**Dr. C. Carney - English and Humanities Departments**

**Classroom Behavior Policies for Traditional and Hybrid Course Structures**

**All students in my hybrid and traditionally-structured course models are required to read, print, sign, and return this document to me before their first essay assignment is submitted; students who fail to follow these instructions will not receive their first essay grade (or any others).**

**eneral Premise:** *Because you are all* ***adults*** *who are taking this* ***college course*** *by* ***choice****, it should go without saying that everyone will demonstrate* ***maturity, responsibility,*** *and an* ***eagerness to learn.*** *The following policies ensure that everyone experiences a rewarding learning environment.* ***NOTE: Disruptive behavior/activities which interfere with such a rewarding learning environment will not be tolerated and may ultimately result in an administrative withdrawal.***

**a. Attendance and Withdrawal Policies –** Missing class means missing opportunities to learn (especially in hybrid or summer courses); therefore, in keeping with the HCC policy on attendance, “students may be dropped after missing more than 6 hours of class time.” Attendance will be taken every day at the beginning of class.

**In accordance with HCCS policy, students with more than 6 hours of absences may be dropped for excessive absences, and a daily record of attendance will be maintained throughout the semester.** Remember: ***it is your responsibility to keep updated on course information if you miss class, so please contact other students on such occasions, should they occur.***

**FYI: The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you take the same course more than two times, you have to pay extra tuition.** (Students who enroll for most credit CEU classes for a third or more times will be charged an additional $50.00 per semester credit hour and $3.00 per contact hours.) **In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed**.

**Please ask me or your counselor about opportunities for tutoring or other assistance prior to considering withdrawal from the course**, or if you are not receiving passing grades. In consideration of the above law, I will not give “W” as a grade option unless you have submitted the withdrawal form yourself before the deadline for withdrawal. I will only give whatever grades you earn (A, B, C, D, F, or FX). **If you stop attending the class, you need to officially withdraw yourself prior to the withdrawal deadline**. **If you do not do so and simply disappear from class, you will receive either an “F” or an “FX” in the course, depending upon departure date.**

**FOR IN-PERSON (ON CAMPUS) ENGLISH COMPOSITION CLASSES (DOES NOT APPLY TO DE):** Regarding absences, it is also very important to have a typed **r**ough **d**raft of assigned essays (meeting minimum length requirements) on **RD due dates (3 of them)** to be considered present on such days. ***Failure to come to class with a legitimate rough draft constitutes an absence, since our time will be spent responding to peer essays on these three days.*** Because of the class structure on peer-response days, a student with a missing essay has nothing to contribute to the exercise and makes it impossible for another student (who has him or her read their essay) to give three complete sets of answers to the peer-response questions.

***ATTENTION INTERNATIONAL STUDENTS:*** Receiving a **W** in a course may affect the status of your student Visa. Once a W is given for the course (after you have submitted a withdrawal form officially), it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**b.** **Class Arrival/Departure (also applies only to classes with physical meeting locations, NOT DE)** – **A pattern of arriving late or departing early is not only disruptive, it is disrespectful and entirely unacceptable**, both to me and to the rest of the class. I understand that “life happens,” but odd circumstances should be the exception and not the rule; late arrivals should only occur on rare occasions. I have no tolerance for **patterns** of late arrivals or early departures, as they display highly irresponsible behavior at best, and an outward display of arrogance at worst. However, if you are legitimately late or need to leave early for a legitimate (provable) reason, it is your responsibility to see me **after class** in order to change the recorded absence into a “late” for tardiness or before class starts regarding your need to leave early on a particular day. **Be advised that an unapproved late arrival or early departure of 20 minutes or more will not be acceptable; it will be an absence for the day**. I will also begin combining late arrivals and early departures into pairs of two *after* your third late incident, regardless of the reason, since a pattern has clearly emerged; I will then convert these pairs into absences and apply the absence policy.

