

Welcome to Microeconomics, the best way to spend 10 weeks ever invented! (Hyperbole included)!!

Really Important Stuff

Please keep this syllabus and examine it thoroughly and frequently. It explains what you can expect throughout the term and what will be expected of you. In order to remain in this course, you must agree to read this syllabus, and you must accept all of the quiz, exam, point, grade and other policies set forth in this syllabus. These policies may be altered as conditions require. Any changes to these policies will apply to all students and will be announced online at www.pcecnclass.com. Otherwise, no exceptions to these policies will be made or discussed. If there is anything you do not understand, feel free to ask me or call me (see information below). Please also let me know if you have special needs or problems (including problems writing in class or taking quizzes with a time limit); we can usually make arrangements to fit such situations.

Basic Information About Economics

Economics is the study of decisions and choices. It is concerned with how people make choices, how they can avoid mistakes, and what the results of their choices will be. It involves understanding and predicting behavior and events when choices are made. Microeconomics (ECN212, the course you are in) deals with decisions made on a small scale; it deals mostly with the decisions that individuals, families, and businesses make every day, but also says a little bit about the decisions of governments and countries.

ABOUT THIS COURSE

Your Kindly Professor, Guide, Coach, and Personal Trainer- Dr. Ray Bromley

☎ **Telephone: 602-285-7187** (forwards to my cell phone; please feel free to leave messages)

☎ **Support Hours (also by appointment) online and in A131 (also A106 if available):**

Mon.: 10:00 -11:00 am;

Tues.: 12:45 - 2:15 pm & 5:30 - 6:00 pm;

Wed.: 10:00 - 11:00 am;

Thurs.: 12:45 - 2:15 pm

☎ **E-mail: ray.bromley@phoenixcollege.edu**

Goals of this Course

The overall goal of this class is to get you to the point where you understand the basic concepts and tools of microeconomics enough that you can apply those tools to a variety of situations and problems on your own. I hope we will have fun while doing so.

Required Textbooks and Other Materials

There is no book that you must buy in the bookstore for this class. **The required books can be downloaded from www.pcecnclass.com in .pdf format.** You may print these materials at home or you may have them printed anywhere you want (Staples, OfficeMax, etc.). **If you desire, you can also have them printed for you inexpensively by going to www.pcecnclass.com/book**

■ **Options and Outcomes ("O&O")** - "the textbook" written by your instructor specifically for this course.

■ **Study Guide** - the collection of questions used as the basis for all exams and homework assignments, with answers and explanations.

Class Website (Required)

www.pcecnclass.com is the website we will use for all assignments, exams, announcements. It also is where you can obtain the course materials and class notes. Set up a free account on the site with the e-mail address you wish to be contacted at throughout the semester. After making your account, you can see your class materials by selecting **Fall 2019 MICROeconomics (ECN212) Late Start** at the center of the page. This is a link to the "class page."

You must visit pcecnclass.com, set up an account, and do the online assignment on the class page called "Acknowledgment" by October 6 at 11:59 p.m.

☞ While there is a "class" set up on CANVAS, we will not be using it for anything.

Efforts Expected of Students

- 1. For each chapter, download the **Textbook and Study Guide** (or download the whole Textbook and the whole Study Guide).
- 2. **Read the chapter** or at least the terms at the bottom of the pages.
- 3. **Read the class notes** at www.pcecnclass.com (on the class page under each chapter)
- 4. **Ask questions** about anything you don't understand by e-mail or in my office.
- 5. **Do the "Credit Clickers" online** (on the class page organized by chapter; see below).
- 6. **After doing the chapter Clickers, attempt the "Chapter Homework"** for that chapter (see p. 3).
- 7. **Attempt the "Exam"** (see p. 3) after doing three chapters, but **try the Practice Exam first**.
- 8. **At the end of the course, take the "Final Exam."**

Pay attention to the red recommended due dates on the class web page (and page 5 of this).

Required Course Work**Web Site Requirements**

- ★ You must visit www.pcecnclass.com, create an account, log in, and visit the page for your class (Fall 2019 MICROeconomics (ECN212) Late Start) no later than October 6 at 11:59 p.m.
- ★ You must complete the item on your class page called "Acknowledgment" no later than Oct. 6 at 11:59 p.m. It is in the "Introductory Stuff to Do and Read" section. If you fail to do this, you will be dropped from the class.
- ★ Login Requirement - failure to log onto pcecnclass.com and actually finish some coursework at least once every 7 (seven) calendar days will result in being withdrawn from the course, with a grade of W.

