Bossier Parish Community College
Section Syllabus
Spring 2022

Course Prefix and Number, section, course name: Skills for IT Success, CTEC-107-825
Class meeting times: Wednesday 5:30 PM – 8:15 PM
Class location: Scheduled Meetings in BPCC
Class access: Canvas
Method of Delivery of Instruction: Scheduled Virtual meeting
Instructor: Paula Lott

Communication with instructor:
Please use email as much as possible when communicating with the instructor. Your instructor prefers students to use the Canvas Inbox for email correspondence. In the body of your email message, be sure to explain in detail the reason for your email such, as which assignment and step you have a question about. Attaching a file or screenshot to the email is always helpful. Follow email netiquette rules, found in the Course Information Module of your Canvas course. Your instructor will reply to your email during *normal weekdays* within 24 hours. If you have a question outside of these times, send the email anyway to provide proof that you were seeking information. There are deadlines for asking questions regarding assignments in this course. If you email a question after the deadline you *may or may not* get a response from your instructor. See the email deadlines on your Canvas calendar.

Preferred means of communication:	**Canvas Inbox**
Email:	rneil@bpcc.edu
Phone number:	318-678-6309 (email preferred)
Hours available:	**Available by appointment**

BPCC administration communicates with its students via BPCC student email accounts. Through this email, you will receive Registration, Financial Aid, Admissions, Academic Advising, and Business Office information. Please visit http://student.bpcc.edu/webmail/ in order to access your BPCC student email account. Your email username is your LoLA username. Your password is your 6-digit birthday. BPCC student email is not the same as Canvas Inbox.

Section Requirements:

Textbooks:
The 7 Habits of Highly Effective Teens by Sean Covey. Simon and Schuster. ISBN: 9781476764665 **(Optional)** – Discussion will be taken from the book but will not be the focus point.

Section Grading:
The schedule is tentative and is subject to change. *It is each student's responsibility to check Canvas Calendar and Canvas Inbox email for schedule updates.* Most assignments are due by 11:59 p.m. (CST) on a **specific date,** which is on the Calendar in Canvas. There is a deadline for each assignment to be submitted. Assignments can be submitted early, **but not late**. After 11:59 p.m. of the due date, the submission links disappear. Late assignments will not be accepted. In

this class, procrastination can sincerely harm your grade because of: technology issues occurring, networks being off line, Internet being down. Do not wait until the day an assignment is due to begin working…always submit assignments early.

Please note that all dates and times displayed throughout this Canvas course are by default U.S. Central Time (i.e., local time in Bossier City, Louisiana). If students reside in a different time zone, it may help them stay up to date on assignments if they set their own time zone for their Canvas user account and have dates displayed in their local time.

Points are based on assignments, projects, and tests. Grades will be based on number of points earned, divided by total possible points, to get an average. Your average will be graded on a ten-point scale:

89.50–100=A   79.50-89.49=B   69.50-79.49=C   59.50-69.49=D

All students are required to take a final exam. Students who are scheduled to graduate during the current semester *must inform their instructors* and arrange to complete all course requirements, including the final exam, prior to the published deadline for graduates.

Graduating Students:
If you are graduating this semester, please let your instructor know immediately. Students who are scheduled to graduate during the current semester must inform their instructors and arrange to complete all course requirements, including the final exam, prior to the deadline for graduates.

Section Attendance Requirements:
Attendance will be checked regularly. Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly. Failure to do so may jeopardize a student's scholastic standing.

Attendance will be taken every meeting day in our virtual class. Coming to class more than 10 minutes late or leaving more than 10 minutes early may count as an absence.

You are required to attend meetings at a scheduled time in this course. Attendance in a synchronous online class is determined by if you attend the scheduled meetings. Simply logging into Canvas does not count as "attending" for that week. ***You must attend meetings to be counted as "attending".***

Attendance is extremely important on test days and presentation days. Unless the instructor excuses you on a test day, you will not be allowed to make up the test. To obtain an excused absence, you must have a valid *excuse in writing* and submitted to the instructor in a timely manner. If you are unable to come to class, it is helpful to email your instructor as soon as possible.

Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. If a student accumulates a total of 15% unexcused absences in the class, he/she may be withdrawn from class with a "WN" grade and not allowed to attend class anymore. In other words, if a

student misses 15% of the meetings, he/she may be removed from the class. Neither the instructor nor the College assumes responsibility for students who are absent from their classes.

A student who wishes to withdraw from a course or resign from the College must do so officially by completing the required admissions forms available online through LoLA. It is the student's responsibility to withdraw from class. Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College. Financial aid recipients who resign/withdraw, officially or unofficially, before completing more than 60% of the semester will be required to pay back all or part of the aid received. In most cases, students receiving financial aid will owe money to the federal aid program(s) and to the school. Students who stop attending class and receive a "WN" grade will be considered unofficial withdrawals. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office. The grade of "W" is given when a student voluntarily drops or resigns from a course prior to the drop date published in the Academic Calendar. Financial Aid Students should refer to the Financial Aid Policy regarding attendance and withdrawal at the following link https://www.bpcc.edu/index.php/financialaid-policies/.

It is very important to keep your instructor informed of any problems in attending class and completing assignments and tests by their due dates. If you are in the hospital or do not have access to a computer to email your instructor about your absence, please call your instructor's office telephone and leave a message. If your computer is not working, then be a problem-solver and find a computer to use for submitting your work…a relative's computer, a friend's computer a public library, or BPCC's Library, etc. Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements. Excused absences are allowed at your Instructor's digression.

SHOW/NO SHOW:
Whether face-to-face, hybrid, or online, students must begin attendance in their classes **on the first class meeting** of each session. Students who attend class at the first class meeting of the session will be considered a "**Show**" for that class in accordance with College policy.

Students who are enrolled in online courses without regularly scheduled meetings will be required to complete an assignment within the first 24 hours of the first day of class. Students enrolling in an online class after the start date must complete the activity within 24 hours of enrolling.

Students who do not officially withdraw or resign and do not attend class in accordance with the published start date of the Class Session will be considered as a "No Show." **Students who are considered a "No Show" will be responsible for 100% of tuition and fees for each course reported as "No Show."** All "No Show" students will be removed from class by the Registrar. If a student is reported as a "No Show" in error, the student should contact his/her instructor immediately.

Last day to drop *without* a grade of "W" and *with* a grade of "W":

Session	Last day to drop *without* a grade of "W"	Last day to drop *with* a grade of "W"
Session J	February 11, 2022	April 27, 2022

Students receiving any type of financial aid, scholarships, or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College. For more information, visit https://www.bpcc.edu/index.php/financialaid-policies/.

Technology Requirements:
Software:
You must have access to a computer that connects to the Internet. You will need access to your BPCC student email, Canvas, and the page on the Internet. If you have pop-up blocker software, you must either disable it while in Canvas or you must configure the pop-up blocker software to allow pop-ups from http://www.bpcc.edu.

You must also have access to a computer with Microsoft Office or Office 365. BPCC students may download Office 365 ProPlus for FREE from the Microsoft Office Software Center. You must use your BPCC student email address when signing up to receive the software. For help downloading and installing the software, please visit BPCC's Office 365 Help Page. For help downloading and installing the software, contact BPCC's Computer Service Department at 318-678-6279.

