

University of North Texas at Dallas
Spring 2025
SYLLABUS

COMM 4320.001: Digital Production II 3 HRS

Department of	Communication & Digital Media	School of	Liberal Arts and Life Sciences
Instructor Name:	Gabe Otteson, "Professor O" or "Mr. O"		
Office Location:	FH 206/Online		
Office Phone:	972-338-1869		
Email Address:	Gabriel.Otteson@untdallas.edu		
Office Hours:	MW 1:00 – 3:00 TTH 10:00 – 11:00; Online by appointment		
Course Format/Structure:	Face to-Face		
Classroom Location:	Student Center 1009		
Class Meeting Days & Times:	TTH 11:30 – 12:50		
Course Catalog Description:	Advanced techniques for planning, production, and distribution of digital media, including short videos, ads, PSAs, film, and more		
Prerequisites:	COMM 3321 with grades of C or better.		
Co-requisites:	None.		
Required Text:	<ul style="list-style-type: none"> Selected modules from Shlisky, S.; Cera, V; Antonich, M; Clemens, C.; & Vaughn, J. <i>Video Production Handbook</i> (2022) – Open-Source text in Canvas Additional readings and videos will be posted on Canvas Access to a computer with Adobe CC software Flash or external hard drive(s) or cloud storage 		
Recommended Text and References:	<ul style="list-style-type: none"> Stockman, <i>How to Shoot Video That Doesn't Suck</i> (2011) – Online PDF American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i>, (7th ed.). Washington, D.C.: American Psychological Association. OWL Purdue Online Writing Lab at http://owl.english.purdue.edu/owl/resource/560/1/ Additional readings and materials may be supplied in class or posted to Canvas. 		

Access to Learning Resources:	UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library UNT Dallas Bookstore: Phone: (972) 780-3652; Website Website URL: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com
Canvas Resources Supported Browsers: <ul style="list-style-type: none"> • Chrome Supported Devices: <ul style="list-style-type: none"> • iPhone • Android • Chromebook <i>Note: Tablet users can use the Canvas app</i> Screen Readers: <ul style="list-style-type: none"> • VoiceOver (Safari) • JAWS (Internet Explorer) • NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i>	Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Canvas Student Guide - https://community.canvaslms.com/docs/DOC-10701 For additional assistance, contact UNT Dallas Distance Learning: DAL1, Room 157 Email: distancelearning@untdallas.edu If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress. If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.
Course Goals or Overview: This course is designed to be the culmination of the Digital Production track, and as such may require you to draw on skills, knowledge, and experience from prior coursework, such as Visual Communication, Screenwriting, New Media Storytelling, Digital Production 1. This course is built around the creation, from start-to-finish, of a long-form piece of original content in all of its component parts, in addition to multiple companion pieces, all of which are geared toward one common theme or idea.	
Learning Objectives/Outcomes: At the end of this course, students will be able to:	
1	Demonstrate proficiency in the technical aspects of digital production by creating professional-quality long-form original content as well as short-form
2	Demonstrate proficiency in the creative aspects of digital production by creating engaging and compelling original content.
3	Foster professional and results-orientated collaborative working relationships with fellow team members and/or clients
4	Create and manage material for a quality "demo reel" to show future employers.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Key Dates

Please take note of the following key dates for the spring term:

1/13/25 Registration Deadline

1/12/25 First Day of Class

1/16/25 Late Registration Deadline

1/16/25 Last Day to Add a class

1/29/25 Census Day

1/29/25 Last day to drop a class without a "W"

3/10 – 3/14/25 Spring Break – No Classes

3/12/25 Midterm Grades Due

3/28/25 Last day to drop a class with a "W"

4/11/25 Last day to drop ALL courses with a W

5/1/25 Last day of instruction – last day to file for incomplete

5/5 - 5/10/25 Final Exams

Date		Topic	Reading Due	Quiz	Assignment Due
1/14	T	Syllabus, course overview			
1/16	TH	Idea generation			
1/21	T	Preproduction planning and research			
1/23	TH	Preproduction planning and research	"How to write a film treatment"		
1/28	T	Preproduction planning and research			
1/30	TH	Individual Edits*			
2/4	T	Review Silent Stories Preproduction research workshop			Preproduction research (Wed (2/5))
2/6	TH	Preproduction Workshops and Preproduction blitz week	Ch. 5 & 6		
2/11	T	Preproduction Workshops and Preproduction blitz week	Ch. 5 & 6	Ch. 5 & 6	Preproduction materials (Draft Wed 2/12)
2/13	TH	Teasers and multimedia marketing			
2/18	T	Directing	Ch. 7		
2/20	TH	Production lab – Directing I A (Student Center 2044)			Preproduction materials (Final Thu 2/20)