Required Graded Course Work (recommended finishing dates are on page 5 of this syllabus)

- ⊕ "Credit Clickers"- online problems and exercises (make-ups or substitutes for the Credit Cards)
 - * "Credit Clickers" will be made available on pcecnclass.com, organized by chapter on the class page
 - * at least three "Credit Clickers" will be available online for each chapter in the textbook
 - * each "Credit Clicker" is worth up to five points, although some may offer extra credit
 - * you may attempt each Clicker **as many times as you wish**; only your **highest** score will count
 - * the **recommended finishing date** for completing each Clicker is displayed on the pcecnclass.com website as well as on **page 5** of this syllabus; **while all Clickers are due on December 12, you should not put the work off much beyond the recommended dates**
- ⊕ The Clickers for a particular chapter must be taken before you may attempt the Homework for that chapter
- ⊕ "Homework"- online problem sets based mostly on questions found in O&O and the Study Guide
 - * before you can attempt the Homework for a chapter, you must complete all of the clickers for that chapter with a score of at least 1 point out of 5 on each
 - * before you can attempt the Homework for a chapter, you must complete the Homework from all previous (lower numbered) chapters with a score of at least 5 points out of 25
 - * one Homework set will be available at pcecnclass.com for each chapter (15 total)
 - * each Homework is a set of multiple-choice questions from one textbook chapter
 - * Homework is based on questions in the **Study Guide**, but names, numbers, or wording are changed
 - * each Homework set is worth **25 points in the course** (one point per question)
 - * each Homework set is **open-book** (you may use any materials you want to help you complete it)
 - * you may retake each Homework **as many times as desired**; the **highest score** of all attempts will count
 - * each attempt at a Homework set will probably ask a different set of questions;
 - * the **recommended finishing date** for completing each Homework is **displayed in pcecnclass.com and is listed on page 5 of the syllabus; while all Homework Assignments are due on December 12, you should not put the work off much beyond the recommended dates**
 - * all Homework will be available by the first official day of class, and thus may be done early if desired
 - * the make-up for a bad Homework will be the Final Exam (see the Final Exam information on page 4)
- ⊕ the Homework for all the chapters covered on a particular Exam must be taken before you can attempt that Exam (see the descriptions of Exams on the next page)

⊕ **"Exams"- online test** based on Homework and Study Guide questions

- * before you can attempt a particular Exam, you must complete the Homework for all three of the chapters covered on that Exam, with a score of at least 5 points out of 25 on each
- * four (4) Exams will be available at pcecnclass.com;
- * each Exam is a set of questions taken from **three consecutive textbook chapters**;
- * Exam 1 covers chapters 1-3, Exam 2 covers chapters 4-6, Exam 3 covers chapters 7-9, and Exam 4 covers chapters 10-12 (there will be no Exam on chapters 13-15)
- * each Exam consists of **20 multiple-choice questions**
- * Exams are based on questions in the **Study Guide**, but names, numbers, or wording are changed;
- * each Exam is worth **100 points in the course**; each question is worth five points
- * each Exam is **open-book** (you may use any materials you want to help you complete it);
- * each Exam will have a **practice version that does not count** (but which you should probably try first)
- * you may attempt each Exam **as many times as desired**; the **average of the scores** will count;
- * every time you attempt an Exam, you will get a different set of questions;
- * the **recommended finishing date** for completing each Exam is **displayed in pcecnclass.com and is listed on page 5 of the syllabus**; while all Exams are due on **December 12**, you should not put the work off much beyond the recommended dates
- * all Exams will be available by the first official day of class, and thus may be done early if desired
- * each Exam has a **time limit of 25 minutes**
- * if you exceed the allowed time for an Exam, only answers given during the allowed time will be counted
- * the make-up for a bad Exam score will be the Final Exam (see the Final Exam information on page 4)
- ⊗ **all four Exams be taken before you can attempt the Final Exam**

⊕ **"Final Examination" - online test** based on Credit Clickers, Study Guide and Homework

