Class Policies, Rules and Procedures

A. Recording Policy:

1. No electronic audio or visual recording devices of any kind are allowed.
2. You may not make any recording of me. Note: It is **illegal** in California to tape record anyone without their permission.
3. You may not take my picture.

B. No Talking Out of Turn in Class:

1. If you want to ask a question or make a comment, raise your hand.
2. Do not talk to your neighbor in class.
3. Make sure that your remarks are related to the subject matter.
4. Do not use class time to ask personal questions.
5. Do not be rude.
6. You may be dismissed from class for talking or being inappropriate. You will lose all attendance credit for that class.

C. Electronics Policy:

1. No computers, I-pods, or other electronic devices except for a basic calculator. The reason is simple. Students who use laptops to take notes usually are playing games, doing e-mail, or surfing the Internet. It is easy to minimize the screen and hide inappropriate applications.

D. Cell Phone Policy:

1. Turn your cell phone to vibrate. If you get a call you need to take, just leave the class and take your call. You don’t need to ask me to leave class. Keep it brief, and return to class. If I find that you or others are abusing the policy, then I will take corrective action.
2. Do NOT text in class. Don’t read them. Don’t send them.
3. If you violate this policy, I may dismiss you from class or confiscate your cell phone until the end of class. If you are dismissed, you will not receive attendance credit for that class.
4. No cell phones allowed during exams.

E. Attendance Policy:

1. Attendance is required.
2. You may miss 6 hours of class without grade point deduction.
3. After 6 hours of unexcused absences, you will lose 10 points per hour of class missed. Pro rations are made.
4. If you arrive late to class, come back late from break, or leave early, you will receive a prorated point deduction.
5. If you miss a total of 13 hours of class, you will be dropped from class. If it is after the point at which you can be dropped, you will receive an F in the class. Note, it is not my responsibility to drop you.
If you wish to drop the class, you should do so to make sure that you drop before the withdrawal from the class is adversely reflected on your student record.

F. EXCUSED ABSENCE POLICY:

1. You may have up to 6 hours of excused absence.

2. There are only five types of excused absences:
   1) You are required to attend a Saddleback College function and you provide a note from the supervising person in advance.
   2) A military commitment. You must provide a note from your supervising officer on your return.
   3) A major medical problem or contagious disease. You must provide a note from a doctor stating the period that you were unable to attend class or the period during which you were contagious. A major medical problem is a significant surgery that requires over a week of recovery. Otherwise, the six hours of regular excused absences must be used for this problem. Medical excuses are accepted in the professor’s sole discretion.
   4) Attending a funeral. You must bring written evidence of the funeral such as an obituary and a program, and a signed statement of the relationship, e.g., sibling, grandparent, close friend. The instructor may require additional evidence if the decedent’s last name is not the same as yours.
   5) Child birth. You or your spouse gave birth. Requires a note from the doctor.

3. Adding the class late, sickness, car trouble, job conflicts, court, jail, other college conflicts and the like are not recognized excuses.

4. Even though the point deductions are excused, the 13 hour limit still applies.

   Example: A student is absent five classes which meet for 3 hours each class. Two classes (6 hours) have no penalty. Two classes were missed because the student was on the tennis team and had away matches. These were “excused.” The fifth class was missed because the student was on the debate team and had an away competition. Even though this is a legitimate “excuse,” it is more than the amount of excused time allowed. Although 12 of the 15 hours of missed classes were had no point deduction, the student has missed over 13 hours of class and will be dropped.

5. Notes for excused absences must state why you missed class and what timeframe you were unavailable. The note must be signed and have the person’s contact phone number. The note must be on letterhead, typed and signed. If I can’t read it, or it is not responsive, I will not accept it.

   Sample Note: John Edwards had the swine flu and was contagious from Jan. 24 to Feb. 5. He should not have been in class during that period.

   Sample Note: John Edwards is on the tennis team and has an away match on Feb. 10. He will leave campus at 1:30 pm and will not return until after 9:30 pm.

G. LATE ARRIVAL POLICY:

1. If you arrive late, quietly take your seat and raise your hand (unless a film is being shown or a student speech is being given). Keep your hand raised until I call on you, even though I am giving a lecture. When I call on you, say, “I would like to get on roll please.” I will then get out my attendance sheet. Then, tell me your name, and play the role game (unless specifically waived by me).

2. You will receive partial attendance credit from the point I put you on roll.

3. If you wait until class is over, or approach me later in the class, you will not get credit for that time before you approached me, even if you have notes and witnesses. You must get on role by raising your hand
when you arrive. If a film or speech is taking place, be sure to raise your hand at the conclusion. You do not get credit for the time you had to wait. You are late. It is your fault you have to wait to get on role.

4. Do not ask me for credit from before the time you contacted me to get on role. I may deduct an extra 10 points if you do. If you persist, badger me, or become disrespectful I may deduct 30 points.

H. ROLL GAME POLICY:

1. Play the roll game quickly. If you don’t have an actual answer, just make something up. Not playing is not an option. Don’t argue with me that you don’t have an answer.
2. Do not steal one of my roll stories. If you start to tell one of my stories, I will dismiss you from class. You will lose attendance credit.
3. Do not argue with me over a roll topic. Don’t complain that you don’t like the topic.

I. CLASS PREPARATION POLICY

1. You must be prepared for class. You must bring paper and a pen or pencil to take notes.
2. For economics classes, you should bring 4 colors of pens (black, blue, green and red) to be able to draw the graphs.
3. For economics classes, you must bring a basic calculator, not a programmable calculator, financial calculator, or graphing calculator.
4. For economics classes, you must bring a Scantron, blank paper, calculator and pencil to the exams.
5. For American Government classes, you must bring a copy of the U.S. Constitution. The textbook has one in an appendix.
6. For American Government classes, you must bring a Scantron, blank paper or Bluebook, and pencil to the final.

J. EXTRA CREDIT POLICY:

1. There is no extra credit other than the defined methods stated in the syllabus.
2. Do not ask for additional extra credit.

Note: If you do not like the grade you got, too bad. Do not ask me if there is something that can be done. No. There was something. You needed to try harder during the class. It’s too late now. Do not ask for a second chance to take the final or do the paper over or do extra credit. You got the grade you earned. Don’t try to guilt me with the consequences of your behavior. Blame yourself.

K. PERFECT ATTENDANCE EXTRA CREDIT POLICY:

1. 50 Points of extra credit will be given for perfect attendance (no late arrivals or partial attendance).
2. You will lose 10 points per hour for non-attendance unless the absence was excused. (See Excused Absence Policy.)

L. GENERAL EXTRA CREDIT POLICY:

1. The last regular instructional class before the final exam must be attended to receive any extra credit points.
2. The Final exam must be attended to receive any extra credit points.
3. All assignments must be handed in with at least 50% credit earned on each assignment to receive any extra credit points.

M. IN-CLASS EXAMS:

1. Do not talk during an in-class exam.
2. You may write on the test questions.
3. You may not leave the room once the test begins. If you need to leave the room during the exam, you must turn in the test and you may not continue. This includes emergency bathroom breaks. You cannot go to the bathroom after the test starts.
4. When done with the exam, turn in your answer sheet, scratch paper, and your test questions.
5. After you hand in your test, leave the room. Do not ask me about the exam or try to talk to me while the exam is in progress.
6. If you have a question or concern about a problem, when you hand in the exam, state: “Please check number __.” Work out the problem on your test questions or scratch paper and ask me to look at it. I will not do it right then and tell you if you were right or not. I will check later and make an adjustment as needed.

N. SUBMISSION OF TESTS:

1. Submission of tests must include your name, test title, and class information. Without this information, I may not grade it or give you credit.
2. Be very careful not to wrinkle the Scantron form or it may not go through the scanner. You will get a zero if I can’t process your form through the machine.
3. Erase mistakes completely. The Scantron machine will mark an item wrong where the erasure is not complete. It is very sensitive. You would be well-advised to have a very good eraser or, even better, to get a new Scantron form. If the Scantron machine says it’s wrong and you say it’s just an incomplete erasure, you lose.
4. If the Scantron Machine makes a mistake, I cannot help you. Do not ask.
5. If you have to hand in a Scantron during a Midterm or Final with a smudge or mark or incomplete erasure, let me know as you hand it in, and I will deal with it then and there.

O. TEST MAKE-UP POLICY:

1. If you are seriously ill or have some other legitimate problem and cannot take the midterm or final, you need to contact me at the earliest possible moment. Use both phone and e-mail. No one is entitled to a make-up test.
2. There may be a point deduction which will depend upon the amount of the lateness involved, the diligence of the student in reporting the lateness taking into account the nature of the alleged crisis, and the diligence of the student in completing the make-up assignment.
3. Allowing a make-up test is in the instructor’s sole discretion and is not a right of the student. A student may be denied the opportunity to take a make-up test. Saying that you called when there is no message on my office phone will not persuade me to give you a make-up test.

