

Make-up Policy (Test & Quiz)

100% Make-up allowed in the following cases:

- [Case 1] You have to miss a test/quiz due to an inevitable incident and made an arrangement with the instructor beforehand.
- [Case 2] (1) An emergency occurred, AND
(2) You emailed (NOT telephoned) the instructor within 5 hours since the time class dismissed, AND
(3) You provided the instructor a document/proof of emergency (doctor's note, photo of car accident, etc.)

90% Make-up allowed in the following case:

- [Case 3] (1) An emergency occurred, AND
(2) You emailed (NOT telephoned) the instructor within 5 hours since the time class dismissed, AND
(3) You couldn't provide any document/proof of emergency (doctor's note, photo of car accident, etc.)

NO Make-up allowed other than three cases above.

Final Exam:

The Comprehensive Exams (Final Exams) are scheduled on **Thursday, December 5** and **Friday, December 6** during our regular class time. It covers everything from Lesson 1 to Lesson 4.

Attendance:

Students are expected to be in class on time. When you come late or leave early, it will penalize your Attendance/Participation points. **Be in class on time = 1 point; Tardy = 0.5 point; Leave early = 0.5 point** regardless of the reason, unless the student suddenly feels seriously ill or an emergency occurs. Please keep in mind; **missing one day of class will easily put you behind.** When you are absent, it is YOUR RESPONSIBILITY to find out what you missed from your classmates or at our class site.

Homework:

All homework must be submitted **AT THE BEGINNING OF THE CLASS**. When you are late for class, do not forget to hand in your homework as soon as you come in. **DO NOT DO YOUR HOMEWORK IN CLASS**. When I find you doing your homework in class, you will receive "zero credit" on the homework. In the case of absence, **NOTIFIED ME OF YOUR ABSENCE** on the same day and submit your homework on the day you return to class. Only then you get a full-credit for your later homework.

All homework will be graded on CREDIT BASES.

Completed and submitted at the beginning of the class ... Full credit

Completed and submitted after class ... Half credit

Completed and submitted next day ... Half credit

Completed and submitted **two (2) or more** days later than the due date ... **NO credit**

Completed during the class time and submitted ... **NO credit**

Technology Support:

When you have trouble downloading documents at the CANVAS Class Site, try one of the following:

(1) Try a different browser. **Internet Explorer does NOT work** with CANVAS. Try **Firefox** or **Safari** instead.

(2) If you need help, send your questions to <https://bellevuecollege.edu/STSC>

(3) You could also visit the Computer Lab help desk in N250.

N250 Open Hours: Mon-Thurs 7am-9:30pm

Fri 7am-7pm

Sat/Sun 9am-6pm

(4) Call the Tech Support for students at 564-5555.

(5) You can also try the Technology Help Desk at: <http://depts.bellevuecollege.edu/helpdesk/students/canvas/>

Grading Criteria:

Attendance (47 class meeting days)	10%
Participation (In-class activities/worksheets)	10%
Lesson Tests (Lesson 1, 2 & 3)	30%
Quiz	15%
Homework	10%
Oral Test	10%
Final Exam	15%
	100%

Grading Scale:

%	Grade
95-100	A
94	
93	A-
92	
91	
90	
89	B+
88	
87	
86	B
85	
84	
83	
82	B-
81	
80	
79	C+
78	
77	

%	Grade
76	C
75	
74	
73	C-
72	
71	
70	D+
69	
68	
67	D
66	
65	
64	
63	
62	
61	F
60	
59	
0	

In-Class Rules:

1. No food and chewing gum will be allowed.
2. Do not play with your cell phone during class time. No phone calls or writing/reading text messages is allowed.
3. Do not sleep in class.
4. Do not wear sunglasses in class.
5. Do not leave classroom without the instructor's consent during class time.
6. Do not engage in idle talk during class time. When your talk is being a distraction the instructor will ask you to leave the classroom.

Key to Successful Language Learning:

1. Come to class regularly.
2. Participate in class.
3. Review what you learned in class and practice immediately after class.
4. Set up tutoring or study circles with friends.
5. Do your homework.

In case of SNOW:

If the college closes due to snow, the instructor communicates with students through our Class Site. Be sure to keep checking the class site until we return to class.

Campus Alert:

Bellevue College has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency alert notification system called Rave Alert. You're automatically subscribed to Rave Alert if you have a BC email address. You can also add your cell phone number or other email addresses to the system. To do so, log in with your NetID at: <http://www.bellevuecollege.edu/alerts/>

Disability Resource Center (DRC):

If you require accommodations based on a documented disability, have medical information to share, or need special arrangements in case of emergency evacuation, please inform your instructor at the beginning of the quarter, and call the DRC reception desk at (425) 564-2498 or go in person to the DRC office located in LMC (D125). Deaf students can reach the office by videophone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit the website for application information into the program and other helpful links at www.bellevuecollege.edu/drc

Complaint Procedure at BC:

Should you have concerns about any aspect of this class, I invite you to bring them to me. In any of your classes, if for any reason you don't feel comfortable speaking with your instructor, the usual next step would be to talk with the program chair, Eva Norling (eva.norling@bellevuecollege.edu). If for any reason you don't feel comfortable raising your concerns with the program chair, you can bring concerns to the Arts and Humanities Division Dean, Maggie Harada (maggie.harada@bellevuecollege.edu) in the Arts and Humanities division office (R230).

An additional resource for concerns you find aren't being addressed by faculty or administration is the Ombuds Office (<http://www.bellevuecollege.edu/ombuds/default.html>).

Below is also the link to the student academic dispute resolution procedure here at Bellevue College. Please make sure you are acquainted with your rights before issues arise:
<http://www.bellevuecollege.edu/policies/1/1450P2%20Student%20Academic%20Dispute%20Resolution%20Procedure.asp>

Policy on BC Student Accounts:

The college requires that all credit students have an official Bellevue College (BC) student e-mail account for the purpose of receiving official college communications which may include but is not limited to: campus security alerts, campus closures, Information Technology (IT) security alerts, financial aid notifications, enrollment and registration transactions or instructor messages.

After acceptance or re-application to the college, students will automatically be required to create their official BC Student e-mail account when they create a BC NetID via the college website. The college may block a student from registration access in future quarters if an official student e-mail account is not created. Bellevue College Employees who register for college credit classes are also required to create a BC student e-mail account.

The college will send all official administrative and instructional communications to credit students' BC student e-mail account. Please go to the following link for instructions: <http://bellevuecollege.edu/students/email/>

Affirmation of Inclusion:

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members and administrators are to treat one another with dignity and respect.

Academic Conduct:

Please refer to the Arts and Humanities Division policy at the following link:
www.bellevuecollege.edu/ArtsHum/studentinfo.asp

Academic Honesty:

I expect EVERYONE in my class to be academically honest and maintain integrity. Your performance must be true to your own effort and learning. Please keep in mind that **the first offense will result in a grade of 0.0 of that item, and the second offense will result in failure of the class.**

Student Code:

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College.
http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Examples of unacceptable behaviors include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College.