***I consider premature, sneaky departures from class as a behavioral issue****. This behavior conflicts with the “general premise” of section V (see above). Anyone who departs from class this way will not only be counted absent, but will not be allowed to earn extra credit, and will lose all possible points that may have been earned in class for that day.*

**Arrival / Exiting Class –** Because we are all adults, there is no need to ask “permission” to use a restroom or exit the class for an important phone call on a rare occasion. However, with that said, I will address students individually who appear to exit the room “excessively,” ***habitually*** using the restroom (or anywhere else for that matter) as an excuse for frequent interruptions. It is inappropriate to consistently designate class time on a regular basis to use such facilities. Also, it is poor etiquette to let doors slam behind you when you exit or enter a room, especially when the class is in the middle of writing, reading, presenting, discussing, or viewing a film. *Oh, and before I forget:* it is downright tacky and rude to exit the class (disrupt the class) to buy snacks at the vending machines for consumption in the classroom—thus, not only interrupting the class again by returning to the room, but noisily continuing to interrupt the class by consuming said snacks in the room!

**c.** **Disruptive Talking in Class (also applies only to classes with physical meeting locations, NOT DE)** – Because I’m such a strong supporter of collaborative learning in interactive groups, I provide ample opportunity throughout the semester to verbally engage with one another and myself in the learning process. I strive to balance mini lectures with “workshops” and favor the latter whenever possible. ***Therefore, disruptive chatting when we are assembled as an entire class is completely unacceptable, regardless of what you may be chatting about.*** ***It is both disrespectful and immature.*** If necessary, I will resort to separating pairs/groups of talkers and assigning them seats on opposite sides of the room…*just like they do in elementary school!* I reserve the right to ask distractors, who have been warned at least once, to leave class for the day (which means receiving an absence for that day).

**NOTE:** An extension of this policy especially applies to groups on our formal Prezi presentation days, as groups are expected to show the same respect to their peers when they are audience members as they hope to receive when they present. Therefore, ***I will take points AWAY from groups whose members are talking, sleeping, texting, or doing anything other than simply being attentive audience members while their peers present (laptops closed and phones out of sight).*** **I will also view absences of non-presenting group members on presentation days more critically than other days (i.e. if someone is going to be absent on a day when others are presenting, it should be for a good reason and acceptable to your group members).** For that matter, the same applies, yet even more seriously, for group members who are absent on the day of their groups’ presentations!

**d.** **Classroom** **Attitude –** **How subtle it is, but ever so revealing of students’ views towards themselves, their place in society, their purposes for enrolling in college (or career goals), and responsibility in general.** A healthy outlook in these areas is characterized by a classroom behavior that reflects those qualities stated in the general premise above. **A few examples of actions which reveal a negative attitude include, but are not limited to, the following behaviors:** *distractive* *chatting, ignoring deadlines without communicating with me, sleeping, working on unrelated material (especially on laptops or other devices), texting in class, asking others to do your work, cheating, being confrontational/disrespectful (in email or in person), excessively exiting class early/arriving late, or refusing (actively or passively) to participate in group activities.* **If you find yourself frequently engaged in any of these behaviors, let me just ask you to honestly ask yourself why you are in college. Seriously—ask yourself that question and be honest when you answer it. I’m not being judgmental, nor am I being sarcastic or indifferent. I’m simply saying that all college students need to ask that question and have a deep awareness of their answer every day. An affirmative answer to that question should be your greatest motivator to succeed!** **The kinds of activities I just listed in italics above are indicative of an attitude that is NOT conducive to success in college nor to future places of employment.**

**e. Academic Honesty- Plagiarism /Cheating:** Please **see the Houston Community College Academic Honesty position before reading my policy, as it provides the framework for my policy and supports it.** ***Plagiarized work (*stolen work), whether intentional or unintentional, will receive zero points for starters. No rewrite will be extended for a plagiarized essay/assignment, and the missing points can easily lead to failing the class. To plagiarize is to submit the words/ideas of another as one’s own without giving them due credit they deserve. It is a form of theft, in addition to being academically dishonest and unethical**. Like all other forms of cheating, plagiarism carries serious penalties that are not onlyenforced by me, but also by HCC.

