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SYLLABUS: Anthropology 208: Language, Culture and Society
Fall 2018   Hybrid Course: Section HYA, Item Number 5065

Welcome! I hope this syllabus will help you get off to a good start in the class. It provides important information about this course as well as general information about Bellevue College policies and resources. Please read it over carefully.

Although this is a long document, it cannot cover every possible contingency. Be aware that just because the syllabus doesn't explicitly say that you can't do something, that doesn't mean you can do it!   Please check with me if you have any questions.

Kathy Hunt

Contacting your instructor

Instructor: Katharine Hunt
E-mail: Please use the mail (INBOX) tool in Canvas.
Only if Canvas is unavailable, use the following: katharine.hunt@bellevuecollege.edu
Office: D200D
Phone: (425) 564-2399 to leave a voicemail message
On campus office hours: Tuesdays and Thursdays 9:00 – 10:00 in my shared campus office, D200D. You can come by the office or call me during those hours.
Online Office Hours (tentative times): Wednesday: 8:00 – 9:00 am; 8:00 – 9:00 pm. We can talk via Canvas chat/conferences or Skype during these times.

Course Information

Two Required Textbooks

Readings are an essential part of this course. While many of the readings will be available on-line, you will need to purchase the following two textbooks. A copy of the books will also be on reserve in the library.

1. **A Concise Introduction to Linguistics, 4th edition (or 3rd edition).**
   Rowe, Bruce M. and Diane P. Levine.

   You can use an e-textbook or a physical copy.   To save money, try to find a used copy. A few used copies of this book may be available through the BC bookstore. However, you should also check other online sites, such as amazon.com; half.com; chegg.com; barnesandnoble.com.   You can also use the 3rd edition.

2. **Custom Anthology**
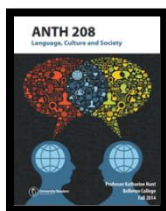
   This required set of readings and exercises is available for purchase only from the Cognella website. **https://store.cognella.com/17616**

   - You can purchase a printed copy or an eBook (or both). Detailed ordering instructions and cost information are given below, on the next page.

- This anthology contains material which is under copyright and not available on the web. The cost comes from the copyright permissions and the creation of the course pack.
- **Cost**: Print Only**: $16.95 (plus tax and shipping); Digital*: $15.00 (plus tax); Print plus digital: $20.95 (plus tax and shipping).

If you experience any difficulties with your order or with accessing the materials, please email orders@cognella.com or call (800) 200-3908 x503.

Information about accessing the content
- This textbook is printed on-demand and should ship within 2-3 business days from the time of order, but you will have instant access to the first three selections in a free PDF to begin reading while the book is in process. If you purchase a Digital textbook, it is available immediately in full.

Course Outcomes

Listed below are the course outcomes for ANTH 208.
- Demonstrate basic understanding of the different levels of language structure exhibited by languages around the globe.
- Recognize and give examples of the ways in which language and culture are integrated.
- Critically assess claims about the effect of language on perception and thought, in relation to the Sapir-Whorf hypothesis.
- Apply a holistic ethnographic approach to describing language use in different social and cultural situations.
- Describe how languages evolve over time, and how social and regional dialects may arise.
- Recognize ethnocentric statements about language and be able to explain the value of taking a comparative, relativistic approach to the study of language.

How Outcomes will be met

- Course content will be presented through lectures, readings, videos, discussions and class activities.
- Outcomes will be assessed through quizzes, exams, assignments, classroom activities and discussions.

General Education Ratings

- This course supports the general education goals of "Creative and Critical Thinking" and "Connections".

This course meets the Diversity requirement:

- Facilitate academic inquiry, critical thinking and a deeper understanding of past and present issues related to social stratification, power differences, and inequity.
- Inspire an awareness and recognition of self—including an inventory of one's own biases— as necessary prerequisites for understanding the ethnic and cultural commonalities that we share with others in society.
- Develop the ability of students to authentically interact and inter-culturally communicate with people from backgrounds different than their own.

