

## **Class Polices Addendum**

### Class Assignments

- All work must be received by the set deadlines for full credit.
- On-time projects may be redone with instructor approval.
- Projects may be turned in UP TO one week late for reduced credit.
- Midterm and final quizzes cannot be made up and must be completed on the assigned day.
- All submitted work must be from the current quarter, unless specific permission is granted.

### Professional Presentation

- All design projects must be printed on high quality paper and mounted in a clean and professional way.
- The school print shop requires 24 hour notice. Lateness due to unfinished printing is the student's responsibility and the project is considered incomplete.
- All essays must be printed and stapled prior to the class period for full credit.
- All assignments must be ready for critique/ grading at the BEGINNING of the class period for full credit.

### Plagiarism/ Academic Dishonesty

- Students are expected to maintain the highest standards of academic honesty. Plagiarism is a serious violation of the Student Code of Conduct.
- Plagiarism is the use of another person's ideas, words or visual images presented in a manner that makes the work appear to be the student's original creation.
- Plagiarism of text or images, even if unintentional, results in a failure of the assignment.

### Missed Class

- There are no excused absences in this class.
- You are responsible for finding out about and completing any class work missed due to absence. Notify me in advance if possible.
- Class handouts can be found at <http://classes.ninabellisio.com>

### Online Grades

- Class grades are available online through the "check grades" link on the classes homepage.
- Passwords are assigned. See me if you have forgotten your password.
- Students receiving a D or F at midterm will be reported to their Student Advisor and are expected to meet with me about their progress.

### Evacuation Procedures

- In the event of an evacuation drill, students are expected to leave the class immediately and not return until notified.
- Classrooms will be locked and personal possessions left in the room.
- After exiting the building, students must remain with the class in the evacuation zone (which is NOT in Starbuck's).

*The schedule on the syllabus is subject to change based on class need. Please contact the instructor and other classmates when absent to confirm assignments.*