**Syllabus Questions (COM 100)**

**Directions: Answer the questions below. At the end of each answer, write in parentheses both the page # and the approximate location on the page that the answer is found in the syllabus: (p. 2, middle).**

**Textbook Question**

How often does the textbook need to be brought to class?

**General Questions**

|  |  |
| --- | --- |
| You lose your hard copy of the syllabus.  Where do you get another one from? | You’re not sure when an upcoming assignment (or part of it) is due. What do you do to find out? |

You read the syllabus and an assignment’s instructions, but you still have a question that you

don’t know the answer to about the assignment. What should you do? Explain.

On Thursday, you email the professor a question that doesn’t need an urgent answer. It’s now Saturday morning at 6am, and after checking your email, you still haven’t heard back from

him. What does the professor encourage you to do?

**Participation-Point Questions**

What is the maximum number of Participation points that can be earned (excluding extra credit)?

How many Participation points are put in the Gradebook at the beginning of the semester?

What will reduce your number of Participation points by 3?

During class, electronic devices (e.g., cell phones and laptops) must not be where?

How many Participation points would be lost, if a student chose to put his/her head down

on the desk or become argumentative during class?

In these scenarios, how many Participation points would you end the semester with?

• 2 unexcused absences, 1 tardy, and no other Participation-point deductions:

• 3 unexcused absences, 2 tardies, and no other Participation-point deductions:

**Unexcused Absence Questions**

Under which reasons/circumstances would an absence be excused?

YES NO A doctor’s appointment without a doctor’s note.

YES NO A doctor’s appointment with a doctor’s note.

YES NO A member of the College’s Soccer Team is out of town at the team’s game.

YES NO A court appearance.

YES NO Car breaks down.

YES NO An unexpected overnight hospital stay.

You arrive late to class, but forget to tell the professor after class that you came late. Will you be

able to have your attendance record changed from “absent” to “tardy” later on? Explain.

Students are withdrawn from the course after getting how many unexcused absences?

Would a student be withdrawn from the course if he/she had 2 unexcused absences

and 6 tardies? Explain.

**Questions about the Guided-Reading Questions**

How will the Guided-Reading Questions be made available?

You missed class (unexcused), so you email the professor to get a copy of that day’s

Guided-Reading Questions. What will the professor say to you the first time? Second time?

First Time:

Second Time:

**Questions about Missed Quizzes**

Quizzes will be taken where and on what day?

Where: Day:

You missed a Quiz (unexcused), so you ask the professor if you can still take it. What will

the professor say the first time? Second time?

First Time:

Second Time: