



Cosmetology (Cosm) 1000 Intro to Cosmetology
COURSE SYLLABUS
Online Spring Semester 2021

COURSE INFORMATION

Credit Hours/Minutes: 4/3000

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40107

Preferred Method of Contact: Althea Coney (aconey@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Coney

Email Address: [Althea Coney \(aconey@southeasterntech.edu\)](mailto:aconey@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Main Building Room 312

Office Hours: Monday-Thursday, 7:00am-8:00am and 3:00pm-5:00pm

Phone: 912-538-3203

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) <http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>

REQUIRED TEXT

13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap; ISBN: 9781305942349

REQUIRED SUPPLIES & SOFTWARE

Microsoft Office and Internet

Note: Although students can use their smartphones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provides technical support for issues relating to the use of a smartphone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety.

MAJOR COURSE COMPETENCIES

Topics include state rules and regulations, state regulatory agency, image, bacteriology, decontamination, and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

1. State Laws, Rules & Regulations
2. Professional Image
3. Bacteriology
4. Decontamination & Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy & Physiology

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students are also expected to complete all chapter work, project assignments, discussion boards, and tests on the dates specified on the attached lesson plan. All tests and assignments are due at 11:00 p.m. on Wednesday of each week. Assignments will be submitted in the designated drop box in Blackboard. Late assignments will not be accepted. Failure to submit an assignment, test, project, or discussion board will result in a grade of 0. A minimum grade of 70 is required for all COS courses for successful completion.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3.50 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick Links on our webpage, or the menu of your Blackboard course.

Discussion Board Topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Discussion Board responses and replies must be 3-4 sentences. Short 1 to 2 sentence posts will not be sufficient. See the Discussion Board grading rubric. Complete your initial post by Monday and all replies by the Wednesday due date. Remember, proofread your work before submitting it.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the

educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Cough: new or worsening, not attributed to another health condition |
| Shortness of breath, not attributed to another health condition |
| New loss of taste or smell |
| Chills; Repeated shaking with chills |
| Sore throat, not attributed to another health condition |
| Muscle pain, not attributed to another health condition or exercise |
| Headache, not attributed to another health condition |
| Diarrhea (unless due to known cause) |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course-related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (11:00 P.M.) on (Wednesday) of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

ADDITIONAL PROVISIONS

HEALTH SCIENCE AND COSMETOLOGY PROGRAMS

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specifies the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial

Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class will be due on Thursday, March 29 @ 8:00 A.M. and March 30 @3:00. Please notify the instructor of the date of your choice. Students must have their student ID to be allowed to take the exam. Late admittance will not be allowed and no make-ups are allowed.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date. The proctored exam is due on the date shown above and indicated in the lesson plan

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of zero for the test or assignment. The instructor keeps a record in course/program files and notes as a first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

The student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

The student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the

Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| | |
|--|---|
| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p> | <p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Lanie Jonas ljonas@southeasterntech.edu</p> |

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

| Assessment/Assignment | Percentage |
|-------------------------|------------|
| Assignments/Discussions | 20% |
| Theory Exams | 25% |
| Final Theory Exam | 25% |
| Proctored Event | 25% |
| Work Ethics | 5% |

GRADING SCALE

| Letter Grade | Range |
|--------------|--------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

