

Punctuality and Attendance:

Tardiness:

- A student is deemed to be tardy if the student is not seated following 10 minutes after the period of instruction is scheduled to begin
- Following 15 minutes after the period of instruction is scheduled to begin, the door to the classroom will be locked and the student will not be permitted to join the class.
- Three incidents of tardiness will be recorded as one absence.

Absences: An absence is defined as either three incidents of tardiness or missing more than 50% of any given period of instruction.

- A student may receive up to two absences each semester for this class.
- If the student exceeds two absences, the student will not be able to continue in the Polysomnography technology program.(see Health Science Policy and Procedure Manual)

Make-up Policy:

Students missing a test or quiz with a valid excuse may, at the discretion of the instructor, be permitted to make the assignments up with an official documented excuse. Those students missing a test or quiz without a valid excuse will be prohibited from making the test up, and will be granted a “0” for that exercise.

Academic Dishonesty:

Cheating and plagiarism (the representation of someone else’s work as your own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook, *such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

Electronic Devices in Class:

The use of cellular phones, pagers, CD players, radios, tablets, iPad, laptops, mp3 players, and similar devices is **prohibited** in the classroom and laboratory facilities.

Class Dress Code:

The student’s dress code should follow the designated uniform for the Polysomnography Program. The student must be dressed professionally as stated in the **CCC Health Science Student Handbook**. This includes Clinical Dress Code as well as the general Dress Code. A student may be dismissed and considered absent from class for any inappropriate attire.

Non-Discrimination/Disability Policy:

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

Instructional Techniques:

Group work, Power Point Projections, Canvas, Handouts, Internet, Mock interviews

Method(s) of Evaluation:

Midterm Evaluation, Final Evaluation, Paper/Pencil Quizzes, Electronic Testing, Rubrics for mock applications, interviews, and the students resume. (*Method(s) of evaluation must measure the student learning outcomes listed above.*)

Grade Scale:

Assignments=	30%
Daily Compliance Grade=	20%
Resume=	20%
Interviews=	30%

Daily Compliance Grade:

The daily class compliance grade is a daily grade which includes:

- **Tardiness.** If a student is considered tardy, 5 points will be deducted from the overall daily grade. If a student is absent, that student will receive a zero for the daily grade.
- **Dress code.** The dress code should be followed as noted above. Any part of the dress code that is not appropriate or missing will result in 5 points being deducted, for each discrepancy, from the overall daily grade
- **Class Preparation.** Items include but are not limited to a pen, pencil, notes, paper, highlighter, etc. A total of 5 points for each missing supply will be deducted from the overall daily grade.
- **Disturbance.**
 - **Technical.** NO CELL PHONES SHOULD BE PRESENT during class. Cell phones are both a visual and auditory distraction. If a cell phone is seen by an instructor, 15 points will be deducted. If a cell phone is heard, 20 points will be deducted.
 - **Visual and Auditory.** Students causing auditory or visual distractions during class instruction and/or class discussion, such as talking, whispering, laughing, snoring, singing, whistling, etc., the student will be verbally asked to refrain from doing such disturbance and 15 points will be deducted from the daily grade.
- **Daily NeuroScience Activity.** The NeuroScience Activity is used to start each class day to assist in building core cognitive abilities. Each student will log into their account and complete the 3 part daily activity. If the activity completion is not done or turned in to the instructor, 5 point will be deducted from the overall daily grade.
- **Class Participation.** During class periods requiring class participation, the students will be notified. Each student is expected to participate in class discussions in a professional manner. Any student not contributing to the discussion or assignment will have 10 points deducted from their overall daily grade when applicable.

The institution and the instructor reserve the right to make modifications to the grading scale and requirements as necessary to enhance each student's educational experience and student learning outcomes.

