



## GETTING STARTED

In addition to this course policy syllabus, ensure you review the assignment summary and all other items found in the “Start Here” area of the course, as well as the information posted in the class by your instructor, before proceeding.

## STUDENT HANDBOOK AND BAKER COLLEGE POLICIES

Baker College is committed to providing an educational environment that enables students the opportunity to obtain their academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in the Student Handbook. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect.

Click the link or copy and paste it into your browser to access the Student Handbook and other Baker College policies.

<https://baker.edu/about/policies-procedures/>

## STUDENT INITIATED WITHDRAWALS

A student may withdraw from a course up to the end of the week preceding the final week of the course.

## ATTENDANCE POLICY

Since attendance has a direct impact on a student’s future employability, financial aid, and academic performance, students are expected to attend every class session for each course in which they are registered, except in case of illness or emergency.

It is the responsibility of the classroom instructor for onground classes to record and submit a record of attendance.

For online courses, attendance is automatically recorded on a daily basis. Attendance is defined as submission of any of the following within Blackboard during the seminar week:

- Wiki, blog, or journal assignment
- Assignment submission to an assignment link
- Discussion Board posting

When a student finds it necessary to be absent for an extended period, an explanation must be made to the instructor. The student will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

16 week class:      No attendance during weeks one and two  
                              No attendance for two consecutive weeks  
                              No attendance for four non-consecutive weeks

8-15 week class: No attendance during week one  
No attendance for two consecutive weeks  
No attendance for three non-consecutive weeks

7 weeks or less class: No attendance during week one  
No attendance for two consecutive weeks

Additionally, if an instructor thinks that a student's absences have been excessive and unjustified, the instructor may request that the student be withdrawn from the course.

## ENGAGEMENT PHILOSOPHY

Because a high correlation exists between engagement and student learning, Baker College encourages students to engage daily in their online classroom. Students can engage substantively by publishing their contributions in the online classroom's many areas, such as discussion boards, blogs, wikis, or other instructor-identified areas. Substantive contributions must add value to the course, and postings are determined to be substantive if they contain relevant and credible information or conclusions specifically addressing previously posted contributions, which may include questions, topics, supplemental information, or contradictory viewpoints. All engagement is expected to reflect professionalism, critical thinking, and correct grammar.

**Note:** Individualized guidance and direction may be given in specific courses.

## NETIQUETTE POLICY

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect each other.

- Use appropriate language for an educational environment.
- Use complete sentences, proper spelling and correct grammar.
- Avoid slang and uncommon abbreviations.
- Do not dominate the discussion.
- Do not use obscene, threatening or offensive language.
- Keep an open mind and be willing to express your opinion.
- Think before you push the "send" button.
- Do not hesitate to ask for feedback.
- When in doubt, always check with your instructor for clarification.

Baker College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions.

## LATE POLICY

Project planning, time management, and contingency planning are essential in all professional activities, not just academic coursework. As a standard, late work will not be accepted.

Unless otherwise noted, assignments are typically due at 11:59 pm in the student's time zone.

## BAKER COLLEGE CREDIT HOUR DEFINITION

Online courses require regular and substantive faculty and student interactions. Because online courses are condensed into eight-weeks, one online credit hour provides two hours of direct instruction and four hours of indirect instruction per week over eight weeks totaling 45 hours of student time. For each 3-credit hour class, this would equal approximately 135 hours or approximately 17 hours per week. Online instruction includes but is not limited to: instructor-facilitated asynchronous discussions, interactive tutorials, computer assisted lectures, videos, and other digital resources. In addition, for each 3-credit hour class a student can expect around eleven hours of “outside-of-class learning” activities. Outside-of-class activities include but are not limited to: fulfilling academic assignments, completing readings, conducting research, contributing to asynchronous discussions, collaborating in group activities, or completing examinations.

In internship, externship, clinical, and practicum courses, students should plan for course requirements to include a combination of instruction, academic assignments, lab work, fieldwork, observation, and/or clinical practice.

## ACADEMIC INTEGRITY PHILOSOPHY & HONOR CODE

Integrity and acting honorably are essential components of professionalism and citizenship that continue well beyond courses at Baker. To support this vision, Baker College has created an Academic Integrity Philosophy grounded by three core ideals. Complete details related to the Academic Integrity Philosophy and Basic Principles of Student Responsibility can be found in the Student Handbook.

To support the Baker College Academic Integrity Philosophy, the Academic Honor Code provides a framework which ensures an ethical, honorable, and responsible environment is sustained for all students. There are four possible consequences for violating Baker College’s Honor Code. The College may implement any or all of the following: failure of the assignment, failure of the course, expulsion from the College, rescinding a certificate or degree.