Course Structure and Use of Canvas

- We meet in person on Tuesdays and Thursdays from 10:30 – 12:20 in D103
- During class time there will be a mix of lecture, discussion, video and activities.
- Our course is a hybrid course, meaning that some of your learning will take place online, via the Canvas site.
- On the Canvas site you will complete some readings, quizzes, assignments and discussions. The site will also serve as a repository for course documents.
- In addition to the 4 hours of face-to-face time, you should expect to spend about 10 hours reading, working on assignments and studying each week.

Help with Canvas

Since this is a hybrid course, it is important for students to understand how to use Canvas, the Learning Management System for classes at Bellevue College. Students can find help with Canvas by going to [Student Canvas Help.](#)

Course Calendar

- A **tentative** schedule of topics and due dates is included later in this syllabus. I suggest you print this out and keep it accessible, so that you always know what is coming up in the course, even if you do not have web access at some point.
- Readings and due dates will also be announced each week. Any changes to the reading list or due dates will be announced in class and/or on the course site.

Grading

- Assignments and discussions will be graded using a rubric which will show how points are assigned.
- Quizzes and exams consist of multiple choice questions.
- Students will complete one course project, which will be submitted online and graded using a rubric.
- Students who are not present in class will not be able to get credit for work completed during class, unless they have contacted the instructor **in advance** to explain why they cannot attend. Valid reasons for absence are illness, religious observance, accident or family emergency.
- I do not plan to assign extra credit in this course, except for completing course evaluations. Focus on the work which counts for regular credit.
- My guidelines about due dates and late work are provided later in the syllabus.

Grade distribution
Grades will be weighted as follows:

Assignments	Percentages
In-class and online discussions, quizzes, assignments, class activities and participation	30%
5 Exams	35%
Quarter Long Research Project	35%
TOTAL:	100%

Grading scale
Final grades will be calculated based on the following grading scale:

95-100%	A
90-94%	A-
87-89%	B+
83-86%	B
80-82%	B-
76-79%	C+
65-75%	C
60-64%	C-
55-59%	D+
50-54%	D
below 50%	F

Details of the Bellevue College grading policy can be found at:
http://bellevuecollege.edu/policies/3/3000_grading.asp
Read the descriptions there carefully.

General grading rubric for written work

Here is my general rubric for written work of different grade levels:

A grade characteristics:
- Consistent use of critical thinking
- Original ideas
- Relevant evidence to support any claims
- Ideas are connected in interesting and creative ways
- Response shows deep understanding of readings, and technical terms are used appropriately
- Thoughtful and insightful response to questions
- Meets or exceeds word count, use of technical terms, etc.
- Ideas are very clearly expressed
- Assignment instructions are followed

B grade characteristics:
- Some use of critical thinking
- Some original ideas
- Relevant evidence to support most claims
- Ideas are connected, but in more obvious ways
- Response shows general understanding of readings, and most technical terms are used appropriately
- Thoughtful response to questions posed
- Meets requirements for word count, use of technical terms, etc.
- Ideas are clearly expressed
- Assignment instructions are followed

C grade characteristics:
- Limited evidence of critical thinking
- Few original ideas
- Limited or superficial evidence to support claims
- Few connections between ideas
- Some misunderstandings of readings or concepts are shown and some technical terms may be misused
- Somewhat superficial responses to questions
- May not meet requirements for word count, use of technical terms, etc.
- Some ideas are not clearly expressed
- Most assignment instructions are followed

D or F grade characteristics
- Very limited or no evidence of critical thinking
- Very limited or no original ideas
- Very limited or no evidence for claims
- Very limited or no connections between ideas
- Multiple misunderstandings of readings and concepts, so that is unclear that student has completed or understood the readings; technical terms are not used or are misused
- Responses to questions are weak or absent, so that it is unclear whether the student read or understood the questions
- Does not meet requirements for word count or technical terms
- Ideas are difficult for the reader to understand
- Assignment instructions are not followed

Due dates

- Canvas submissions are due at 11:59 p.m. on the due date.
- If you have a problem with Canvas as you are submitting a document (e.g. course project) and the file upload will not work, please immediately submit your work to me by email (Khunt@bellevuecollege.edu) as evidence that the work was completed on time. Include a note explaining what happened. You will not be penalized if work is submitted this way on time. However, online work will not be graded until it is submitted to Canvas, so talk to me about how to solve the problem.