- * the Final will be available at pcecnclass.com **between Dec. 1 and Dec 12**;
- * before you can attempt the Final Exam, you must complete all of the Clickers, all of the Homework Assignments, and all four of the Exams, with at least 20% of the points possible on each item
- * the Final is **comprehensive**; it will cover material from the entire course
- * the Final Exam is **divided into five Parts**
- * each Part of the Final covers material from three consecutive chapters; Part 1 covers ch. 1-3, Part 2 covers ch. 4-6, Part 3 covers ch. 7-9, Part 4 covers ch. 10-12, Part 5 covers ch. 13-15.
- * each Part of the Final is **taken separately**, but you can take them one right after another if you like
- * you may take the Parts **in any order** and spread the Parts **over several days** if you wish
- * the Final Exam consists of **100 multiple-choice questions (total)**
- * **some** Final Exam questions are based on questions in the **Study Guide**, but names, numbers, or wording are changed;
- * **some** Final Exam questions are **NOT based on questions in the Study Guide**, but instead come from **Clickers, the textbook, or other sources**
- * the Final Exam is worth **500 total points**;
- * each **Part of the Final Exam will consist of 20 multiple-choice questions**;
- * each **Part of the Final Exam is worth up to 100 points**; each question is worth five points
- * each Part of the Final Exam is **open book**
- * each Part of the Final Exam will have a **practice version that does not count** (but which you should probably try first)
- * you may attempt each Part of the Final Exam **only once**
- * each Part of the Final Exam has a **time limit**; you will be allowed **25 minutes** for each Part
- * chapters 13-15 will be included on Part 5 of the Final Exam, even though there is no "regular" Exam on those chapters
- * **if something happens to prevent you from attempting the Final Exam, you must notify the instructor by phone or e-mail within 12 hours of the Final Exam deadline (11:59 p.m. on Dec. 12)**
- ⊗ **failure to attempt the Final Exam without notifying the instructor will result in a grade of F for the course**

✓ Special Final Examination Policies

- **Exam Make-up** -- if you do badly on any Exam, the Final Exam Part that corresponds to the missed Exam will count as a make-up for that Exam (for example, the make-up for Exam 1 is Final Exam Part 1, the make-up for Exam 2 is Final Exam Part 2, etc.).
- **Homework Make-up** -- if you do badly on any Homework assignment, the percentage earned on the Final Exam Part that corresponds to the missed Homework chapter(s) will be multiplied by 25 points to count as make-up (for example, the make-up for Chapter 10 Homework is the percentage on Final Exam Part 4, multiplied by 25).
- **Course Grade Replacement**-- if (and only if) it helps you to do so, the Final Exam will be used to completely determine your course grade, rather than using your total course points (as indicated below). If this is applied, 450 points on the Final Exam are needed for an A, 400 points are needed for a B, 325 points are needed for a C, 250 points are needed for a D (out of 500 Final Exam points possible).
- **You must take at least one part of the Final Exam in order to receive a passing grade in the course**
- **Please notice that the absolute last minute to finish the Final Exam is 11:59 p.m. on Dec. 12, 2019. NO EXCEPTION WILL BE MADE TO THIS.**

Grading Scale

Grades for this course will be based solely on performance and number of points earned.

Point totals for the class will be determined by the following

15 Credit Clicker Sets (3 per chapter, 5 points each)	225 points possible
15 Homework sets (25 points each)	375 points possible
Four Exams (100 points each)	400 points possible
Final Examination	500 points possible

There are 1500 total possible points based on the above course work

You might get more than the indicated number of points for Credit Cards or Clickers, in which case the extra points will still be added in to your total; it is actually possible for you to get more than 1500 points!

Your grade will be based upon where your total falls in the scale:

A	1350 or more points (90.0% or more of the possible points)
B	1200 to 1349 points (80.0% to 89.9% of the possible points)
C	975 to 1199 points (65.0% to 79.9% of the possible points)
D	750 to 974 points (50.0% to 64.9% of the possible points)
F	less than 750 points (less than 50.0%)

There will be no deviation from the above scale and no other criteria will be used in assigning grades, except that the Final Exam alone may be used to determine your course grade, if doing so results in a higher grade than the scale of total points above (see "Course Grade Replacement" above).

Your desire to achieve a good grade should be manifested as effort during the term rather than as pleading, begging, whining or bribing after the Final Exam has been taken.

The "Grades" module for the class is on the upper right side of the class main page. It will show you what you have done and sometimes tell you percentages. During the Final Exam period, it will help you figure out how well you must do on the Final to get an A, B, or C in the class.