 A form of plagiarism is called **“patchwork plagiarism," which basically means that large sections are directly copied throughout the essay (or sections of varying sizes) and the writer inserts a word or two of his or her own to break it up. Some students are under the false impression that this variation is somehow legitimate and/or that it is not the same as stealing ALL the words and ideas of an author. Wrong. It is absolutely still stealing, and I will still fail it!** **Fair Warning: Do not submit your work unless you are positive that you have given all necessary credit and citations where they are due.** ***Cheating*, a morph of plagiarism, includes, but is not limited to: weak or irresponsible paraphrasing, difficulty identifying where the intellectual property of another ends or begins, and using *recycled work* that has been submitted to another professor or class. Quantitatively, plagiarism can be committed in as little as a single word or phrase—and obviously in multiple paragraphs or pages. General cheating or direct plagiarism on any assignment equals an automatic zero with no opportunity to rewrite for the first offense. A second incident of plagiarism will result in a formal request from me for administrative removal from the class with an F.**

***HCC Official Policy states:***

*“Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes copying from another student’s paper; using, during a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test; or bribing another person to obtain a test that is to be administered. ‘Plagiarism’ means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. ‘Collusion’ means the unauthorized collaboration with another person in preparing written work offered for credit.”*

**If you consult any sources, whether oral or written, you must clearly distinguish between your words/ideas and theirs at all times. Students who plagiarize, collude, or cheat may face disciplinary actions that include a zero for the assignment, an F for the course, and/or further administrative action** (see on-line student handbook). For more on plagiarism, refer tothe HCC Library site or the HCC Student Handbook.

**Again, be prepared for me to scrutinize your essays for plagiarism by whatever means/tools I deem appropriate.** **IF ONE OF YOUR PAPERS IN THE CLASS IS FOUND TO BE SIGNIFICANTLY PLAGIARIZED**, THEN YOU CAN BE **ASSURED** OF AUTOMATICALLY **FAILING THAT ASSIGNMENT**, **LOSING THE ABILITY OF EARNING ANY EXTRA CREDIT**, AND **LOSING “PARTICIPATION” POINTS**. Depending upon the degree of severity, I may decide to forward this serious academic violation for administrative review, accompanied by a strong recommendation that the student in question should fail or be removed from the course entirely.

**f.** **Recording Devices –** Official HCCS policy **concerning recording devices:**  camera phones, ipads, cameras, audio/tape recorders, video recorders and any other electronic device capable of recording the human voice or image states that the **“use of recording devices, including camera phones and tape recorders, is** **prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or** **testing occurs. Students with disabilities who need to use a recording device should contact Adaptive Student Services for information regarding accommodations.”** In certain circumstances, such as students with official paperwork verifying their need for additional learning assistance, I will grant permission to use a recording device.

**g. Emerging Technologies:** As a student who is active in our classroom community, it is your responsibility to be respectful of our learning atmosphere in every way in which you have control over your own behaviors. This applies to the electronic devices you bring into the classroom. To show respect to your fellow students and myself, you are expected to **treat all electronic devices** **you bring with you to class as extensions of yourself—*no different than the control you need to have over******your tongue or your hands*! YOU are responsible for what you do with them, and YOU are expected to** **know the difference between constructive and non-constructive uses of** **them—just as you hopefully do with your mouth and hands**. For example, I view a ringing phone that you fail to set onsilent mode as being no different than blurting out an inappropriatecomment at an inappropriate time. **Engaging in texting while class is in session or answering a phone verbally is the equivalent of throwing something across the room in my estimation—and will be addressed as such.** With that said, **I allow students to bring whatever devices and/or forms of technology with them to class they deem necessary; consequently, they are ENTIRELY responsible for the ways in which they use them.** It goes without saying that staring at a computer screen during a lecture, a group presentation, or a class video is never acceptablebehavior—just as **TEXTING IS** **NEVER ALLOWED IN CLASS FOR ANY REASON!** **If I see students texting in class or staring at a screen of any size, I reserve the right** **to tell such students to leave class and receive an absence for the day.**

**Complete and Cut Off the Portion of This Document on the Line Below and Submit to Dr. Carney**

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**AKNOWLEDGEMENT:**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , have thoroughly read and fully understand**

 **the expected behavior policies addressed in this document. I accept the stated penalties for violating**

 **these policies. In addition, I have also addressed Dr. Carney directly with any concerns, disagreements,**

**or questions I have with the aforementioned policies contained in this document. As these policies are**

**consistent with HCC policies, I intend--to the best of my ability--to abide by these policies throughout the**

 **semester.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**