

The weights shown above determine the final numerical grade for the course. The grading scale is as follows:

A+	97.0 – 100%
A	93.0 – 96.9%
A-	90.0 – 92.9%
B+	87.0 – 89.9%
B	83.0 – 86.9%
B-	80.0 – 82.9%
C+	77.0 – 79.9%
C	73.0 – 76.9%
C-	70.0 – 72.9%
D+	67.0 – 69.9%
D	60.0 – 66.9%
F	00.0 – 59.9%

Homework/Online (Discussion board) Problems

Homework/discussions are assigned every week on Blackboard and are graded. THIS GRADE IS WEIGHTED 45% OF YOUR FINAL GRADE IN THIS COURSE. It is in your best interest to complete these assignments on time.

Blackboard Discussions

Students will be asked to discuss *assigned reading and homework* on Blackboard on a weekly basis. It is your participation that will enhance the learning experience whether by asking and/or answering questions or by sharing relevant experience.

INSTRUCTOR'S EXPECTATIONS FROM EACH STUDENT

Class Attendance

- ❖ **Full attendance means answer the assigned questions, on the weekly bases, by Saturday at 11:59PM and comment on at least three of your classmates' posts by Monday at 11:59PM.** All students are responsible for the material covered in each assignment in addition to the material posted on Blackboard to enhance the class learning (i.e. articles and videos).
- ❖ It is impossible to earn a respectable grade without logging to Blackboard regularly and reading all the assignments and being engaged with classmates. Please note 10% of the exam questions will be from the additional assigned reading and videos outside the textbook. If you don't complete the additional assignments, you risk forfeiting 10% of your grade.

- ❖ Please note that three absences (by way of not participating in Blackboard discussions) will lead to reducing your final grade by 5 points. This will mean if your final grade is 'A-', three absences will reduce that grade by 5 points to 'B+'.
- ❖ For absence due to sickness, students MUST present proof of medical emergencies.

Class Participation

- ❖ Blackboard participation is critical to your learning process. Class participation will improve your communication skills, enhance your ability to analyze complex issues and help develop skills that will facilitate you becoming an active leader in the community and in your chosen profession.
- ❖ Historically in this course, Bus 357, participating students in class discussions based on the assigned reading, tend to earn a grade of B+ or better in their final grades. I highly encourage you to stay ahead of your reading assignments. This course has sizable 14 chapters. If you skip your reading for one week, it is very hard to catch up.

Assignment Submission

All assignments must be submitted on Blackboard in their respective tabs. No attachments are allowed. If you upload a word document or a pdf, it will not be graded. Every assignment has a due date. ***If you miss the deadline, you miss the grade for the assignment unless otherwise stated.*** In case of emergencies, please provide the instructor with necessary documentation.

Academic Dishonesty

In accordance with York College Student Handbook, an instructor can levy academic penalties for academic dishonesty. They are as follows:

- ❖ Minor infraction: Reduced or failing grade for the assignment in which the offense occurred to zero.
- ❖ Serious or repeat infraction: Failing grade for the course (administrative F). Plagiarism on the term paper or cheating on an exam is considered serious infractions.

All assignments for this class must represent new work developed specifically for this class. Reusing assignments from previous classes will be considered equivalent to plagiarism.

In most cases, it should be clear what constitutes academic dishonesty. In other cases, especially when students work together, it may be less obvious. Please follow these guidelines:

- ❖ If you use an external source for information, cite it.