

[To R. Craig Collins' Main Web Page](#)

Syllabus Appendix
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DETAILS: ALL COURSES (This is not a class those with no computer experience, those very new should take Keyboarding)

Attendance (See also [Temple College Attendance Policy](#))

- Students have the responsibility to consult with the instructor when an absence occurs.
- Students are expected to participate regularly in all classes in which they are enrolled.
 - Students may be dropped due to non-attendance/non-participation prior to the final census, as this accounting impacts the school's finances.
 - If a student is unable to complete a course in which they are registered, it is *their* responsibility to withdraw from the course by the appropriate date. I normally do NOT drop students after the final census; again, it is the student's responsibility.
 - Texas State Senate Bill 1231 limits student withdrawals to a total of 6; dropping or being dropped can adversely affect your ability to complete your degree
- If a student stops attending, and fails to withdraw, there are only two options available:
 - Faculty will record the grade earned, usually an "F".
 - Faculty may record an Incomplete, if requested by the student, which allows 30 additional days to complete course work.
 - Please note, a student's financial aid may be impacted by withdrawing or failing, and the student may be required to repay any grants, etc.

Note: The best solution: participate in class... participation almost guarantees passing the class.

- For Traditional Classes:
 - There will be a sign in sheet, or the electronic equivalent for every class, and it is student's responsibility to personally sign in.
 - Arriving late and /or leaving early will cause participation points to be deducted, and a Zero recorded for any quizzes or activities missed.
 - Being tardy can place a burden on the rest of the class, will be reflected on the class roster, and will affect student partition as well.
- For Web Classes:
 - Weekly activities are posted; you must log in at least twice, early in the week and the end; not completing activities on time will cause a loss of participation points

Note: Having said this, I realize that things come up; all I ask is that students do their best to attend when scheduled, or work with me to schedule a make up.

Other Resources:

Temple College Library

Temple College Writing Center

Labs/Exercises

- Lab Exercises are to be submitted on paper, electronically, or disk, as per the Lab instructions.
- Lab errors can be indicated and returned to the student for correction, if turned in the sufficiently before the due date.
- Due to scheduling, some scheduled lab times may be blended with lecture.
- Students must keep graded items and back-up copies of Labs, and have them available.

Tests

- Traditional Classes: Most tests will be administered in the classroom. Tests will be multiple choice, short answer/essay or true/false and derived from content in the textbook and from lecture. Tests may be administered in the Testing Center at Temple College if designated by the instructor. Call 298-8586 to obtain the Testing Center hours
- Web Classes: Most tests will be administered electronically, or you may opt to be tested in the Testing Center at Temple College. Students may choose any testing facility that offers proctored testing, but the student is responsible for making the arrangements.
- As with the SAT, you are not expected to make a perfect grade on my tests; questions missed by the majority don't count against you, and the highest score set the curve
- Handling of the lowest test score: I will compare the lowest test grade to that section of the comprehensive final, and *may* increase that test score based on marked improvement on the appropriate portion of the comprehensive final exam on that material.
- No make up tests are given; instead, ONE missing regular test grade may be generated by a percentage of how well students scores on the appropriate portion of the comprehensive final exam on that material.

Grade Determination

The instructor reserves the right to reduce a course grade, or fail a student, if assignments, projects, or tests are missed. Students must pass the capstone events (capstone lab and final exam) to pass the course.

Assignment	Number	Total Points
Labs/Projects	10*	50%
Tests	3	30%
Final	1	10%
Class Participation	varies	10%
Total		100%

It is the student's responsibility to insure that assignments have been turned in and are recorded.

Traditional Scoring is used

A = 100-90

B = 89.9-80

C = 79.9-70

D = 69.9-60

F = 59.9-or below

Note: Failure to pass any capstone lab or final exam may result in failing the class, and at a minimum will lower your calculated grade

Handy Student Grade Record:

	1	2	3	4	5	6	7	8	9	10	Average	
Labs												x .5=
Tests												x .4=
Part.												x .1=
Grade												

Scholastic Policy

Concerning: scholastic dishonesty, classroom behavior, intellectual property, copyrights, computer use, and software:

- All students are expected to submit **their** original work.
- Copying of Labs, projects, tests, or quiz's will not be tolerated and will result in an F.
- Students are responsible for proper use of Intellectual Property and are expected to strictly obey the provisions of all laws of the United States and the State of Texas in the completion of all course activities, taking particular notice of the provisions of the United States Copyright Act (Title 17 United States Code). This law provides that students may legally use, with certain limitations, certain copyrighted materials in the context of research and scholarship. Do not confuse student's ability to legally copy materials under the "fair use" provisions of the Copyright Act with the ability to claim that such a copy is an original work of authorship. It is the student's responsibility to clearly identify all elements in their work that are not "original works of authorship" as defined by the United States Copyright act.
- Permission must be obtained to use ANY electronic device in my classroom, and permission is denied for use of any recordings or class material aside from classroom use.
- All students are to adhere to the Academic Integrity, Attendance, Computer Use, and Cell Phone Policy, etc.. Please review the Student Handbook located at http://www.templejc.edu/student_info/StudentServ.htm

The Fine Print:

This document is not meant to cover every possible occurrence or possibility that might arise in class, and is subject to change. Therefore: The instructor retains the right to modify the course and schedule.

