

# Chaffey College

## Syllabus, Part Three A/Participation and Schedule Information

From Don Nickel, "College Units and Time Management"

### *Scheduling Your Time for College Success*

*"This is just an approximation but a good reference point to start with."*

one unit of credit = one hour of in-class time a week

for each hour in class a week = two hours of out-of-class time



Three units of college credit = three hours of time in class each week  
 Three units of college credit = six hours of time outside-of-class each week

Three in-class hours + at least six out-of-class hours = nine or more hours of your time each week dedicated to the course

### STUDENT CONTACT INFORMATION

When you choose a class, your instructor assumes that this class works best with your schedule— which means you are committing to the day/time of the class for the duration of the semester. If you must be absent, it is your responsibility to obtain all homework assignments, syllabus changes, class notes, and important announcements. You remain responsible for what you need to do to prepare for the next class. You are strongly encouraged to exchange contact information (examples: e-mail address, texting number) with several members of the class to help ensure that you are prepared as required.

**Your classmates are important resources for success in your college courses.** Use the space below to get the phone numbers or email addresses of multiple class members.

Name:	Contact Info:
Name	Contact Info:
Name:	Contact Info
Name:	Contact Info:
Name:	Contact Info:

### ACKNOWLEDGEMENT OF MATURE CONTENT

We will be reading *The Circle* this semester. This book features some mature language and content including descriptions of intimate situations between characters. (*The Circle* addresses themes such as privacy, transparency, and the effects of technology.) This book and other course selections may feature subjects, language, and events deemed offensive by some students. If any course language or subject matter is or may become problematic to you in a way that possibly interferes with your course experience, please contact me, so we may address your concerns.

#### Creating, Promoting, and Maintaining A Successful Classroom Learning Environment

Please be sure you make it a priority to be on time to class, come ready to work, respect your classmates and professor, stay for the entire class session, and be present in the learning environment.

Attending all class meetings is mandatory because consistent, active participation leads to success. You are responsible for information discussed in each course session as well as the information provided through homework videos, readings, and activities. At the beginning of each class meeting, homework assignments are due, and during each class session, students earn points for completing in-class reading, writing, and critical thinking activities. Complete all of the homework assignments before coming to class and be prepared to answer questions and discuss the material.

Disruptions such as private conversations, texting in class, doing homework for other classes, etc. will not be tolerated. Any behavior which upsets the teaching/learning atmosphere of the class is not acceptable, and students who engage in such behavior will be required to leave class.

“Absent from class” refers to situations where a student misses scheduled class time (including missing a class session, leaving early, and/or arriving late) for any reason; there are no “excused” absences.

If you miss class time, you will not earn points for missed class activities. This policy both mirrors common employment practices and promotes the consistent success of a community of scholars.

If you stop attending and do not officially drop the course, you will fail the course, so if dropping becomes necessary, please remember to do so by the required drop deadline.

***Please contact me if you have concerns about your course progress, so we may discuss strategies to help you address these concerns.***

**Disclaimer:** The best way to grow as a writer is to read other writers’ work, so I may share your writing as a model/sample in this and/or other English classes. This is a great way for you to contribute to the growth and learning of your peers here at Chaffey College. (Please chat with me if you have concerns.)