Cosm 1000 Intro to Cosmetology Spring Semester 2021 Lesson Plan

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates Due by 11:00 pm on Wednesday | Competency Area |
|-----------------------------|--------------------|--|---|--------------------|
| Week 1 January 11-14 | Internet | State Laws, Rules & Regulations | In Blackboard complete Getting Started, Blackboard Orientation, Cosmetology Orientation, and sign up for the Proctored Event, Use the Georgia State Board of Cosmetology (GSBC) website to complete Lessons 1-3 | 1 a,c |
| Week 2 January 18-22 | 1-2 | Holiday Monday History & Career Opportunities Life Skills | Read & review Chapters 1-2, complete MindTap | 2 a,c |
| Week 3 January 25-28 | 3-4 | Professional Image, Communicating for Success | Read & review Chapters 3-4, complete MindTap Test Chapters 1-4 | 2 a,c |
| Week 4 Feb 1-4 | 5 | Bacteriology | Read & review Chapter 5, pages 65-82, complete MindTap, Bloodborne Pathogens Training, Barbicide COVID certification, & Barbicide certification Test Chapter 5-A Bacteriology | 3 a,c |
| Week 5 February 8-11 | 5 | Decontamination & Infection Control | Read & review Chapter 5 pages 82-107, complete MindTap, Chapter 5 Discussion Board Test Chapter 5-B Infection Control | 3,4 a,c |
| Week 6 February 15-18 | 12 | Basics of Chemistry | Read Chapter 12, complete Chapter 12 Discussion Board | 5 a,c |
| Week 7 February 22-25 | 12 | Basics of Chemistry | Read Chapter 12, complete MindTap Test Chapter 12 | 5 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates Due by 11:00 pm on Wednesday | Competency Area |
|------------------------------------|--------------------|---|---|--------------------|
| Week 8 March 1-4 | 13 | MIDTERM Electrical Safety | Read Chapter 13 pages 277-279, read safety rules & security manual, complete MindTap assignments. Blood Exposure assignment, and Electrical Safety Assignment | 6 a,c |
| Week 9 March 8-11 | Internet | Hazardous Duty Standard Act Compliance Proctored Event – Swainsboro Campus | Read pages 72-73, view websites, complete MindTap assignments, EPA discussion board, SDS assignment, & OSHA assignment | 7 a,c |
| Week 10 March 15-18 | 6 | Anatomy & Physiology Cells, Tissues, Organs & Systems Proctored Event – Vidalia Campus | Read Chapter 6 pages. 108-114, complete MindTap, Test Chapter 6 Cells, Tissues, Organs, & Systems | 8 a,c |
| Week 11 March 22-25 | 6 | Anatomy & Physiology Skeletal System, Muscular System | Read Chapter 6 pages 115-119, complete MindTap, | 8 a,c |
| Week 12 March 29- April 1 | 6 | Anatomy & Physiology Nervous System, Circulatory System, Lymphatic System | Read Chapter 6 pages. 120-126, complete MindTap Test Chapter 6 Skeletal & Muscular Systems Proctored Event due Thursday, April 1 @ 8:00 A.M. or 3:00 P.M. | 8 a,c |
| Week 13 April 5-8 | 6 | Anatomy & Physiology Integumentary System | Read Chapter 6 pages 126-130, complete MindTap Test Chapter 6 Nervous System, Circulatory System, Lymphatic System | 8 a,c |
| Week 14 April 19-22 | 1-6,12 | History, Life Skills, Image, Communicating, Chemistry, Infection Control, Anatomy & Physiology | Review Chapters 1-6 & 12 Test Chapter 6 Integumentary System | 1-8 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates Due by 11:00 pm on Wednesday | Competency Area |
|---------------------------|----------------------------|---|---|----------------------------|
| Week 15 April 26-29 | 1-6, 12 | History, Life Skills, Image, Communicating, Chemistry, Infection Control, Anatomy & Physiology | Review Chapters 1-6 & 12 | 1-8 a,c |
| May 3-6 | 1-6, 12 | FINALS | Final Exam | 1-8 a, c |

The instructor reserves the right to change the syllabus and/or lesson plans as necessary

Competency Areas:

1. State Laws, Rules & Regulations
2. Professional Image
3. Bacteriology
4. Decontamination & Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy & Physiology

General Core Educational Competencies:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

DISCUSSION BOARD RUBRIC

| # of posts | # of replies | Grade | Due Date, Length, Grammar and Spelling Requirements |
|------------|--------------|-------|--|
| 1 | 1 | 100 | Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contains 4 sentences, and free of grammatical and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in both their response and reply. A 10-point deduction will be given (per missing sentence) for any post or reply that is not 4 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree." |
| 1 | 0 | 50 | Any student that posts and does not respond to at least one other students' post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their post. A 10-point deduction will be given for any post that is not 4 sentences in length (per missing sentence). |
| 0 | 1 | 50 | Students who only respond to a classmate's discussion post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4 sentences in length (per missing sentence). |
| 0 | 0 | 0 | Students will receive a 0 on the discussion topic if the student does not post an answer or respond to one other students' post by the due date. |

ASSIGNMENT SUBMISSION INSTRUCTIONS

PLEASE READ BEFORE YOU BEGIN SUBMITTING YOUR WORK:

Information is given in each assignment area as well as the syllabus/lesson plan. Assignments are due on Wednesdays @ 11:00 p.m. Students will submit assignments using the link provided in each lesson folder.

NOTE: All work should be typed as a Word Document and submitted in the dropbox provided. When uploading your document(s) to the assignment links for grading, the last submission will be used for grading. You should browse and then attach it. If necessary, you may attach more than one file at the time and then submit. Do not submit work in a folder not intended for that assignment. It's the student's responsibility to ensure work is submitted. This means if you are not successful getting your work submitted in, grades of zero will be assigned for missing work. ALL ASSIGNMENTS, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS

Always key your name and assignment number on all your work before submitting it for grading (ex. Jane Doe, Ch00-A Assignment). Failure to do this will result in an automatic 10 point deduction. Work not submitted as a Word Document will NOT be graded.

DISCUSSION BOARD INSTRUCTIONS

Click on the discussion board link, then choose "Create Thread", type your name in the subject box and then your answer/discussion in the message box, then click submit.

When submitting a reply, click the discussion thread you want to reply to, then click reply, type your message, and then click submit.

Discussion Board Topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Discussion Board responses and replies must be 3-4 sentences. Short 1 to 2 sentence posts will not be sufficient. See the Discussion Board grading rubric. Complete your initial post by Monday and all replies by the Wednesday due date. Remember, proofread your work before submitting

EXAM INSTRUCTIONS

All tests for this class are set to force completion and are timed. This means once the test is started it must be completed. Keep in mind that while taking the tests, that if you move away from the test by attempting to go to another site or use a web browser or attempt to refresh the page, it will submit your test whether it's completed or not. Blackboard will not allow the instructor, POC, or student to open the test back up to finish what they started.

Please keep this in mind when you begin your test. Make sure you are ready and able to complete it once it's started. **Note that tests are only made available the week(s) they are assigned.

When tests are submitted, students will only be allowed to see their test grade. Any questions missed can be reviewed after the due dates