Personal Educational Philosophy:

I have managed to acquire a good bit of knowledge about business, computers and software over the last several years. Some of that knowledge I received from reading, some from teachers, some by asking questions, and some by making huge mistakes. I encourage students to take advantage of the first three methods to avoid the latter; although making mistakes can be an excellent way of learning and reinforces what does and does not work, it tends to be an inefficient learning method!

I would also prefer you to learn material when presented, but the goal is to master the material before the class ends. For that reason, I may adjust your grade 'up' if you show mastery by the end of the class. (See the appropriate section of Tests)

So, please read ahead, get involved, ask questions, and share thoughts with the class. The single best way to pass this class is to be prepared and actually show up, though part of each grade depends on actual participation in class. And, finally, once we get past the groundwork of the first couple of weeks, I intend to have some fun. Be prepared!

Please feel free to contact me by e-mail or phone, with questions, comments, suggestions, and ideas.

About the Instructor: R. Craig Collins (Vitae and Office Hours/Map to Office at <http://www.templejc.edu/dept/cis/CCollins/collins.htm>)

PhD course work in Educational Computing, the University of North Texas
MS, Computer Education and Cognitive Systems, the University of North Texas
BBA w/ Honors, Computer Information Systems, the University of Texas-El Paso

Textbook Authorship

Currently writing, editing, and reviewing textbooks for Scott/Jones Publishing
Lab Activities for the World Wide Web, contributing editor, ISBN 1-57676-039-1
Productivity Software Guide: Paradox 5.0, co-author, ISBN 0-03-011079-3
Mastering Today's Software: Database Mgmt w/ Access, co-author, ISBN 0-03-015537-1
Mastering Today's Software: Database Mgmt w/ Paradox, contributor, ISBN 0-03-011072-6

Employment

Current: Full Time Faculty, *Temple College*
Current: Adjunct Faculty, *University of Mary Hardin Baylor*
Trainer, Director of Beta Testing, Tech Support; *Creative Education Institute (CEI)*
Curriculum Developer, Trainer, Webmaster; *Center for Occupational Research & Development (CORD)*
Faculty, *Cedar Valley College*
Department Chair, Digital Media Design, *Texas State Technical College*
Asst. Dept. Chair, Computer Networking/Systems Administration, *Texas State Technical College*

Awards

Who's Who in America, Who's Who Among America's Teachers, Who's Who in Education

Notes:

TEMPLE COLLEGE CAMPUS ATTENDANCE POLICY

Students are subject to being dropped from their courses due to a lack of regular attendance. Most classes at Temple College have regularly scheduled/assigned meeting times, while others are taught in a distance education format via the internet. For classes that have regularly scheduled/assigned meeting times, regular attendance implies that students are expected to be physically present in the classroom during those regularly scheduled/assigned times, regardless of the method by which the assigned work for the class is completed. A lack of regular attendance is defined in the following two ways:

1. **At the beginning of each term, a lack of attendance includes:**
 - a. 16 week terms – no attendance by the 5th day of the term, including Fridays.^{1*}
 - b. 11-week terms – no attendance by the 4th day of the term.^{1*}
 - c. 8-week terms – no attendance by the 2nd day of the term.^{2*}
 - d. 6-week terms – no attendance by the 2nd day of the term.^{2*}
 - e. Internet/Hybrid courses – Failure to access your course in the content management system (Temple College's content management system is D2L) and/or the course software as prescribed by the instructor prior to the class day specified above based on the length of the term for the course in which the student is enrolled.

¹ Requires attendance during the first week of the term

² If your class does not meet every day, you **must** attend the first class to satisfy the initial attendance requirement.

*Students unable to attend class during the specified times listed above **must** contact their instructor via e-mail prior to the start of classes for that term **to avoid being dropped for non-attendance**.

2. **Once initial attendance at the beginning of the term has been satisfied:**

Regular and punctual class attendance is expected at Temple College. **A lack of regular attendance is defined as missing the equivalent of two weeks of instruction in a sixteen week semester** (the equivalent amount of time may be fewer class periods in shorter terms).

For ALL courses, attendance includes the completion of assignments by the instructor's posted deadlines. Failure to adhere to the attendance policy may result in being dropped from the course.

Faculty members will maintain an official record of attendance for each course primarily for the purpose of remaining in compliance with federal financial aid regulations. Attendance requirements for some programs may be more stringent than the general policy discussed above as required by program specific accreditation agencies and/or the Texas Higher Education Coordinating Board (THECB).

Students who expect to be absent because of religious holy days should contact the Vice President of Educational Services for details concerning Texas Education Code 51.911.

Reinstatement to classes at Temple College is initiated only for the purposes of correcting an institutional error. Students who (1) are dropped by faculty for non-attendance, or (2) initiate a drop on their own are not eligible for reinstatement.