

Classroom Management Module: *Syllabus Excerpt*

Please note the following:

- I require perfect attendance. Excessive tardiness or absence from more than three classes, unless justified, will significantly reduce your class participation grade (after the third absence, you will lose 5 points of your 30 participation grade points for each absence; each tardiness will cost you 2.5 points). Unjustified absence for more than nine hours will result in a failing grade, regardless of grades accumulated in the course.
- I expect active participation from all students. Perfect attendance does not guarantee a full class participation grade.
- Turn in assignments promptly on due date. Late homework will not be accepted for credit. No make-ups will be given for the midterm or final exam. Your lowest homework grade will be dropped at the end of the semester.
- I expect you to spend about nine hours every week on homework and class preparations.
- Talk to me! If you are running into difficulties, or when special needs arise, let me know right away--I will try to accommodate you to the best of my ability.

And some general university policy notes:

- e-mail notification policy: All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at <http://www.utexas.edu/its/policies/emailnotify.html>
- Accommodations for students with disabilities: Students with disabilities who require special accommodations need to get a letter that documents the disability from the Services for Students with Disabilities area of the Office of the Dean of Students (471-6259 voice or 471-4641 TTY for users who are deaf or hard of hearing). This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. Five business days before an exam the student should remind the instructor of any testing accommodations that will be needed. *Please do not hesitate to talk to me to get the necessary assistance!*
- Religious Holy Days: Religious holy days sometimes conflict with class and examination schedules. If you miss an examination, work assignment, or other project due to the observance of a religious holy day you will be given an opportunity to complete the work missed within a reasonable time after the absence. It is the policy of The University of Texas at Austin that you must notify each of your instructors at least fourteen days prior to the classes scheduled on dates you will be absent to observe a religious holy day.
- Policy on Scholastic Integrity: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information, visit the Student Judicial Services web site at <http://www.utexas.edu/depts/dos/sjs>