

William A Loring Course Policies

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Your Instructor

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"There are no stupid questions. Ask questions whenever something isn't completely clear. You can't remember what you don't understand."

Tolerate chaos, uncertainty, and vagueness. "Figuring it out" is part of learning.

Supplies

USB drive: for file storage

USB drive tip: Always use the Safely Remove Hardware icon or shut down your PC to remove your drive. If you remove the drive while your data files are in use, the data files can become corrupted.

Computer headset with microphone: The optional purchase of a computer headset with a microphone will ensure you get the maximum value out of your interactive online classroom experience.

Webcam: A webcam allows a personal interactive experience with the online portion of the class.

Office 365

All WNCC students have free access to Office 365.

1. Go to your WNCC portal and login. <http://portal.wncc.edu>

2. Click **WNCC Office365**, Click **Install Office Apps**, Click **Office 365**.
3. You can install Office 365 on up to 5 devices. You can use Office 365 for 2 years after your last class.
4. You can use OneDrive to store or synchronize your documents.

Free Windows Server Software for Students

1. Go to this link with your wncc.edu account. <https://azure.microsoft.com/en-us/free/students>
2. Once you are logged in → go to **Learning resources** → **Software**.
3. Toward the bottom you have access to Server 2019, 2022, and 2025 Standard and Datacenter. Once you click View Key, you will find a download button to download the ISO. Use Rufus to put that on a USB drive to install the OS.
4. The only difference between Standard and Datacenter is Standard setup as Hyper-V can only have 2 VM's. Datacenter has unlimited Hyper-V VM's.

This software should run on almost anything.

The assignments and tutorials for Windows Server class are in this GitHub repository under System Administration.

<https://github.com/itinstructor/WNCCComputerScience>

Online Learning

The class schedule, assignments, and other information are available at:

<http://wncc.blackboard.com>

Prepare a plan for backup internet and computer access. Your internet or computer not being available is not a reason for late assignments.

In-Person and Online Tutoring

In-person and online tutoring is available for all INFO classes. The specific schedule is published in Blackboard under Office Hours & Tutoring. Individual tutoring can be arranged to fit your schedule.

Class Attendance and Participation

Attendance and participation are necessary and required components of this course.

This course is delivered simultaneously in person, online live, and is recorded. This is not a correspondence course where you just do the assignments and turn them in. Interactivity, attending class, participation, and watching the recordings is a big part of the learning experience.

- Successful students log into the class regularly and engage themselves in class assignments and discussions.
- This class is designed for maximum engagement. This includes not only participating in lectures and discussions, but also a variety of activities throughout the semester that will help you master the material. It is vital to your success that you experience these different learning activities for maximum benefit from the course.
- Students who repeatedly neglect to log into the course, submit course assignments, or ask for help may be missing vital components necessary for their success.

Attendance is not participation. There are 3 ways to participate in class. Participating in the live class is the recommended option to get the most from your learning experience.

- **In person:** Attend the face to face class at the scheduled class time
- **Online:** Attend the scheduled online classroom sessions at the scheduled class time
or
- **Online:** Watch the recordings of the class

Online Live Classroom

Zoom is used for the online interactive online classroom. Sessions are recorded for later viewing.

Communication

- Please use loringw@wncc.edu to communicate with the instructor.
- You will receive a response within 24-48 hours during the work week.
- You are responsible for regularly accessing your wncc.edu e-mail. Regular access means at least a couple of times a day.

Assignments

- If you are having trouble with an assignment, ask for help from the instructor or IT tutors before turning it in.
- All assignments and other classwork are to be submitted electronically in Blackboard.
- All folders will open a week prior to the current class week.
- Late assignments will not be accepted.

Assignments should have correct spelling, proper grammar, and a professional look.

Do not reuse an assignment or submit the same assignment multiple times, unless the assignment specifically says you can.

- Plagiarizing yourself is not learning.
- You accomplish real learning by repeating learning activities over time.
- Each time you repeat an activity, you learn at a higher and deeper level.

In a programming class: if the program does not compile, you will receive a 0.

Assignments are typically graded within 5 days of the assignment due date.

Assignment Due Dates

Assignments are due at 11:59 PM on Sunday, unless otherwise noted in the assignment.

Initial posts for discussion are due at 11:59 PM on Thursday.