Late work – and how to avoid it

In general I do not accept late assignments, as it seems unfair to students who submit on time. However, I do make exceptions in certain circumstances. Here are my guidelines. Please read these guidelines and then contact me by Inbox or during my office hours if you have questions.

- For online and in-class quizzes: No late work accepted, barring documented emergencies. These count very minimally towards your overall grade. Online quizzes will always be due on Tuesday nights, so put a reminder in your phone.
- For in-class discussions: No late work accepted. These take place on the due date in class, and so cannot be made up. Religious observances and documented emergencies are the only exception – see below.
- For exams: These must be taken in class on the day given in the course calendar.   Religious observances and documented emergencies are the only exception – see below. Make-up exams, if granted, will involve essay questions in addition to multiple choice questions.
- Documented emergency: If you have a valid, serious reason justifying an exception to the late work guidelines or causing you to miss an exam, you should send me a message immediately, and follow up by coming to my office hours. Talking to me before or after class does not work as I cannot focus on your request at the time. I will need to know exactly why your assignment is/will be late, or why you will miss an exam, and you will need to provide any evidence you can to support your claim, such as legal or medical papers or photographs. I will consider these requests on a case by case basis. You should always contact me as soon as possible. If your request comes in after the due date, it is unlikely that I will be able to accommodate you.
- Reasons such as vacations, being busy, attending weddings, workload or assignment due dates in other classes, etc. are not a valid excuse for late work. I will only consider serious, unavoidable issues such as illness or accident. If you will be out of town without web access on due dates, you should complete the work before you leave.
- If I agree to accept late work from you, it is your responsibility to let me know when the work is completed, and to check with me if it is not graded within two weeks after submission.
- To avoid last-minute emergencies, try to complete all work well before the deadline. Some students like to mark deadlines on their calendars a day earlier than the actual due date, so that they will always have an extra day if a last minute emergency arises. For course projects, I offer lots of choices, so you can choose a major assignment that falls in a week when you expect to have enough time to work on it.

What should you do to succeed in this class?

Since this is a survey course, we will be covering a lot of material. In order to be successful in the course, you will need to be sure you are keeping up with the assigned readings and assignments. The following advice may help you be more successful.

1. Contact me if you have any questions or concerns.
I welcome your messages and questions at any time. Often a problem can be easily solved if it is addressed immediately. Too often, though, students delay in letting me know about a problem until the end of the quarter when it may be too late to resolve it.   I encourage you to come to see me during my office hours.

2. Participation in class
Participating actively in class will help you learn.

3. Keep up with the reading
Reading is a very important part of learning in this course. There is a heavy reading load. If you find that you are having trouble understanding or completing the assigned readings, I suggest you try the following:
  i.   Look at the review questions at the end of each chapter in the textbook, and the answers at the back of the textbook. Use the glossary at the back of the textbook to help you understand any technical terminology.
  ii.   Look at the reading guides for non-textbook readings.
  iii.   Look over the "Tips for doing readings" document posted in the "Getting Started" module.
  iv.   Complete reading assignments on time.
  v.   Email me to ask questions about any of the readings if you find them difficult.
  vi.   Participate actively in class discussions of the readings.
  vii.   Complete the online reading quizzes and redo them until you get 100%.

4. Have a technology plan
Since you will turn in some assignments online, you should develop a plan to deal with any technology emergencies and develop work habits to minimize problems:

  i.   Plan now for what you will do in case of problems with your computer or internet service. (E.g. a friend's house, Starbucks, library, campus, etc.)
  ii.   Set your computer to back up your work regularly to a flashdrive and/or the cloud
  iii.   Never write postings or assignments directly in Canvas, as it is easy to lose work. Compose offline and then upload.

5. Get help from the Academic Success Center
If you are struggling with writing or course content, you can always ask me. However, as an alternative, you can get free help through the Academic Success Center.

