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/Student Responsibilities:
   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 student’s 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 __August 26\textsuperscript{th}__.
B. The last day to withdraw (drop) and receive a "W" is __November 25\textsuperscript{th}__.
C. Any student who withdraws or drops after __November 25\textsuperscript{th}__, 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 __November 25\textsuperscript{th}__.

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>75</td>
</tr>
<tr>
<td>Exam #2</td>
<td>75</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Book Report</td>
<td>50</td>
</tr>
<tr>
<td>Signed Video</td>
<td>150</td>
</tr>
<tr>
<td>Pop Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>500</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>Percentage</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 - 500</td>
<td>A</td>
<td>90 - 100%</td>
<td>Credit (R)</td>
</tr>
<tr>
<td>400 - 449</td>
<td>B</td>
<td>80 - 89%</td>
<td>Credit (R)</td>
</tr>
<tr>
<td>350 - 399</td>
<td>C</td>
<td>70 - 79%</td>
<td>OR Credit (R)</td>
</tr>
<tr>
<td>300 - 349</td>
<td>D</td>
<td>60 - 69%</td>
<td>No Credit (NC)</td>
</tr>
<tr>
<td>&lt; 300</td>
<td>F</td>
<td>&lt; 60%</td>
<td>No Credit (NC)</td>
</tr>
</tbody>
</table>

You, the student, have the first 1/3\textsuperscript{rd} 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 signed lecture material and homework as well as an interactive interview. There will also be a comprehensive theory 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 for violation of the Student Code of Conduct.

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 50 points. **There are NO make-ups for Pop Quizzes/Participation Events.**

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D. Assignments:

1. Submit a typewritten book review/report on any book from the list on the instructor’s web page. Make sure to include a short summary; what you think about the book; and if you would recommend it and why or why not. This will be done in MLA format (w/title page). Make sure you cite your sources, have a works cited page and include copies of the title page and copyright page of your book. The grading sheet used is on the instructors web site, please print out and attach to front of paper. See attached schedule for due date.

2. Students will create a conversation with another student. This will preferably be a memory of a vacation or memorable event, NOT a storybook or song. ASL usage will be evaluated throughout the conversation. A topic and outline will be due. This will be videotaped in class. Students are required to view their videotape and turn in their evaluation (available on instructors’ web page). See attached schedule for due dates.

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. **You will need to:** write one page of your experiences, what you saw, and name one (1) Deaf person you met and some detailed information about them.

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 71 or SL 72** 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 course in manual communication in American Sign Language at an intermediate level of study. It will be assumed that students have achieved a basic understanding of ASL words and concepts and will emphasize an expansion of the ASL language repertoire. Communicative functions, vocabulary, grammar and cultural aspects of the Deaf community will be introduced and studied throughout the course. Final grade is based on tests, class participation, homework assignments, and a final exam.

The student will:
• reinforce vocabulary developed in SL 001.
• develop an expanded vocabulary.
• develop more direct expressive and receptive skills through greater use of conversational manual communications.
• develop a more in depth knowledge of Deaf Culture and Community.

VII. Instructor Information

A. Instructor's Office: Shima 140
B. Telephone number: 209-954-5819
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:
   MWF: 8:00am - 9:00am   TTH: 11:00am - 12:00noon
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 call the Instructor's office number and leave a message or send an email message. Please leave your full name and which section of my class you are in (for instance, MWF 11:00) along with your message.
B. Please advise instructor when you have an illness, family problems, or other emergencies that will prevent you from attending 2 or more 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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