Assignment Evaluation

Some assignments are graded objectively; the answer is either right, or it isn't. Some assignments have a measure of subjective grading to them. There may be more than one right answer. If you think your assignment wasn't evaluated properly, please communicate with the instructor.

Late Submissions (Get Out of Jail Card)

Late assignment submissions are not accepted. There is a difference between a reason for being late and an excuse for being late.

You may request a free get out of jail card once a semester per class. You can submit 1 late assignment per class.

Planning

Plan on spending a minimum of 9 hours a week on this class.

The rule of thumb for college classes is that you spend 2 hours outside of class for every hour you spend in class. This is a 3-credit class, which means 3 hours per week of class time. You should expect to spend an additional 6 hours per week studying, completing assignments, quizzes, labs, etc. This adds up to a minimum of 9 hours per week. Remember, this is an average and depends on your skill level.

Plan ahead: Look at your due dates. If an assignment is due in two weeks, tell yourself it is due in one week. You're "buying" yourself time by getting ahead of the game. Getting ahead is the key to keeping up with any class. Work on your class work a little bit each day, waiting until the last minute and do it all at once does not promote real long-term learning.

15 Minute Rule for Assignments

- If it takes longer than 15 minutes to figure something out, ask for help from the tutors or the instructor.
- If you are still stuck, ask for more help.

Growth Zone

- We all have our comfort zones, the things we do easily without thinking.
- You make the choice where you're Learning Zone begins and ends many times a day.
- Growth occurs outside the comfort zone in the learning zone.



Learning Strategy

- Work on assignments a little bit every day.
- We absorb and retain information and skills that are repeated every day.
- If you wait until the last minute to do your assignments, you might pass the class, but you may not have the long term learning you are paying for.

Technology Issues

Have a backup plan if you have technology issues. Technology issues (internet is out, my computer isn't working, my thumb drive failed, etc.) are not valid reasons for a late assignment.

We are training to become IT professionals. We solve problems.

Files and Backups

Lost files are not a reason for a late assignment. Part of developing your skills as an IT professional is to develop and maintain a daily or weekly backup plan. Always have more than one copy of your data files. Here are some suggestions.

1. Create a folder to hold all your work for this class.
2. Create a folder for each chapter in your class folder.
3. Name your files with a consistent naming convention.
4. Save each assignment to the hard drive (unless you are using WNCC lab computers).
5. Always copy your folders and/or file(s) to an USB drive or your hard drive as a backup.

Teaching Methods

This class uses a variety of teaching methods to present material at different levels of learning. These levels of learning are taken from Bloom's Digital Taxonomy. This class will start out at the lower level and will progress to the higher levels as we move through the semester.

Higher Order Thinking Skills	
Creating (designing, constructing, making)	Semester/Final Projects, Advanced Assignments
Evaluating (assessing, hypothesizing, judging)	Discussion Posts and Replies

Analyzing (organizing, structuring, integrating)	Discussion Posts
Applying (implementing, using, doing)	Labs, Assignments, Projects
Understanding (interpreting, comparing, explaining)	Discussion Replies
Remembering (listing, retrieving, finding)	Quizzes, Reading
Lower Order Thinking Skills	

Grades

Your final grade is determined by effort, quizzes, labs, homework assignments, and participation.

After your numerical grade has been calculated, your letter grade will be determined as follows:

A+	97.0 – 100% Highest achievement
A	94.0 – 96.9%
A-	90.0 – 93.9%
B+	87.0 – 89.9% Above average achievement
B	84.0 – 86.9%
B-	80.0 – 83.9%
C+	77.0 – 79.9% Average achievement
C	74.0 – 76.9%
C-	70.0 – 73.9%
D+	67.0 – 69.9% Below average achievement
D	64.0 – 66.9%
D-	60.0 – 63.9%

F 0 – 59.9% Failure to meet minimum requirements

Attendance Policy

Excused absence: The instructor was informed in advance, and all assigned work has been made up.

Unexcused absence: The instructor was not informed in advance.

Special situations: If an emergency arises, take care of it. Contact the instructor as soon as possible to create a plan to catch up with missed work.

It is your responsibility to make up any missed work.

If you stop participating in class without withdrawing from the class, your grade will be an F.

Guidelines for the WNCC attendance policy are available in the Student Handbook.

“Academic attendance” for online courses includes submitting an assignment, taking an exam, engaging in an online discussion about academic matters, or initiating contact with a faculty member to ask a question about the academic subject studies in the course. Online attendance does not include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation. A student’s last day of attendance is the last day he/she participated in the class (through discussion, submitting an assignment, taking a quiz, etc.). It is not the last day the student logged in.

Course Survey

All WNCC online courses include a course survey to allow students to provide feedback to the instructor and the Online Services department. You are encouraged to complete this survey, when it becomes available, as decisions on course design are made based on student feedback.

Privacy Statement

This course, like every college course, is subject to review by College administration. Specifically, this course may be viewed at any time by the Dean of Educational Services, the Division Chair, the Directory of Online Learning, and others who are involved in the development of online learning. Specific student information is subject to the same privacy rules as any information gathered by the college. Visitors to the course will be announced to students in advance.

Commercial Use of Academic Material

Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc

Withdraw from Class

Go to www.wncc.edu, Academics → Advising → Register for Classes. Dropping Classes.

Grade Descriptions

An "A" Student

1. Consistently does more work than is required of very high quality. (Not necessarily implying voluntary projects.)
2. Possesses and uses an unusually large and well-selected vocabulary in the subject.
3. Practices excellent reading habits both in required work and in the use of supplementary materials.
4. Presents written work promptly, neatly prepared, well-organized and free from serious errors.
5. Participates very actively and intelligently in class discussions.
6. Possesses unusual knowledge of the subject matter. (This may be shown by tests, class discussions and his/her assigned or voluntary intellectual projects.)
7. Always assumes responsibility for making up work missed during absence.
8. Understands assignments clearly and follows directions accurately, and answers questions appropriately.

A "B" Student

1. Occasionally does more than required, all of high quality.
2. Possesses and uses a large vocabulary in the subject.
3. Practices good reading habits both in required work and in the use of supplementary materials.

4. Presents written work promptly, neatly prepared, well organized and relatively free from serious errors.
5. Participates freely and effectively in class discussions.
6. Possesses extensive knowledge of the subject matter. (This may be shown by tests, class discussions and his/her assigned or voluntary intellectual projects.)
7. Shows considerable ingenuity or initiative in relating knowledge to new situations or problems.
8. Always assumes responsibility for making up work missed during absence.
9. Understands assignments clearly and follows directions accurately and answers questions appropriately.

A "C" Student

1. Does work that is required, all of acceptable quality.
2. Possesses and uses a moderate vocabulary.
3. Practices good reading habits both in the classroom and in the use of supplementary materials.
4. Presents written work promptly, neatly prepared, well organized, but in need of correction or occasional rewriting.
5. Is attentive and takes a fairly active part in class discussions.
6. Possesses acceptable knowledge of subject matter. (This may be demonstrated by Tests. Voluntary intellectual projects are infrequent.)
7. Shows little resourcefulness or ingenuity in relating knowledge to new situations or problems.
8. Always assumes responsibility for making up work missed during absence.
9. Understands assignments clearly and follows directions accurately and answers questions appropriately.

A "D" Student

1. Does the required work, but of poor quality.
2. Possesses and uses a limited vocabulary in the subject.

3. Does little reading or practices poor reading habits in class and in the use of supplementary materials.
4. Presents written work which is sometimes late or prepared in a slovenly manner and in frequent need of correction and rewriting.
5. Participates infrequently in class discussions and usually ineffectively.
6. Possesses meager knowledge of the subject, as shown by tests; presents infrequent or poor voluntary intellectual projects.
7. Shows little resourcefulness or ingenuity in relating knowledge of new situations or problems.
8. Frequently fails to assume responsibility for making up work missed during absence.
9. Requires considerable reteaching or assistance of the Instructor.

An "F" Student

1. Does less than is required or does work of very poor quality.
2. Possesses and uses a meager vocabulary.
3. Does very little reading or practices poor reading in class or in use of supplementary materials.
4. Presents carelessly prepared written work, frequently late and usually in need of revision or rewriting.
5. Takes little active interest in class discussions or does not profit greatly from class discussions.
6. Possesses inadequate knowledge to new situations or problems.
7. Is often unable to apply knowledge to new situations or problems.
8. Fails to assume responsibility for making up work missed during absence.
9. Has not reached a satisfactory level of achievement despite frequent reteaching and assistance from the Instructor.