Other Policies**+ Extra Credit**

- Extra credit of at least 30 points can be earned on "Credit Clickers" throughout the term (these will be announced in class and noted on the class web page). In addition, extra credit can be earned on "Credit Cards" in class.
- Because "Extra Credit" is offered, it is the only form of "benefit of the doubt" in final determination of course grades. That benefit has already been applied (earned) or waived (by not doing the work that could earn it), by the end of the semester, and so if a grade cut-off seems to have been narrowly missed, the actual gap was much larger.
- no other benefit of the doubt or special considerations will be given

X Requesting Extra Credit or Special Treatment at the End of the Semester

At least 30 Extra Credit points are available to all students during the semester. This is the only "benefit of the doubt" available if a student is close to the requirements for a grade (so earn it while you can). **Any request for special treatment, a variation from the grade cutoffs, or changes to class policies will result in an immediate deduction of 30 points from the course point total of the student making such a request (thus giving you an even lower grade).**

*** Missed Work and Being Involuntarily Withdrawn**

★ You will be withdrawn from the class and not allowed access to the class website if you fail to log in to the course web site and complete some coursework for more than seven consecutive days

*** Student-Requested Withdrawals and Incompletes**

Withdrawals/ Dropping: if you wish to withdraw from the class and you have not taken any Part of the Final, you may request a withdraw (W) grade on or before **December 10. No W will be given after that.** Please request a W in writing (email).

☞ **No one who takes any Part of the Final will be allowed to withdraw from the course.**

☞ **Incompletes:** an "Incomplete" grade is given only if some unforeseen circumstance prohibits completion of the course **after you have completed a majority of the work for the course, and thus have taken at least three exams and completed at least nine Homework assignments.**

*** Getting Help During the Semester**

* PLEASE call me, email me or talk with me as soon as you have a problem or "feel lost."

* Other help, such as in-person tutoring and 24-hour online tutoring, can be accessed at **<https://www.phoenixcollege.edu/students/learning-commons>**

* Check your class's page on the pcecnclass.com web site as frequently as possible. Students will be notified there of any changes in course due dates and any special review sessions or study groups that are planned.

* Phoenix College wants you to be successful in meeting your educational goals. The campus provides a variety of services. To view a helpful handout, go to <https://www.phoenixcollege.edu/students/learning-commons> then scroll down to "**Student Resources**" and select the "**Student Survival Guide.**"

✓ Testing Accommodations

Any student who requires extra test-taking time may request to take any Exam with no time limit. **Such untimed Exams will be printed (not online) and closed book, but have no time limit.** They must be taken in the Testing Center (or DRS for qualifying students). **The request must be made at least 10 days prior to the due date for the Exam to allow for printing.** If a student attempts a particular Exam online as well as in untimed printed form, the score given the student for that Exam will be an average of all attempts made

Important Dates and Times (some are due dates and some are recommendations)

Oct. 6 (11:59 p.m.)	DUE: Acknowledgement at web site, set up account
Oct. 13 (11:59 p.m.)	DUE: Clicker 0 (extra credit)
Oct. 13 (11:59 p.m.)	Recommended: Exam 1, Homework and Clickers from chapters 1-3
Oct. 27 (11:59 p.m.)	Recommended: Exam 2, Homework and Clickers from chapters 4-6
Nov. 10 (11:59 p.m.)	Recommended: Exam 3, Homework and Clickers from chapters 7-9
Nov. 24 (11:59 p.m.)	Recommended: Exam 4, Homework and Clickers from chapters 10-12
Dec. 1 (11:59 p.m.)	Final Exam opens
Dec. 10 (11:59 p.m.)	Last time to request a W in the course
Dec. 12 (11:59 p.m.)	DUE: Exams 1, 2, 3, 4, Homework for all Chapters (including 13-15), Clickers from all Chapters (including 13-15), Final Exam (all parts)

Schedule

- * **The recommended completion dates for all work can be found in red letters on the class page. You may pace yourself however you like, but be very careful not to procrastinate since it will take you at least 60 hours of work (based on past student experience) just to complete the required coursework, not counting reading and studying time.**
- * For each date below, attempt to read the chapter **before** attempting work for the class.
- * If you can't read the whole chapter, at least look at the terms at the bottom of each page, or the questions in the section headings for the chapter.
- * Be sure to ask questions about anything you don't understand in the reading.
- * Changes in the schedule may be made; note the announcements on pcecnclass.com.
- * Some of the material in the reading is not covered in Credit Clickers or in the questions in the Study Guide. You are still responsible for that material and it may appear on the Final Exam .