P. SUBMISSION OF PAPERS:

1. All papers submitted must be clean, attractive, and professional. The print quality must be very good. It must be stapled neatly in the top left corner with an appropriate-sized staple.
2. Papers must be labeled with your name, class title, class day and time, and date submitted.
3. Papers must have a title an abstract.
4. Do not use covers or paper clips; just staple the paper.
5. Follow the Format Guide, oral instructions, and/or written assignment (as applicable) carefully.
6. Keep a copy of the work for yourself. Papers and projects may be retained.
7. Also submit your paper to Turnitin.com through Blackboard.
8. No late papers accepted.
9. E-mail submissions of papers are not allowed. It is your job to produce, print, staple, and deliver a neat paper. I am not your secretary. E-mailing a paper only shows when you completed it. You must still provide a hardcopy.

Q. LATE PAPER POLICY:

1. No late papers will be accepted.
2. You may mail the paper in. It must be postmarked the day it is due or sooner.
3. You must also send me an e-mail (with the paper attached) telling me you cannot make class and that you have mailed the paper.
4. You must also leave me a phone message telling me you cannot make class and that you have mailed the paper.
5. Be sure to complete the Turnitin.com submission process on time.
6. Substantial point deductions will be made (including not accepting the paper) for any deviance from these rules.

Note: Papers are NOT allowed to be turned in late. Papers should go through several drafts. It is not possible to not have a hardcopy of the paper at least one week in advance. If you do not have a paper to hand in when due, you haven’t done the assignment properly.

R. COMMUNICATION:

1. In General: Believe it or not, e-mail and phone messages are not reliable. I have gotten phone messages two weeks after they were left. E-mails get eaten by viruses. Do not assume that a message sent to me arrived. I check my phone and e-mail regularly. I am usually on campus Monday through Thursday and respond to everything. If you needed a response and didn’t get one, your message is lost in cyberspace. **The burden of actually communicating with me is on you.**

2. Phone Messages: When leaving a phone message, be sure to state your name, class, and phone number. E.g., “Joe Smith, Macro on Tuesdays and Thursdays at 4 pm, 949/555-1234.” When leaving a phone number, speak slowly and clearly and include the area code. Brevity is appreciated.

3. E-mail Messages: When sending an e-mail, put your name, class, day/time in the subject line. E.g., “Joe Smith, Macro, T 4 pm.” This will help me find your class file which may help answer your question.

4. **Mail:** Do not send anything certified mail. Send it first class only. It must be post-marked on or before the day that it is due. E-mail me and tell me that you have mailed the item to me. The mailing address and proper format is:

Saddleback College  
28000 Marguerite Pkwy  
Mission Viejo, CA 92692-3635

**ATTN:**  
Prof. Howard Gensler  
Social & Behavioral Sciences
S. DROPPING POLICY:

1. If you do not attend the first class, you will be dropped unless you have made arrangements in advance.
2. If you are late to the first class, you may be dropped and your seat may be given to another student waiting to add the class.
3. You should drop the class yourself if you choose to stop attending.

T. STUDENT CONDUCT:

1. **In General:** All of the rules and regulations of the State of California, the South Orange County Community College District (SOCCCD), and Saddleback College (SC) regarding student conduct apply. Refer to the SC Catalogue, Schedule of Classes, and website; the SOCCCD Board Policies, Administrative Regulations, and website; and other published materials for more information.

2. **Disruption:** Disrupting the class environment may result in exclusion from the rest of that class and one subsequent class meetings (with all attendant consequences). (See page 40 of the Student Handbook, available on-line.) You may also be referred to the Dean of Students for discipline, including expulsion from the class or the college.

3. Refusing to cooperate in class, refusing to identify yourself in class, being rude to the instructor or to another student, talking in class out of turn, or failing to follow directions are deemed disruptive.

4. Point deductions from your grade may be made as well for disruptive behavior. The actions to be taken are in the complete discretion of the instructor.

5. **Civility and Tolerance:** Mature, controversial, and sophisticated subjects may be discussed in class. Students are admonished not to lose control, not to shout, not to interrupt others, and to listen to other viewpoints in a respectful and mature manner. Raising hands and waiting for your turn is required. Gratuitous banter by students is not allowed. Making rude or snide comments about other students or their views is not allowed. You will wait until you are called on to talk, and then you will address me, not the student, and make an academic comment.

6. **Paying Attention:** Pay attention and follow directions at all times.

7. **Don’t Carry on Conversations during Class Time:** If I instruct you not to talk, you must follow this instruction strictly. Do not make me repeat myself. If I walk in the room, you should assume that the break is over and class is beginning. Stop talking and prepare for the resumption of class.

8. **College Level Course:** This is a college level transfer course. All students are expected to be able to do college level work. Substantial grade reductions will be made for weak grammar or sloppy presentation.

