CLASS INFORMATION

THIS IS YOUR "CONTRACT" WITH THE INSTRUCTOR. YOU ARE RESPONSIBLE FOR UNDERSTANDING IT. PLEASE ASK QUESTIONS IF YOU DON'T UNDERSTAND ANYTHING CONTAINED WITHIN.

I. All students are required to:

A. Attend class regularly and on time. Do not schedule job hours/appointments that conflict with class meeting times.
B. Purchase required Textbooks:
C. Read assignments as directed by Instructor/Class Schedule.
D. Take notes during class lecture. If you miss a class session, notes may be obtained from other students in the class.
E. Contribute to class discussion when appropriate.
F. Conduct themselves in a manner appropriate to college level.
   1. No sleeping, reading, or talking in class.
   2. Please advise instructor if you need to leave class early.
   3. Please take care of phone calls, restroom visits, etc., before and after class hours. Please do not disrupt your classmates by coming in and out of the classroom unless there is an emergency.
   4. Make sure cell phones and pagers are turned to silent, if they ring during class OR are out during a exam the instructor can confiscate them and turn them over to the Vice-President of Student Services.
G. Most instruction and discussion in the classroom will be conducted in American Sign Language. Please try NOT to use voicing or English mouthing or other sign systems in class at any time. Interpreting for other students will not be allowed. If you do not understand, ask for clarification.
H. Follow all college policies. No food, beverage or children are allowed in the classroom.

II. Class Attendance:
A. According to Policy 5150, “any student who fails to attend any class session during the first three sessions of the class at the beginning of the term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member.”
B. During the first 4 weeks of class, the instructor shall dismiss (drop) a student from the class when absences reach 2 times the number of times the class meets per week.
C. During the semester, the instructor may dismiss (drop) a students when the student absences reach 3 times the number of times the class meets per week.
D. If a student is tardy/late or has to leave early it will be marked as an absence.
E. If individual health or family emergencies put you at risk of being dropped, please contact the instructor at 954-5819 to discuss the situation.
F. There is no need to call the instructor if a single class meeting is to be missed.
G. It is the students’ responsibility to have a current phone number, address, and email on file in the Admissions and Records office (Holt 101). As a courtesy, announcements may be made via phone/email in case of class changes/cancellations, room changes, etc..

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III.  Drop Dates:
A. The last day to withdraw (drop) without receiving a "W" is __6/13/05__.  
B. The last day to withdraw (drop) and receive a "W" is __6/23/05__.  
C. Any student who withdraws or drops after __6/23/05__ will receive an "F" for the course. Students are responsible for handling the paperwork for dropping the course.  
D. No drops are allowed by faculty or students after __6/23/05__.  

IV. Grading Procedures:
A. Students may earn a total of 500 points in the course as shown below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Reaction Paper</td>
<td>25</td>
</tr>
<tr>
<td>Research Paper</td>
<td>75</td>
</tr>
<tr>
<td>Pop Quizzes/Participation</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

At the end of the semester, course grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 - 500</td>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>400 - 449</td>
<td>B</td>
<td>80 - 89%</td>
</tr>
</tbody>
</table>
| 350 - 399       | C      | 70 - 79%    | OR Credit (R)  
| 300 - 349       | D      | 60 - 69%    | No Credit (NC) |
| < 300           | F      | < 60%       | No Credit (NC) |

You, the student, have the first 1/3rd of the class to decide if you want a letter grade or the Credit/No Credit Option. You can change this option in Holt 101.

B. Exams:
1. There will be two exams during the semester covering lecture material and reading assignments. There will also be a comprehensive final exam.  
2. No make-up tests are given. If you know in advance you will not be able to make a scheduled test TALK TO THE INSTRUCTOR AS SOON AS POSSIBLE TO MAKE ARRANGEMENTS. This policy shall be waived only with documentation from a physician or other official in the case of an emergency.  
3. Any form of cheating or copying on exams or assignments will result in a "0" for the exam or assignment and the student’s name will be given to the Vice-President of Student Services.  