2/25	T	Production lab – Directing I B (Student Center 2044)			
2/27	TH	Production lab – Directing I A (Student Center 2044)			
3/4	T	Production lab – Directing I B (Student Center 2044)			
3/6	TH	Production Lab – Directing A &B			Multimedia Teasers Due (3/6)
3/11	T	<u>Spring Break – NO CLASS</u>			
3/13	TH	<u>Spring Break – NO CLASS</u>			
3/18	T	Production Meetings			
3/20	TH	Production Meetings			
3/25	T	Production Lab – Team Editing Color and post- production correction			
3/27	TH	Production Lab – Team Editing			
4/1	T	Trailers and teasers			
4/3	TH	No Class –Production Day [tentative]		Ch. 7	
4/8	T	Production Meetings/Checks*			
4/10	TH	Production Meetings/Checks*		Ch. 8 & 9	Super-Short Teasers Due (Mon)
4/15	T	Production Meetings/Checks*			
4/17	TH	Production Meetings/Checks*		Ch. 10 & 11	Trailers Due (Mon)
4/22	T	Promo photo shoot Postproduction Checks Rough Cuts			
4/24	TH	No Class – Production day			
4/29	T	In-Class Work Week Postproduction Checks			BTS Commentar y Due
5/1	TH	In-Class Work Week			Final Long Form Due Wednesday (5/7) Final Editing Script Due

					Wednesday (5/7) Final Client work deadline
5/8	TH	<i>Final Production Screening 11am – 1pm</i>			

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. As usual, further details will be provided on assignment handouts.

Assignment Categories

- **Final Long-form (300 points total)**
 - o Final Video
 - o Individual Grade
 - o Final Script
- **Long-Form Companion Projects**
 - o Behind-The-Scenes (BTS) Commentary (140 pts)
 - o Preproduction materials (75 pts)
 - o Preproduction research (45 pts)
- **Individual Production Work**
 - o Trailer* (60 pts)
 - o Short teasers* (40 pts)
 - o Multimedia teaser* (45 pts)
 - o Individual Edit (85 pts)
 - o Production Lab (30 pts)
 - o Silent Story (30 pts)
- **Client Work (180 pts)**
- **Scenario Quizzes (100 pts) total**
- **Discussions/Participation (80)**

Final Long-form (300)

The overarching project for this class is the creation of a wholly-original long-form (20+ minute) fiction piece in the genre of your choice (i.e. action, drama, romance, suspense/horror, comedy, mockumentary, etc.). Accomplishing this requires careful consideration of story/plot development, pacing, themes, and characters to keep the audience engaged in a meaningful way. Many of the other assignments in this course are related in some way to this project, meaning that efficient planning and working will be needed. Don't worry, examples will be provided. Your project will be screened for an audience on the Final Exam date for this course. Audience evaluations will be a component of this project grade.

Note: Due to the limited time available for screening these longer productions, the number of teams will be capped at four (4).

Final Script

Full final script, in proper screenplay format, is due along with your final project. Final script needs to reflect any changes, edits, or deletions as seen in the final video.

BTS Commentary

A behind-the-scenes look at your production. Include addresses to camera from creative team, major actors (when applicable), other collaborators, etc. Explain the overall idea/concept of the story, why you made the creative decisions you made, show how you overcame challenges, etc. The bulk of the visuals should be footage of the production; shots that made it in as well as shots or even entire sequences that didn't make the final cut. Don't worry, I have an excellent example from a student film that you may be familiar with.

Preproduction materials

This written packet includes a 1-2 page treatment, initial script, **full** shot list or storyboard, preproduction checklist, and proposed production schedule. Satisfactory completion of this assignment is required before you begin shooting.

Preproduction research

Write a 4-5 page minimum report laying out the case for why your story deserves to be told and why a potential investor should be interested in it. Discuss what makes your particular story unique and interesting and make the case for its relevance to your intended audience of 2025. Identify at least two other real films that are similar to yours and use their budgets/revenues/viewership numbers/other measurables to help make the case for your project.

Trailer

Create a movie trailer, not to exceed 1 minute, 30 seconds (1:30) TRT for your original film. Carefully consider shot choice, music, and editing style such that they are appropriate for the genre and style of story that you're telling. This is an individual assignment.

Short teasers

Create two (2) very short ads of unskippable-length YouTube ads (one 5 seconds and one 15 seconds) as promotion for your film. Examples will be provided. This is an individual assignment.

Multimedia teaser

Create a promotional teaser for your final project in a medium **other than video**. Possibilities include, but are not limited to, movie poster, radio ad, billboard design, promotional t-shirt design, flyer, podcast, etc. If you have another idea that's not on this list, let's discuss it! This is an individual assignment.

Client Work

Details TBA once clients are confirmed.

