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|  | Instructor Policies  **DBM/294**  Querying SQL Server |

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| ***Facilitator Information***  **Sandra (Sann) Lavallee**  [SandraL0101@email.phoenix.edu](mailto:SandraL0101@email.phoenix.edu) (University of Phoenix)  [Profsann@gmail.com](mailto:Profsann@gmail.com) (Personal)  **603-520-6145** (EST)  **Facilitator Availability**  I am a Professor and Department Chair of Computer and Design Technologies at a small college in NH. As such, I am usually available from 10 a.m.-10 p.m. Eastern Time on most days, but I may be unavailable when I am actually teaching a class. I will get back to you as quickly as possible should you attempt to contact me during those times. I do attempt to reserve Sunday for my family and grading (if I did not have time during the week). If these times are not convenient for you, please let me know. I will be happy to accommodate your schedule, if possible. I provide you with these times to make it easier to communicate with me, and not to limit our contact.   I want you to know that, should you need to contact me outside these time frames, you should not hesitate to do so.  For emergencies, when you are not able to gain access to messages in the classroom, please send a message to my personal email address. In the event a third party needs to contact me, please direct them to my contact information listed under "facilitator information." No third party should use your login credentials to gain access to the classroom.  For emergencies, when you are not able to gain access to messages in the classroom, please send a message to my personal email address. In the event a third party needs to contact me, please direct them to my contact information listed under "facilitator information." No third party should use your login credentials to gain access to the classroom. |
| ***Late Assignments***  Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. M.S.T. on the day they are due. Assignments more than 4 days late will not be accepted. Technological issues are not considered valid grounds for late assignment submission. In the event of a University of Phoenix server or classroom outage, students should submit assignments to the instructor via email to demonstrate timely submission and when systems are restored, submit those assignments according to syllabus instructions. Unless an Incomplete grade has been granted, learner assignments submitted after the last day of class will not be accepted. |
| ***Learning Teams***  One of the learning goals at the University is to help students develop the skill of effective collaboration and team competence.  Several of the activities in this class will be completed in Learning Teams of three to six students. I will set up these teams by the end of Week 1. If you have any requests for teammates, please let me know by Thursday of the first week via private message. Please see the instructions in the weekly sections of the syllabus for more information about the team activities.  University of Phoenix students are expected to work effectively in diverse groups and teams to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a tolerant manner toward colleagues and peers. If you experience difficulties working with your team, you are expected to resolve them within the team if possible using the terms of the Learning Team Charter. However, please feel free to contact me for guidance if you have concerns in this area.  It is expected that you will actively participate with your learning team and contribute to the team discussions and activities by a) contributing original work that is accepted and used by the team with proof of originality b) participating in the activities through meaningful final review of the team project for submission, and c) ensuring to your team that your contributions are your original work and properly  Learning Teams should provide a brief summary of any communication held outside the classroom. Therefore, if you hold conference calls, work in a real-time chat room, or get together outside the classroom environment in another way, please post a log, transcript, or summary in the **Learning Team** discussion section. Further, do not use any of these supplementary communication tools unless everyone on your Learning Team agrees to the method and to the schedule. If you have any questions, please contact me. |
| ***Grading Scale***   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***Grade*** | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F | | ***Percentage*** | 95+ | 90-94 | 87-89 | 84-86 | 80-83 | 77-79 | 74-76 | 70-73 | 67-69 | 64-66 | 60-63 | <60 | |
| ***Participation***  For full participation credit during participation weeks, you are required to contribute a total of eight substantive messages each week in the classroom. The eight messages must occur on at least three different days during the online week to earn full credit.  If substantive messages are posted on only two days, you are eligible for only 2/3 credit. If substantive messages are posted on only one day, you are eligible for only 1/3 credit. |