READING	READ IT in the week of	READING	READ IT in the week of	READING	READ IT in the week of
Introduction and Chapter 1	Sept. 30	Chapter 6 (Why Prices Change)	Oct. 21	Chapter 11 (Sellers in Competition)	Nov. 11
Chapter 2 (Basic Tools)	Sept. 30	Chapter 7 (Disequilibrium and Taxes)	Oct. 28	Chapter 12 (Sellers with Market Power)	Nov. 18
Chapter 3 (Resources and Production)	Oct. 7	Chapter 8 (Consumers' Behavior)	Oct. 28	Chapter 13 (Resource Decisions)	Nov. 25
Chapter 4 (Trade)	Oct. 14	Chapter 9 (Firms and Production)	Nov. 4	Chapter 14 (Capital Investment)	Nov. 25
Chapter 5 (Supply and Demand)	Oct. 14	Chapter 10 (Cost)	Nov. 11	Chapter 15* (*combo with Study Guide) (Market Complications)	Dec. 1

The Fine Print (Sorry, it is officially mandated and we have to let the officials do SOMETHING)**Boring (official) description of this class (even I wouldn't want to take the class after reading this)**

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation

Equally boring (OK, maybe even more boring) list of things the officials say they want you to be trying to learn to do. Just humor them.

Define the major concepts in economics, and describe and analyze major economic systems. (ch. 1-4)

Describe the determinants of supply and demand, and the effect on equilibrium price. (ch. 5-7, 15)

Describe utility theory and the underpinnings of demand. (ch.8)

Describe the relation of price elasticity to revenue. (ch. 8)

Define market structures and business organization and provide examples. (ch. 9, 11, 12)

Define the production function, marginal and average product, and their relationship to costs. (ch. 9, 10)

Describe the relation between short-run cost and supply. (ch. 10)

Describe the determinants of scale economics. (ch. 10)

Describe the relation between long-run cost and supply. (ch. 11)

Describe the nature of supply and demand in competitive markets. (ch. 11)

Describe monopoly behavior and why it has resulted in regulation and antitrust legislation. (ch. 12)

Describe other forms of imperfect competition including oligopoly, monopolistic competition, and price discrimination. (ch. 12)

Compare perfectly and imperfectly competitive industries from the buyer's and seller's perspectives. (ch. 11, 12, 13)

Describe the unique features of resource markets. (ch. 13, 14)

Things You Should Know

- * **Mathematics**-- This course is very mathematical, and assumes your basic college-level math courses have been completed. If you have not completed MAT120, MAT121, or MAT122, or tested into (or completed) MAT140, MAT141, MAT142, MAT150, MAT151, or MAT152, you may want to seriously consider taking the class at a later point in your education. Even if you have the necessary mathematics background, you may want to review your skills in algebra in the first two weeks.
- * Because this course requires both mathematical calculations and analysis of the results, your abilities in these areas will be recorded and analyzed by Phoenix College as part of an internal Assessment of General Studies Learning. This analysis is based on the work you do for the course, but it is not a part of your grade (it is really to help Phoenix College improve its teaching).
- * **You are required to do some work in or for the class every week**
- ✓ **You must be given a grade in the class (and cannot withdraw) once you have attempted any Part of the Final Examination.** You will be dropped from the course, if you request it, any time prior to attempting any of the Final Examination, up to Dec. 10.
- ✓ **Your grade in the course is based entirely on the number of points that you earn in class-related activities and assignments.** You will not be treated any differently from any other student in this regard, no matter who you are or what your circumstance. I can offer my sympathy, and I will genuinely wish you had done better. Please don't offer to do extra assignments that other students are not assigned. In addition, a 30-point penalty will be given (see page 5).
- * I sincerely want you to succeed in the class. If there is anything I can do to assist you in learning the material, please let me know. I am always open to suggestions and constructive criticism.
- * **Please notice that the absolute last minute to finish any work for this class is 11:59 p.m. on Dec. 12, 2019. NO EXCEPTION WILL BE MADE TO THIS.**