9. **Plagiarism:** Five or more words in a row taken from a source must be placed in quotation marks and the source given attribution. Failure to do so is academically dishonest and is known as plagiarism. Editing another’s work (even if it is another student’s work) and passing it off as your own is academically dishonest and is known as plagiarism. Even though you are not allowed to directly quote material in the paper assignment, if you do directly quote and fail to give credit with appropriate use of quotation marks or offsets and notes, you will be guilty of plagiarism, which is worse than simply not following the rules of the assignment. Providing a note with proper reference is not sufficient to avoid plagiarism without the quotation marks.
10. **Do your own work.** Working together on an individual assignment and handing in joint work as your own is also cheating. Studying together does not mean that one person does the work and another writes down the answers. Study the theory together. Do the homework problems on your own. Do not do anyone else’s homework problems for them.

11. **Penalties.** Penalties for plagiarism and cheating may include not getting credit for the assignment, being dropped from the course or flunked, or being referred to the Dean of Students for discipline, including expulsion from the college.

12. **Study Buddy:** You are responsible for everything that occurs in class, whether you are there or not. Accordingly, you must team up with two students whom you can call if you miss class to find out what happened and to review their notes, as well as to obtain any handouts or assignments. If one of your Study Buddies drops, get another immediately. You must have two at all times. If your study buddy does not return phone calls, get another study buddy. Do not ask me what we did, or which assignment was handed out.

13. **Temporary Class Dismissal:** If you talk out of turn or are disruptive, I may ask you to leave the room. You must wait quietly outside until I allow you back in or until the end of the next break. If you leave, you will be considered absent for the day. I may deduct attendance points or additional points in my discretion if you are disruptive.

U. **DON’T TOUCH POLICY**

1. Don’t touch the Instructor’s briefcase.
2. Don’t touch the Instructor’s files.
3. Don’t touch the Instructor’s computer.
4. Don’t steal the whiteboard markers or erasers.
5. Don’t ask to borrow my pencil. Don’t try to shake my hand. Don’t handle my stuff. Students have colds and pass them to me. Remember, there’s one of me, and hundreds of you.

V. **ASK/DON’T ASK POLICY:**

1. It is your responsibility to attend class. If you miss class, do not e-mail me and ask me if you missed anything. Yes. You missed three hours of class. Of course you missed something. Now it is your job to contact your Study Buddy and find out what you missed. It is NOT my job to type out everything I covered in class in a big giant personal e-mail and give it to you. Do not ask me if I handed out anything. Your Study Buddy should have gotten you a copy. Do not ask me to e-mail or to fax over a test or other hand out. Do not ask me if I set the date for a test. You must find that out from your Study Buddy. I am not your secretary. Remember, I teach eight classes and each class has from three to twenty assignments, all on different schedules.
2. Do not ask me questions by e-mail that require extended responses. Ask me at class or at my office.
3. Do not ask me what your scores are. Keep track of them yourself.
4. Do not ask me information that is in the syllabus or that has been provided to you in writing. Look it up yourself.
5. Do not ask me to give you credit on a Scantron test because you didn’t erase a wrong answer well enough or some other scoring problem.
6. Do not ask me if you can turn something in late.
7. Do not ask me for a stapler.
8. Do not ask me personal questions during class time. Ask to talk to me at break.
9. Do not ask me anything about the test outside of class. Any question regarding the test must be asked in class where everyone can hear the answer. Everyone must have the same information.

10. Do not ask me when the Final Exam is. The Final Exam schedule is printed in the Schedule of Classes. The Final Exam time is stated three times on the syllabus.

11. Do not ask me for individual extra credit opportunities, especially after the final exam.

12. Do not ask me to raise your grade for any reason.

13. If you don’t understand something, ask! Ask now! In class! Don’t wait!

W. MISCELLANEOUS POLICIES:

1. Retrieving Class Materials. Generally I return materials back to you in class. End of class tests and other materials not picked up will be discarded at the end of finals week. Other materials may be disposed of after one week.

2. Early Grade Reports. If you need a grade early or just in writing, provide a SASE with a detailed written request at the last class. Include your name and ID#, class title and time, where and to whom the letter goes, when it needs to get there, how it will get there if you are not using the mail, and your contact information.

3. Humor. Humor may be used in class. If at any point you are annoyed or offended by the use of humor, talk to me at break or after class in my office. I do not intend to offend anyone. My intention is to make the class enjoyable. Your silence will be construed as your continuing appreciation of the use of humor in class.

4. Office Hours. I have scheduled office hours. If those are inconvenient, make an appointment to see me outside of class. I am on campus most days and am willing to meet with you. If you know you want to come in during an office hour and you tell me in advance, I will give you priority if anyone else arrives.