Click the link or copy and paste it into your browser for further details.

<https://baker.edu/about/policies-procedures/#academichonorcode>

Baker College subscribes to a third-party plagiarism detection service and reserves the right to check all student work to verify that it complies with the Academic Honor Code.

## COPYRIGHT POLICY

The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Click the link or copy and paste it into your browser to access more information regarding the TEACH Act and Copyright Policies.

<https://baker.edu/about/policies-procedures/#copyrightpolicies>

## GRADING SCALE

Letter Grade	Percentage	Points Needed		Letter Grade	Percentage	Points Needed
A	100 - 93%	1000 - 930		C	76 - 73%	769 - 730
A-	92 - 90%	929 - 900		C-	72 - 70%	729 - 700
B+	89 - 87%	899 - 870		D+	69 - 67%	699 - 670
B	86 - 83%	869 - 830		D	66 - 63%	669 - 630
B-	82 - 80%	829 - 800		D-	62 - 60%	629 - 600
C+	79 - 77%	799 - 770		F	59 - 0%	599 - 0

The actual points earned throughout this course will determine the student's grade. Students must earn the minimum points associated with the letter grade to earn the grade. Consequently, points will not be rounded up to the next highest grade.

**Note:** Per Baker College policy, no extra credit is possible.

## GRADE DEFINITIONS

### A = Outstanding Achievement

The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

### B = Commendable Achievement

The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

### C = Acceptable Achievement

The student demonstrates average mastery of the content. A "C" is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

### D = Marginal Achievement

The student demonstrates below average mastery of the content. A "D" is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and the overall performance is marginal.

### F = Failing

The student demonstrates little or no mastery of the content. An "F" is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

**Note:** A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range.

## GRADE/FEEDBACK POLICY

As a general practice, grades and feedback will be returned within 72 hours of an assignment deadline.

## COMMUNICATION RESPONSE TIME POLICY

Your instructor will respond to student emails, voicemails, or questions posted in a designated question forum within 24 hours.

## INCOMPLETE GRADES

Incompletes are only considered if a significant extenuating circumstances occur. In order to receive an Incomplete, the student:

1. Must request an incomplete grade before the end of the course.
2. Must have completed 80% of the total coursework and be making sufficient progress to pass the course.
3. Must be unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances (documentation may be required).
4. Must complete an Incomplete Grade Contract with the instructor, with the due date no later than the last day of the following semester. Permission from the dean may also be required.

If the coursework is not completed by the due date on the contract, the score achieved at the end of the semester the course was taken will be used as the final grade.

## DISABILITY SERVICES: ACCESSIBILITY POLICY

Baker College complies with the spirit and requirements of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA ), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as they apply to persons with disabilities who are otherwise qualified in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, employment, or extracurricular activities, including field trips, conducted by the College.

Click the link or copy and paste it into your browser for further details concerning the College's policies and procedures related to disability services.

<https://baker.edu/student-services/academics/#disabilityservices>

## SOCIAL NETWORKING POLICY

Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the college.

***Except under unusual circumstances, the guidelines in this syllabus will not change. However, if any changes are necessary, all changes will be communicated in writing as an addendum to the syllabus.***

## TECHNICAL REQUIREMENTS

Online students must have the following hardware and software: Additional equipment and software may be required for some courses.

**PC REQUIREMENTS** • Intel Core i3 Processor or higher • Windows 7 or higher (Higher version may be required in some classes) • 4 GB of RAM required • 80 GB hard drive • Microsoft Office 2010 (Higher version may be required in some classes) • IE 9 and/or a recent/updated release of Firefox or Chrome • Java 7 • Virus protection software • Webcam recommended and may be required in some courses

**MAC REQUIREMENTS** • OS X 10.7.3 or later • 4 GB of RAM • 80 GB hard drive • Microsoft Office - Mac 2011 (Higher version may be required in some classes) • Safari 6.1.5 and/or a recent/updated release of Firefox or Chrome • Java 7 • Virus protection software • Webcam recommended and may be required in some courses.

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- Avoid slang and uncommon abbreviations.
- Do not dominate the discussion.
- Do not use obscene, threatening or offensive language.
- Keep an open mind and be willing to express your opinion.
- Be aware of the College's Academic Honesty Policy.
- Think before you push the "send" button.
- Do not hesitate to ask for feedback.
- When in doubt, always check with your instructor for clarification.

Baker College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions.