

Course Guidelines Highlights

Professor Pablo Martin

The overarching guideline of this course is that we all treat everyone and everything around us with respect, including ourselves. That said, below is a list of what I think you'll find are the most important parts of my course policies. Please look under the specific headings listed in the complete Course Guidelines document for more details.

1. Honors Contract Option: This class *may* be available for an honors contract. If you would like to take this course as an honors class, see me before the end of the second week of classes.
2. Social Expectations:
 - a. Being this is college, I assume you are choosing to be here. Please help foster a supportive and respectful climate in our classroom and online spaces.
 - b. You are free to eat clean, quiet snacks and drink water or beverage in a closed container—please no meals/soups/noodles, etc.
3. Technology in the Classroom: Please exercise self-discipline and avoid using smart phones, tablets, and laptops unless the current activity merits doing so. If you must answer a call or text, please do so outside the classroom.
4. Using Artificial Intelligence (AI): I encourage students to use AI tools ethically and responsibly to enhance their learning experience. These tools can be used for brainstorming, research, and deepening understanding of complex concepts. Students must document the role AI played in their work and follow academic integrity guidelines, including proper attribution of AI-generated content.
5. Plagiarism: Students are expected to be honest and ethical at all times in the pursuit of their academic goals. Most plagiarism is not intentional, but when it is, there will be consequences in the course and with the college.
6. Attendance and Class Participation:
 - a. Students who don't attend a class meeting cannot earn participation points for that meeting. However, because no one wants ill students coming to class, you may miss two classes without penalty over the course of the semester. If you need to miss class more than that, you can complete an alternative assignment. You can find this on Canvas, or you can post to the "Have a Question? Ask it here!" discussion forum if you can't find it.
 - b. If you arrive late to class, please ensure that I've recorded your attendance.
 - c. Regardless of the reason, students who miss more than six class meetings (three weeks of class time) one week prior to the "Withdrawal Deadline" will be dropped from the course.
 - d. Because presentations require an audience, students who miss class on a major presentation or speech day (such as final projects, the Process, Informative, or Persuasive Speeches) will automatically lose 10 participation points. Students will not be penalized if this is their first or second absence.
 - e. If you must enter class during a speech or presentation, please wait to hear applause before entering.
7. Communicating with Me:
 - a. I'm here to help you succeed, but know that I receive a lot of emails! Before emailing me, please look for your answer in the course documents, post it to "Have a Question? Ask it here!" ask a colleague, or visit me in my student visiting/office hours.
 - b. You can email me at pmartin@sdccd.edu or from within Canvas.
8. Assignment Guidelines:

- a. I will accept an email attachment of your work until you can provide me with a hard copy.
- b. If I am asking you to upload a paper electronically (to Canvas, for example), your work must be saved as a PDF or be in a Microsoft Word compatible format—please don't send links to Google Docs.
- c. Faulty technology does not excuse late work.

9. Make-Up and Late Policy:

- a. Because life is well, life, I'd rather not penalize late work. But because many of the assignments in this class are time-sensitive and all build on past materials and prepare for future speeches, they will lose points if they are submitted late.
- b. In fairness to your colleagues, assignments are considered late if they are submitted after the first 20 minutes of class (see "Late Policy" below for more details).
- c. **Speeches and presentations are unique—they can only be delivered late if there is space in our schedule** (and for a 25% penalty).
- d. All students get one late "freebie." Upon submitting a late assignment, or at the end of the semester, please let me know which assignment you would like to apply this to.

- 10. Assessment: I employ two types of grading or assessment in my classes: formative and summative. Formative grading prioritizes and rewards effort, while summative grading prioritizes and assesses accuracy.
- 11. The former is geared to promote authentic engagement with the material and promote true learning. The goal of the latter is to reward accurate and complete work.
- 12. Grading Logistics: Your final grade in class will be determined based on how many points you have earned on all of the assignments combined, including extra credit. I round up at X9.5% and above (i.e. 79.5% = a "B" not a "C").
- 13. Extra Credit: I offer a lot of different ways for you to earn extra credit in this course.
- 14. Student Support: Miramar College offers a wonderful variety of services to help our students succeed, and not just academically, including a food pantry, tutoring, and counseling.
- 15. Student Code of Conduct: Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred as well as the next class meeting.