



Final course grade will be determined from the following scale:

A+ = 100	96.0%	A = 95.9	91%	A- = 90.9	90%
B+ = 90	86.0%	B = 85.9	81%	B- = 80.9	80%
C+ = 80	76.0%	C = 75.9	71%	C- = 70.9	70%
D+ = 70	66.0%	D = 65.9	61%	D- = 60.9	60%
F =	less than 60%				

### **Regulations and Procedures**

Class attendance and participation is required and will be recorded for all labs.

Homework assignments will be given daily. Assignments turned in after the due date will receive no credit unless permission is obtained from a physician or certified therapist or previously approved by the instructor. The exams will not be made up unless prior approval is obtained from the instructor in advance or in the case of extremely mitigating circumstances.

No electronic or other devices (laptops, cell phones, iPod, iPads, newspaper, etc.) are allowed to be used during class unless used for note taking. Cell phones should be turned off or set to silent and put away. If you are caught creating a distraction by using an electronic or other device you will lose 1% off of your final grade. If you are caught more than once, you will lose 3% off of your final grade for each infraction.

### **Expectations:**

LSU's general policy states that for each credit hour, you (the student) should plan to spend at least two hours working on course related activities outside of class. Since this course is for 2 credit hours, you should expect to spend a minimum of four hours outside of class each week working on assignments for this course. For more information see: <http://catalog.lsu.edu/content.php?catoid=12&navoid=822>.

### **C-I course:**

This is a certified Communication-Intensive (C-I) course which meets all of the requirements set forth by LSU's Communication across the Curriculum program, including

- instruction and assignments emphasizing informal and formal visual and technical;
- teaching of discipline-specific communication techniques;
- use of draft-feedback-revision process for learning;
- practice of ethical and professional work standards;
- 40% of the course grade rooted in communication-based work; and
- a student/faculty ratio no greater than 35:1

Students interested in pursuing the LSU Distinguished Communicators certification may use this C-I course for credit. For more information about this student recognition program, visit [www.cxc.lsu.edu](http://www.cxc.lsu.edu).

### **Academic Misconduct:**

Academic Misconduct, as defined in the Code of Student Conduct, will not be tolerated in this course. It is our responsibility as the instructors to report such incidents to the Department of Judicial Affairs. It is your responsibility to understand the Code of Student Conduct and make sure your actions and perceived actions are not considered as misconduct. Ignorance of these rules will not be an adequate defense in such cases. Go to <http://students.lsu.edu/saa/students/code> for a copy of the current Code of Student Conduct.



