some deadlines, when missed, cannot be made up. When your instructor communicates an absolute deadline (or a deadline extension) on an assignment, project or presentation, acceptance of late work will not occur. All points will be lost.

Academic Dishonesty

Academic dishonesty is defined as cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.*

Cheating includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, examinations or other instruments of evaluation such as application exercises, case problems, presentations or projects. The definition also includes the dependence upon the aid of resources beyond those authorized by the instructor.

Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Any student who commits an act of scholastic dishonesty is subject to discipline which may include a verbal warning, a requirement to redo the assignment, the completion of an additional assignment, having the assignment grade lowered or stricken, having the course grade lowered or course failure.

* The information in this section was developed by a special task force of ARCC faculty and administration. For additional information, refer to the ARCC Student Conduct Code.

Section 7

What are the Instructor's Expectations Regarding Classroom Behavior?

Use of Technology

The lure of quick and easy electronic communication is too great - the use of cell phones, text

messaging and the Internet, has been so prolific during class that it has become invasive to a learning environment. Please exhibit appropriate student behaviors by following these few rules...
Limit your cell phone use to outside the classroom. If you must take phone calls during class, please do so outside the classroom. Place the ring on mute so that it doesn't disrupt the class.

- No text messaging
- No internet browsing
- No game playing
- No emailing

Participation in Discussion and Presentations

The development of, and practice in, the skill of pertinent discussion and professional presentation are important job-related qualities. Students will be given ample opportunity to express opinions, report facts and conclusions, present ideas, explain decisions, debate positions and critique proposals. Every student should expect to be respond to questions asked during class periods. A student should also expect to develop and deliver some type of business-related presentation. In this instructor's class, a student should be prepared to accept guidance in the structure and delivery of appropriate oral responses.

The ability to discuss will be practiced in large group settings, in work groups of 2-5 people and in one-on-one scenarios. Depending on the class, the student can expect to be engaged in role-play situations, case-problem presentations, report deliveries, or debates. Students should expect to engage in both informal and formal presentations.

Civility in the Classroom*

By enrolling in this course, you have become a welcome member of a community of learners, an honor and a privilege for each one of us. Your membership in this community and your success in this course are dependent upon your ability to do the following:

Be Respectful. Respect your instructor as an expert in his or her subject area and as the person responsible for facilitating a productive course for everyone. Respect each of your classmate's right to a valuable class experience, free of offensive language, intolerance, or harassment of any kind. Respect these facilities and our time together by eliminating all distractions, especially cell phones, iPods, and other gadgets, and by refraining from disruptions of any kind, including sleeping in class or talking when no formal class discussion is taking place. Finally, respect yourself by participating fully in each class session and making the most of this learning opportunity.

Be Responsible. As a student in this college course, you are entirely responsible for your own success. You are responsible for reading and following the syllabus. It's expected that you arrive to each class session on-time, with assigned work completed, ready to participate fully. If you miss class, you are responsible for the consequences. You are also responsible for obtaining notes, assignments, and syllabus adjustments. Finally, you are responsible for being an active participant in this class rather than a passive observer.

Rise to the Challenge. College-level courses are demanding. They require deeper thinking, more effective writing, and greater personal involvement than many students realize. In order to succeed at this level, you must be willing to accept the challenges presented by the course material, your instructors, and a rigorous schedule. One of the rewards of this challenge can be the discovery that you are capable of much more than you imagined. Therefore, expect great things from yourself, work hard to achieve them, and seek help when you need it. The other members of this community of learners are here to support you, but it's up to you to rise to the challenge.

Respect for your peers and instructor should be reflected in your appearance and personal behavior as well as in your written assignments and oral expressions. A student engaging in impolite, disruptive, sexist, or discriminatory behavior will be asked to stop, and in severe cases, removed from the class for the remainder of that period. If the uncivil behavior continues, the problem will be elevated to ARCC administration.

- * The information in this section was developed by a special task force of ARCC faculty and administration.

Section 8

What if I have a Need for Special Accommodation?

Religious Accommodation

Students requiring accommodation for sincerely held religious beliefs and/or for observance of religious events that conflict with class requirements should inform the instructor of the need for these accommodations during the first week of class.

Classroom Accommodation

Anoka Ramsey Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in the provision of student services. Within the first week of class, students with special needs that require classroom accommodations should call the information desk at 763-433-1100 and ask for support services for students with special needs.

Section 9

Why do I Need to use the MetNet Student Email Account?

The MetNet email account is the only email client established to work within D2L. All official email communications originating from Anoka-Ramsey, as well as all emails sent by your instructor to you, will be to your MetNet address. One of your major student responsibilities is to check that account for college-related communications. The rationale, "I don't use that account" will not excuse you from the responsibility for accessing the information, notices and clarifications sent to you by your instructors and the College.

Activating MetNet Accounts and Email Forwarding

Instructions for [activating the MetNet account](#) are posted at the top of your D2L Course Home Page. (You may view it after you log into D2L.) If you wish to [automatically forward MetNet emails to a different email account](#), a .pdf with the instructions for doing so are also posted on your D2L Home Page.

Section 10

What Software Do I Need to Use for Class Assignments?

The **Microsoft Office 2007** suite of programs is the official software used by the ARCC business division. My classes utilize Microsoft Word, Excel and PowerPoint. It is your responsibility to use this 2007 version when submitting assignments and reviewing feedback by your instructor.

The **Adobe Acrobat Reader** is also used to view documents for my classes. This is a free program and it can be obtained through the link provided on the class home page.