Class Expectations

Syllabus and Social Science Division Guidelines and Procedures Review

You are required to review this syllabus and the Social Science Division Procedures and Guidelines (at the end of the syllabus), which apply to students in this class. Enrollment in the course constitutes an agreement to abide by the procedures and guidelines set forth in these two items. If you have any questions about the meaning of any of this material, please ask.

My expectations of students:

- Be respectful to other students
- Read instructions carefully and contact me whenever you have questions
- Turn work in on time
- Do not wait until the last minute to ask for help
- In addition to in-class time, you should expect to spend at least 10 hours reading, working on assignments and studying each week.
- Come to class regularly and arrive on time.
    - o I will take attendance regularly.
    - o If you miss class, you will miss important content and it will have a negative effect on your grade. In-class discussions and activities cannot be made up except in exceptional circumstances.
    - o If you need to come in late, please find a seat near the door so that you do not disrupt class.
    - o Please send me a message if you have to miss class because of sickness or other emergency. If you let me know, I can try to help you get caught up with what you miss.

What you can expect from me:

- Respectful responses to questions. I welcome your questions! Please let me know if you are confused about anything in Canvas or in class. If you have a question, most likely someone else does too.
- Responses within 24 hours to email. I will warn you ahead of time if this will not be possible for any reason. If you do not hear back from me within this timeframe, please email again after 24 hours, to be sure that your message got through. If your message is urgent, please note this in the subject line.
- One week between assigning significant work and due date: I will assign any significant work such as readings, writing assignments, or discussions requiring preparation, at least one week in advance of the due date. Minor assignments, such as data observation, may have a shorter turnaround. Occasionally I make errors on Canvas, despite my best intentions. If you notice that I post an assignment and mark it as due the same day, don't panic, as that will be an error! Please just send me a message and I will correct it.
- Work usually graded within a week. Again, I will warn you if I cannot meet this goal. Project grading is time-consuming, and may take longer than a week.

Behavioral Expectations for Discussions

- Remember that you need to treat your classmates and instructor with respect.   The on-line classroom and the on-campus classroom, must be safe and open for all participants, regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective. Please abide by the following discussion guidelines:
1. Treat your classmates with respect.
2. Any opinions or arguments you express should be supported by evidence.

3. If you disagree with a classmate, question the evidence or the claim, not the person.
4. No one should be understood to be 'representing' the racial/ethnic, gender, class, etc. group to which they belong. You speak only for yourself.

Academic Honesty

- Students are expected to show academic honesty. This includes not cheating and not plagiarizing.
- Work you submit, including exams and assignments, must be your own work completed without assistance from any other person, and should not contain plagiarized content. (More details about plagiarism are below.)
- If you violate the norms of academic honesty, there are serious consequences determined by the college administration. (See the Student Code for details.)

Avoiding Plagiarism

Plagiarism is "the uncredited use (both intentional and unintentional) of somebody else's words or ideas." (http://owl.english.purdue.edu/owl/resource/589/01/)   It is considered a serious academic offense in the United States. You can avoid plagiarism by taking care in how you cite or paraphrase the sources you use in researching projects or papers.

The form of plagiarism I most frequently see in student assignments is the copying and pasting of material from the web. Please do not be tempted to do this. **All work you submit will be checked through plagiarism detection software**. If plagiarism is found, your case will be referred to the Dean for investigation.

Here are some excellent sources you can use to help you learn how to avoid plagiarism:

1. Avoiding Plagiarism
https://wts.indiana.edu/writing-guides/plagiarism.html

2. What is Plagiarism?

http://lib.usm.edu/plagiarism_tutorial/whatis_plagiarism.html

3. A Bellevue College handout about avoiding plagiarism and citing your sources correctly.

Information about Bellevue College's copyright guidelines can be found at: College Copyright Policy

Technology in the classroom

Unless specifically instructed otherwise or unless you have a documented accommodation, you need to turn off/mute and put away cell phones, computers etc. before class begins, as these may distract you and other students. If you have an accommodation for the use of a laptop, please come and talk to me.

Communication

According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue College Email or Canvas Inbox). To create your Bellevue College email account, go to: Create Email If you email me from your personal email I may not respond. I am also subject to FERPA law which states that I am not allowed to communicate with any person outside this institution about your academic performance without given and documented consent. This includes parents.