Tips For Success

- ❑ **Don't Procrastinate** - in online classes, the freedom you have to do the work at your convenience is a temptation to put things off. That is not a good idea with a class as content-rich as economics.
- ❑ **Pay Attention to the recommended Completion Dates** - while these are recommended dates, the recommendations are made for YOUR benefit. You may even want to work slightly ahead of those dates early in the semester when things are easy. Later in the semester, the material gets harder and the time you will have to spend working on the class will get greater.
- ❑ **Review the textbook chapter heading questions** in each section of Options and Outcomes, either by reviewing the whole chapter or by looking at the Table of Contents. The answers for the heading questions are given somewhere in each section.
- ❑ **Study the Multiple Choice Questions in the Study Guide** (these will help with the Quizzes and Exams) The answers for these are given at the end of each Study Guide chapter
- ❑ **Study the Questions for Review and Practice at the end of each chapter.** Multiple-choice versions of most of these are in the Study Guide (see above).
- ❑ **Keep up with the Clickers and Homework;** you must do the Credit Clickers before attempting the Homework, and the Homework will take you through the same sorts of questions as you will see on the Exams. Don't forget them.
- ❑ **Expect** to find yourself doing all of these at the same time:
 - studying and preparing for an exam or homework on one chapter
 - reviewing homework questions on a previous chapter
 - reading the next chapter

Guide to the Syllabus (symbols)

★ Important Policies ❑ Tips ✕ Things to avoid 📖 In-class work 🌐 Online work ✓ Grade information

Disclaimer- *This syllabus is a tentative plan for the course and may be altered in writing. Students will be notified by the instructor of any changes in course requirements or policies by email or on the class page for ECN212 on the www.pcecnclass.com website. Course content may also vary from this syllabus to meet the needs of this particular class.*

What You Must Agree to at pcecnclass.com -> Fall 2019 MICROeconomics (ECN212) Late Start

I understand that all of the policies that will be applied to my assigned work, behavior, and grade in this course are given in the syllabus available to me.

I hereby acknowledge that I know I can access the syllabus for my class at pcecnclass.com

I understand that if I go more than **7 days without logging into the pcecnclass.com website and completing coursework for the class**, I will be given a W for the class.

I understand that **before I can attempt the Homework Assignment for any chapter, I must complete all of the Credit Cards for that chapter and the Homework for all previous (lower-numbered) chapters.**

I understand that **I must complete all of the Homework Assignments for the chapters included on an Exam before I can attempt the Exam covering those chapters.**

I understand that **I must complete all of the Clickers and Homework for all the chapters and also must complete all four Exams before I will be allowed to attempt any part of the Final Exam.**

I understand that I risk getting a bad grade if I procrastinate and ignore the recommended completion dates given on the class web page and in this syllabus, due to the cumulative nature of the course material and the requirement that I work through the material in sequence.

I hereby agree to accept the course grade or course credit calculated for me using the policies described in the syllabus, based on the number of points I earn, and not on any other considerations.

I agree that if I miss the cutoffs for a grade stated in the syllabus and below, **even by just one point**, I will receive the lower grade at the end of the semester.

I agree that I must get **1350 or more** total points for an A in the class,

I agree that if I get between **1200 and 1349** total points, I will get a B in the class,

I agree that if I get between **975 and 1199** total points, I will get a C in the class,

I agree that if I get between **750 and 974** total points, I will get a D in the class,

I agree that if I get **749 or fewer** total points, I will get an F in the class.

I agree that if my final counts as my course grade, I must get at least 450 points on the final exam to get an A, I must get at least 400 on the final to get a B, and I must get at least 325 points on the final to get a C, and even missing these totals by one answer on the final will result in the lower grade.

I understand that the last day to request a withdraw (W) grade is **December 10.**

I understand that if I complete any (even just one) of the five parts of the Final Exam, I will be given a grade in this course (and cannot withdraw).

I understand that the **ONLY make-up for a bad Exam is the part of the Final Exam that covers the same chapters** as the Exam that I have done badly on.

I understand that the **ONLY make-up for any Homework set is the part of the Final Exam that covers the same chapter** as the Homework that I have done badly on.

I understand that if I fail to complete or attempt the Final Exam and also do not contact the instructor by phone or email within 12 hours of the closing of the Final Exam (Dec. 12, 2019 at 11:59 PM), **I will be given the letter grade that my total number of points would justify, even if that would be an F grade.**

I understand that I have the right to request corrections of any errors made in recording or computing my grade.

I agree to accept the grade calculated for me at the end of the semester, without excuses, argument or complaint, if it is determined by the procedures given above and set forth in the syllabus.

I agree that if I ask for any exceptions to the grade cutoffs stated above, or ask for any other special considerations concerning my course grade, 30 points will be immediately deducted from my point total for the class.