If you have questions or need assistance with technology, please contact the instructor, who may refer you to the appropriate resource for resolution. Technology needs include questions about the device (laptop, Chromebook), and software. You may need a microphone and webcam for this course. You can purchase webcams from the BPCC bookstore using financial aid. The BPCC Bookstore website is: https://www.bkstr.com/bossierparishccstore

Technology Login Information Guide including LoLA, Canvas (myBPCC), BPCC Student email, BPCC computers and BPCC Wi-Fi:
https://www.bpcc.edu/index.php/computerservices-help-studentlogin/

Technical Support Information:
In Canvas (myBPCC): Click the Help button for phone support or live chat
Call Toll free: 844-408-6456 (available 24/7/365)
Canvas (myBPCC) Administrator email: mybpcc@bpcc.edu
Phone for BPCC Educational Technology: 318-678-6023 (normal business hours)

Student Support Options for Canvas (myBPCC):
Learn how to navigate your online, hybrid, or web-enhanced course using Canvas (myBPCC)

Complete the Canvas Orientation. You will need to provide your LoLA Username to begin the orientation: https://www.bpcc.edu/index.php/mybpcc-orientation/

Email Support:
Send technical support questions to BPCC Canvas support: mybpcc@bpcc.edu

Immediate Support (24/7/365):
For phone or chat support with a Canvas technician: Click the Help link within any Canvas (myBPCC) course (the question mark icon in the navigation menu).

Academic Support:
BPCC is here to assist you with successful completion of this course. The BPCC Learning Commons also provides the following support services:

BPCC Learning Commons: https://www.bpcc.edu/index.php/learningcommons/

Library Remote Services:
Chat Line: https://libguides.bpcc.edu/chat
Reference Help: https://bpcc.libcal.com/appointments
Library Orientations: https://bpcc.libcal.com/spaces?lid=3571&gid=6004
Email: refdesk@bpcc.edu
Phone: 318-678-6275

Tutoring Center Remote Services:
Tutoring: https://bpcc.libcal.com/appointments
Writing Support: https://www.bpcc.edu/index.php/writingsupportservicessubmission/
Reserve Book Scans: https://libguides.bpcc.edu/requestforms
Phone: 318-678-6059

Student Academic Integrity:
Students should be aware of the Student Academic Integrity policy described in the *Student Handbook* and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the *Handbook*. All students are expected to be honest on assignments and tests; a student should submit his or her own work from files assigned during the current semester. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and using unauthorized sources, submitting files or copying from files not assigned to you. Do not copy the work of another student; do not allow another student to copy your work. Both the person who copies the work and the person whose work is copied are guilty of cheating.

Due Process:
BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed. Students are encouraged to discuss concerns first with the instructor and then with the Division Dean. The Division Dean of TEM is Megan Bange and her email address is

mbange@bpcc.edu. A description of the formal grievance procedure is available in the BPCC Student Handbook, available online at https://www.bpcc.edu/index.php/studenthandbook/.

Section 504 and ADA:
All students who may be in need of special accommodations according to the guidelines of Section 504 of the Rehabilitation Act and Title II of the ADA should contact:
Angie Cao, Student and Disability Services Specialist
Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111
318-678-6511
acao@bpcc.edu

To be compliant with ADA accommodations, lectures or course instruction will be recorded during synchronous class meetings.

Turnaround Time for Grades:
Grade posting will usually occur within fourteen days for a 16-week session.

Netiquette:
This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):
- Never post profanity, racist, or sexist messages
- Be respectful of fellow students and instructors
- Never insult any person or their message content
- Never plagiarize or publish intellectual property
- Do not use text messaging abbreviations or street slang
- Do not type in all CAPS (this is considered online yelling)
- Do not use the greeting "Hey"

Course Calendar:
Assignment due dates can be found in the Canvas Calendar. *It is each student's responsibility to check Canvas Calendar and Canvas Inbox email for schedule updates.*

Academic Standards Policy:
All students pursuing a degree at BPCC must earn a "C" or better in all their courses. If a student transfers to a four-year academic institution (college or university), a grade of "C" or better is usually required for transfer credit.

Evaluation of Course and Instructor:
All students will be notified through BPCC email and Canvas when it is time to evaluate the course and instructor. Evaluations are performed through Canvas regardless of the instructional delivery design of the course (i.e., face to face, hybrid, lab, or internet). The period for course and instructor evaluation is scheduled by the institution and lasts for only two weeks.