

Colbourne College

The following Information must be provided to all students as a part of their Course Outline:

1. CLASS FORMATS

The course will be divided in fifteen lessons - lesson one to fifteen, covering both class and assessment periods. **Each lesson consists of 2 hours of lecture and one hour of tutorial.**

The lecturer/tutor will use the methods; seminar, group presentations, workshops, case study, quizzes, guest speakers and discussions to get active participation of students. Students will be assigned materials in advance to prepare for class activities. Students will be allowed to present problems encountered in research or homework for discussion in tutorials.

2. COURSE REQUIREMENTS

A. ATTENDANCE

You are expected to attend class every meeting, arrive on time, and remain until class is over. Missing an exam or quiz will result in a grade of zero. If you arrive for class late on the day of a quiz, or after 30 minutes examination time has elapsed you will be marked absent and will not be allowed in the room. You will receive a grade of zero for the quiz.

If you will miss a class for an acceptable reason, make special arrangements with the lecturer before class begins.

Acceptable excuses for absences on assignment due dates or examination dates will only include a death in your immediate family or a severe illness, and you are responsible for providing documentation of your excuse. A student may be dropped from a course, when, in the opinion of the lecturer/tutor and the academic committee, repeated absence indicates that the fulfillment of the course work requirements is not being attempted.

B. PUNCTUALITY

Attendance is taken at the beginning of each class meeting. Late coming can be disturbing to the class in progress. Students must be punctual for all classes. Students who are tardy for three times will receive an equivalence of absence.

C. ASSIGNMENTS

Each student will be required to;

- Complete reading assignments.
- Complete assigned homework.

D. EVALUATION

1. To receive credit for this course, Students must pass the written component with at least a 50% (C-) grade to pass the course.
(Final and Midterm = 60% of the course grade)
2. Students must pass the term papers with at least 50% average to pass the course.
(Term Papers 1 and 2 = 40% of course grade)
3. Students must attend at least 7 of the 13 classes to pass the course.

There will be reading assignments given virtually every lecture period, and they will usually be brought into the discussion at the next tutorial period.

Term Papers must be turned in on the due. Late submissions will not be accepted for any reason.

GRADING/ASSESSMENT POLICY

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|---------------------------------|------------|
| 1. Two written Tests | 60% |
| - <i>Midterm Examination</i> | 20% |
| - <i>Final Examination</i> | 40% |
| 2. Two Assignments | 40% |
| <i>Term Paper 1: Individual</i> | 30% |
| <i>Term Paper 2: Team work</i> | 10% |

E. ACADEMIC INTEGRITY

Group study is encouraged, but presenting someone's work as your own is plagiarism. This will not be tolerated and may result in a failing grade. Un-authorized and excessive copying from a text or other sources will result in a failing mark.

As of January 9, 2012 all work submitted by students will be scanned for Plagiarism. Once detected a Fail grade will be immediately given. Students will check the electronic copy of their own work in the presence of the student services representative/faculty advisor and print a report justifying the paper as authentic. Term papers not submitted with this report WILL BE CHECKED AS INVALID AND A FAIL GRADE AWARDED.