Snow days or other non-scheduled class cancelations

It is possible that class will be cancelled unexpectedly. If class is cancelled, I will post information on the course Canvas site. This will include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner before the next class session. Material provided in this way will be covered as a review in class but may not be lectured on in detail.

Campus Information

Accessibility

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to the use of Canvas. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Students with Disabilities

The Disability Resource Center (DRC) serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at Disability Resource Center for application information into our program and other helpful links.

Student Code

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code

http://www.bellevuecollege.edu/policies/id-2050/

Affirmation of inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](#)

College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity: [Equal Opportunity](#)   For further information about Title IX, please consult the [Title IX page](#).

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212.

- The Title IX Office can be contacted at 425-564-2641 and more information can be found at [Title IX](#).
- If you have any concerns, you may report to: [Report Concerns](#).

Safe Space

This class is a Safe Space for all students, regardless of sexual orientation or gender identity.

Bellevue College E-mail and Access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *My*BC. To create your account, go to: Create Email

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Technology Help Desk

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter start and end dates, and final exam dates.

Public Safety

Public Safety is located in the D building (D171) and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response. We all need to be working together.

2) Do not get in your car and leave campus (unless directed to). Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

3) In an emergency, call 911 first, then Public Safety.
Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

No Final Exam

There will be regular unit exams, but no comprehensive final exam in this course.   Your course project will be the final assessment. You will receive your grade and comments on the project presentation before or during the last week of the quarter.

TENTATIVE Course Calendar Fall 2018

Dates	Tuesday	Thursday
Week 1	❖ **9/18** ❖ Course Introduction ❖ What is Anthropology? ❖ Intro to Research project	❖ **9/20** ❖ Introduction to the IRB ❖ Introduction to research methods and topics ❖ Language and nonverbal Communication
Week 2	❖ **9/25** ❖ Language variation	❖ **9/27** ❖ Language variation ❖ **Reading discussion**
Week 3	❖ **10/2** ❖ **Exam 1** ❖ **Library session (?)**	❖ **10/4** ❖ Ethnography of Communication
Week 4	❖ **10/9** ❖ Language Acquisition	❖ **10/11** ❖ **Reading discussion/project work**
Week 5	❖ **10/16** ❖ **Exam 2** ❖ Language Death	❖ **10/18** ❖ Language, culture and thought
Week 6	❖ **10/23** ❖ **Reading discussion/project work**	❖ **10/25** ❖ Pragmatics
Week 7	❖ **10/30** ❖ **Exam 3** ❖ Phonetics	❖ **11/1** ❖ Phonetics ❖ Phonology
Week 8	❖ **11/6** ❖ Morphology	❖ **11/8** ❖ Syntax
Week 9	❖ **11/13** ❖ **Exam 4** ❖ Chimps	❖ **11/15** ❖ Historical language change
Week 10	❖ **11/20** ❖ Chimps ❖ Sign Language	❖ **11/22** ❖ **THANKSGIVING** ❖ **No classes!**
Week 11	❖ **11/27** ❖ POSTER PRESENTATIONS (?)	❖ **11/29** ❖ **Exam 5(?)**
Final Exam Week	❖ No class this week ❖ No exam ❖ Project feedback available	**END OF QUARTER!**

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION
Fall 2018

<u>Cheating, Stealing and Plagiarizing*</u>

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. <u>Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of</u> the Dean of Student Services and at <u>http://www.bellevuecollege.edu/policies/id-2050/</u>

<u>Email Communication</u> with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

<u>Incomplete</u>

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

<u>F Grade</u>

Students who fail a course will receive a letter grade of "F."

<u>Final Examination Schedule</u>

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

<u>Withdrawal from Class</u>

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

<u>Hardship Withdrawal</u>

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

<u>Students Who Require Disability Accommodations:</u>

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

<u>Distribution of Grades</u>

Grades will not be posted in the Social Science Division or in faculty offices, and program assistants or coordinators will not give out grades. Students should access their grades through the BC Web site.

<u>Return of Papers and Tests</u>

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.