5. Contact. It may be necessary to contact you. You are advised to make sure that the contact phone number that you have provided to the college is current. You should either check your college e-mail account or have it forwarded to your personal e-mail account.

6. Markers. Always put the cap back on the whiteboard markers once you are done using them.

7. Recommendations. I do not have to give any student a recommendation. If you do not get an “A” from me, I cannot say much on your behalf. If you got an “A” and want a recommendation, ask me first, explain what it is for, where to send it, and when it is due. Be sure to tell me who you are and what class you took: Course title, semester/year, day/time. If I agree for one thing, it does not authorize you to use me for another purpose. Ask me each time, well in advance.

8. Handing in Work Outside of Class. If you fail to hand something in during class and you attempt to hand it in later by slipping it under my door, putting it in my faculty mailbox, or by giving it to a staff person for me, you do not get credit if I do not actually receive it. I may not give any credit or only partial credit if it is late.

9. Non-Curricular Questions. If you have individual questions such as what college should you apply to, what is the best pre-law major, or other non-curricular matters, you should ask them during office hours or outside of class. Do not use class time to pursue individual interests.
10. **Exceptions.** If you think you have a compelling problem that warrants individual attention, you may talk to me about it in my office. The rules apply to everyone. I am not easily convinced to grant exceptions. Personal need is not a reason. Your oversight is not a reason. Work, personal problems, illnesses, and computer problems do not warrant extensions of time. Do not badger me when making your request.

11. **Office Visits.** While I am happy to see you before class, please do not make me late for class. Don’t show up two minutes before class with a 20 minute problem. I may deduct points for making me late.

12. **Breaks.** I get breaks too. If I don’t have time to talk at break, or if I call time after seeing a couple of students, please don’t badger me and try to squeeze in. You are wasting my time and delaying the start of class.

13. **Blackboard.** The class has a Blackboard account. Check this resource if you are missing something or didn’t get something. The paper must be submitted to Turnitin.com through the Blackboard site. Be sure you can access it. Economics classes have Power Point presentations of lecture material. Be sure you can open and read those files.

14. **Changes.** I reserve the right to amend these rules orally by announcement in class or electronically by class-wide e-mail to your college e-mail account. Please be sure to check your college e-mail account regularly or forward that account to your personal account.

15. **Badgering.** Don’t badger me. If I said no, it’s no.

16. **No Special Treatment.** Don’t try to get special treatment. I don’t care who you are. This is America. We are all equal. What I do for you, I have to do for everyone. Don’t ask.

17. **Heckling.** If you have taken a class from me before, do not disrupt the lecture or give away the punch lines if I reuse a story or lecture that you have heard before. That is very rude behavior and inhibits the learning process. It will not be tolerated.

18. **Penalties.** I may deduct points, exclude you from class immediately, bar you from returning to the next class, give you a zero on an assignment, reduce your grade, flunk you, refer you to Student Services, have you escorted off of campus by Campus Safety Officers, or any combination thereof for breaking rules, including these rules, the rules of the College and the District, the rules, regulations and the laws of the State of California, and the general academic rules, policies, standards and expectations of American Higher Education.

19. **Copyright.** All rights are reserved to the maximum amount under the laws in all original lecture material and class materials, whether presented orally, in printed form, or posted electronically.

20. **Minors.** Anyone who is under the age of 18 must disclose that fact to me the first day of class.

**X. COMPLAINT PROCEDURES:**

1. If you have a question about your grade, you must bring it to my attention promptly.
2. If you disagree with the final grade, contact me quickly. Perhaps it is a calculation error. I can fix that easily.
3. If you actually disagree with a grade I have given you, meet with me and I will explain the basis. If you still disagree, follow the college grade grievance procedures. The time limits are strictly followed.

4. If you have a complaint about me, you must bring it to my attention promptly. It is not my intention to offend anyone. If you take offense at anything I have said, meet with me and we will discuss it.

Y. APPLICABILITY

1. These Class Policies, Rules and Procedures apply to all courses taught by Prof. Howard Gensler. In addition, all policies, procedures, rules and regulations of Saddleback College and the South Orange County Community College District apply. All applicable regulations and laws of the State of California and the United States of America apply.

2. These Class Policies, Rules and Procedures apply unless specifically superseded by a higher authority. The Class Syllabus applies in the event of conflict.

3. Any election or waiver shall be valid to the fullest extent possible under the law.

4. These Policies, Rules and Procedures may be changed by the Instructor at any time with oral notice or by posting an amended version on the class Blackboard account.

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