C. Pop Quizzes/Participation: One or more unannounced quizzes/participation events will be given in class over the course of the semester for a total of 100 points. **There are NO make-ups for Pop Quizzes/Participation Events.**

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Assignments:

1. Reaction Paper: Submit a paper, typewritten, on what you learned from reading *American Sign Language a look at its history, structure, and community* by Charlotte Baker and Carol Padden. Include with your *brief* summary what you learned and what was the most interesting point. **Make sure you cite the brochure and any specific information you use.** Note that the grading sheet used is posted on the instructor's website, please print out and attach to front of paper. See attached schedule for due date.

2. Research Paper: Students will submit a typewritten research paper (using MLA format) on some issue related to deafness that the **instructor approves** (this approval shall be attached at the END of the research paper when turned in.) At least one reference from either: Gallaudet Encyclopedia of Deaf People and Deafness ([Reference] HV2365.G35 1987), or American Annals of the Deaf **must** be used. This paper must **include copies of all articles used. If it is a book, copy the pages used and the copyright information.** All information will be returned to you. This is NOT a group assignment. Note that the grading sheet used is posted on the instructors’ website as well as a more detailed list of requirements, please print out and attach to front of paper. See attached schedule for due date.

3. Assignments turned in late will be decreased by one full grade EACH DAY (NOT class) they are late. To turn in late items you MUST contact the instructor on HOW and WHERE to turn them in, if they are not turned in during class time, otherwise they will be dated the date the instructor picks them up.

E. There will be opportunities for extra credit. Each extra credit activity must be an approved activity by the instructor. You must provide ‘proof” of attendance for these activities.

There will be opportunities for extra credit. Each extra credit activity must be an approved activity by the instructor. You must provide ‘proof” of attendance for these activities. **You will need to** write one page of your experiences, what you saw, and name at least one (1) Deaf person you met.

Extra credit can only be earned if all class assignments have been turned in. Extra credit can increase your grade by a maximum of one full letter grade. Any extra points accumulated will be looked at IF your final grade in the class is "border line".

V. Tutoring and Reference Materials

A. For students that have access to the internet there are several on line dictionaries. There are also several links that may help you from the instructors’ web page, as well as the CD set listed under recommended texts. We also have a Sign Language Lab, SL 071 available.

B. For assistance in writing class assignments there is a writing lab available in Shima 217 for FREE.

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VI. Course Description & Objectives:

This is a beginning course in a series of four in American Sign Language and Deaf Culture. Emphasis is placed on receptive and expressive skills respectively. (CSU, UC)

Upon successful completion of this course, the student will be able to comprehend basic vocabulary in American Sign Language, and understand deaf culture and the deaf community. The student will be able to:

1. Recall and use American Sign Language vocabulary.
2. Identify appropriate signs in the context of different conservations.
3. Demonstrate an ability to converse individually and in group settings.
4. Synthesize information from reading assignments, media material, and community resources.
5. Demonstrate an understanding of Deaf culture.

VII. Instructor Information

A. Instructor's Office: Shima 140
B. Telephone number: 209-954-5819 v/tty
   (Voice mail will not record tty. It requires the use of a relay service)
C. Email: CNunes@DeltaCollege.edu
Web page: http://www.deltacollege.edu/emp/cnunes/charlenenunes.html or:
   ➢ Go to www.deltacollege.edu
   ➢ Click on the Quick Links drop down menu at the top of the page and pick Faculty Resources
   ➢ Click on Faculty/Staff Web Pages
   ➢ Click on Charlene Nunes, American Sign Language
D. Office Hours: By appointment.
E. The Instructor reserves the right to make any adjustments necessary in the operation of the class that in her professional judgment are warranted to better meet the needs of students.

VIII. Communicate with your Instructor!

A. Please do not contact the Division Office with messages for the instructor. Please send an email or call the Instructor's office with a message. Please include your full name and which section of my class you are in (for instance, MWF 11:30) with your message.
B. Please advise the instructor when you have an illness, family problems, or other emergencies that will prevent you from attending 2 or more consecutive classes.
C. If you anticipate problems turning in an assignment on time or taking a regularly scheduled exam, TALK TO THE INSTRUCTOR IN ADVANCE.
D. If you feel you are not doing well in the course, please contact the Instructor to discuss your progress. I can't help you unless I'm aware of your situation.

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