I understand that absolutely, positively the last time to do any work that will count for this course is **December 12, 2019 at 11:59 p.m. M.S.T. (Arizona time)**

Official Responsibilities of Students

Students are responsible for understanding and adhering to the material presented in this syllabus.

Students are responsible for the policies in the Student Catalog and Handbook:

<https://www.phoenixcollege.edu/academics/catalog>

<https://www.phoenixcollege.edu/students/policies/rights-responsibilities>

Withdrawal: *There are two kinds of withdrawal, student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in my.maricopa.edu > Student Center > My Class Schedule > (Course Prefix/Number) > Calendar button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college calendar.*

Students seeking to withdraw from this course should first meet with a Financial Aid advisor in the Hannelly Center to discuss the impact on current and future financial aid awards. Students who do not complete 67% of their attempted courses, or fall below a 2.0 GPA, may be ineligible for future financial aid. Additionally, students who choose to withdraw from this course may have to return financial aid funds to the college. Please, meet with a Financial Aid advisor and provide documentation of your meeting before requesting to be withdrawn.

*As per MCCCDC regulations (2.3.2) "Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn." See the attendance policy for details (**Page 2- "Class Progress/ Attendance Requirements"**). Additionally, students may be dropped from a course for non-payment of fees. If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the Department Chair and is not guaranteed.*

Faculty are required to identify the last day the student "academically attends" an online/hybrid class and that date will constitute the Last Date of Attendance for purposes of the returning Title IV funds. Faculty must report a student's last date of attendance and withdraw the student within fourteen (14) days of identifying the last date of academic attendance. The following is a list of activities that constitute online class "academic attendance" for purposes of determining the Last Date of Attendance: (1) Submitting academic assignment (assignment required in the course, regardless of whether it is graded or not), paper, or project; (2) Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the course; (3) Attending an online or in-person study group (where there is assigned attendance/participation as part of the course), or (4) Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

General Education Assessment: *The faculty and staff at Phoenix College believe your college education should not only include learning content, but also the development of important lifelong skills. We call these general education outcomes. The five (5) general education outcomes we have identified that should be developed throughout your college career are: (1) Writing - develop effective writing skills to communicate.; (2) Numeracy - learn to use numerical concepts and data effectively; (3) Critical Thinking - learn to apply critical thinking skills to solve problems, make informed decisions, and interpret events; (4) Oral Presentation - plan and deliver an oral presentation to a target audience; (5) Information Literacy - learn to locate, evaluate, and use information effectively, ethically, and legally. In this course, we will be focusing on Numeracy*

Seat Time: *This is a three (3) credit-hour course. Plan to spend **at least** three hours on course content or "seat time" and six hours on homework weekly. (**That's at least nine total hours per week**).*

The CARE (Early Alert) program *provides an opportunity to increase student success through coordination among instructors, students who are having difficulty in class, and college support services. Since the CARE program provides essential notices by email, please check your email account frequently. If you receive a notice from the CARE program, please follow the instructions in the notice as quickly as possible.*

Use of Moodle on www.pcecnclass.com:

In this course we will use Moodle on the site www.pcecnclass.com as a web-based tool to complete or participate in assignments, activities and/or access course materials. You will be required to establish a username and password, submit work and/or download information using this tool. There is, therefore, some risk that individuals electing to use the products and services made available by the tool may place any student information shared with the tool vendor at a risk of disclosure. Specifically, you will divulge your name and an email address. You should be careful to protect this information, as well as your grade and coursework information, with a good username-password combination, which you do not share with other people. See <https://www.pcecnclass.com/notes/terms.html> for Terms of Usage and Access To use the web-based tool responsibly, please observe all laws, as well as all Phoenix College, and MCCCDC policies that are incorporated into the Student Handbook.

Disability Accommodations *It is college policy to provide reasonable accommodations to students with disabilities. Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Resources & Services (DRS) office, Hannelly Center (HC) Building, 602-285-7477. Also see <http://www.phoenixcollege.edu/student-resources/disability>*

Required Syllabus Statements

<https://district.maricopa.edu/mandatory-drs-title-ix-syllabus-statements>

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed on the following webpage: <https://district.maricopa.edu/consumer-information/disability-resources/contacts>. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, MCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCD will provide on its Title IX Coordinators web page, a link to all the Title IX Coordinators in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <https://www.maricopa.edu/non-discrimination>.