Scenario quizzes (100 points total)

The course will contain a number of short quizzes comprised of an essay-type scenario question that requires you to put yourself into a real-life production scenario and either explain, critically discuss, or problem solve your way through that scenario. There are six quizzes throughout the term; your lowest score will be dropped.

Silent Story (30 points)

Create a short narrative video, using any camera tech that you may have access to, with no sound or graphics whatsoever. The challenge is to present the story using only camera shots and on-screen action.

Production Lab (30 points)

The class will be divided into two (assigned) teams and will be tasked with shooting and editing a script provided to you in class during class time. This is an opportunity to get hands-on experience with production equipment and techniques in a low-pressure setting.

Participation/Attendance (80 pts)

This includes regular attendance at course meetings, as well as active participation in course discussions, exercises, and the like. The handful of online discussions will fall under this category, as will participation and preparation for production workshops, rough cut checks, etc.

Extra Credit

Any extra credit opportunities will be announced in class and on Canvas, so stay tuned!

Grading Matrix:

Each of the following assignments will be detailed thoroughly on Canvas. Be sure to access Canvas frequently for assignment guidelines and other important class documents.

	Points
Final Long Form	300
Final Video	
Individual Grade	
Long-Form Companion Projects	
BTS Commentary	140
Preproduction materials	75
Preproduction research	45
Final Script	40
Client Work	180
Individual Production Work	
Trailer*	60
Short Teasers*	40
Multimedia Teaser*	45
Individual edit	85
Production lab	30

	Silent Story	30
Quizzes		100 total
Discussion/Participation		80
Total		1200
Your final grade is based on a standard grading scale		
90%+ = A	80-89% = B	70-79% = C
		60-69% = D
		0-59% = F

Course Policies and Expectations

A note on Adobe CC:

As everyone has access to a computer lab during building hours, purchase of an Adobe CC license for yourself is not required.

Should you wish to make the personal investment in Adobe, the good news is that as a student you get a ridiculous discount (you only pay \$20 per month or \$240 for a full year) and you get all the features and cloud storage that the old lab didn't have, and you retain your license after you leave UNTD.

Mac Lab Policies

The schedule of courses held in this room is posted (or will be after the first week) at the front of the room, and this room is open to you and anyone else in the program to work as long as this building is open.

- Make sure that you **log out** of Adobe via the Help menu before you leave the room. Otherwise, you will stay signed into your individual license on that machine, and whoever sits there next will be signed in as you. I recommend that you do the same thing with Canvas too, just make sure that you actually quit the browser instead of just closing the window.
- Save all of your work to a USB or external hard drive. **DO NOT SAVE TO DESKTOP OR DOWNLOADS**. Not only does it make it easier for you (and everyone else) to find your own work, but in the event of desktops being cleared this makes it easier to tell what files need to be retained.
- Absolutely **NO** eating in the lab. Beverages must be contained either in a bottle or similar container with a lid.
- Please clean up after yourselves. This includes tissues, disinfecting wipes, gloves, papers, etc.

Late work Policy

–25 percent if delivered after the deadline but less than one week

–50 percent if delivered more one week late

Additionally, some of your projects also contain a peer review component. If your work is turned in late, you will likely miss out on those points, as those evaluations cannot be made up.

Last date to turn in late work: Thursday May 1, 11:59 pm. (last day of instruction)

Missing Class: If you miss class, it's entirely your responsibility to find out what in-class activity, reading, exercise you missed so that you can get caught up and anything that you missed turned in on time. Handouts, powerpoints, assignments, and the like will be posted on the class Canvas, though they may not always be posted immediately after class; so my advice would be to get and keep in contact with your classmates and use each other as resources.

Technology Needs: If you do not have access to appropriate tech or internet/wi-fi, should a situation arise where you would be isolated/quarantined, contact OIT (helpdesk@untdallas.edu or Student Center 1022) as soon as the need arises. IT still has laptops and hotspots for loaning to students throughout the semester. While iPads, tablets, and phones may be adequate for some courses, you're likely going to have a bad time editing video on one. Premiere is not available for Chromebooks, at least not yet.

Comm & Digital Media Equipment Checkout: We will be producing creative works in here. Comm and Tech equipment is available for checkout. As of now, all equipment checkout goes through the Speaking Lab (email: UNT-D-SpeakingCenter@untdallas.edu and CC Sara.Holmes@untdallas.edu) on an **appointment basis**. Further details will be provided on Canvas once policies are finalized.

My general advice:

1. Plan/schedule your appointment in advance of when you need your equipment. The Center is managed by a faculty member (and usually a student worker) with multiple responsibilities and advance notice is appreciated. Be sure to check out early enough to allow for possible charging time.
2. Know what you need and BE SPECIFIC – we have more than one type of camera (meaning if you want one of the big video cameras, specify as such!), multiple types of microphones available, as well as mounts, lights, headphones, recorders, and other accessories. You (and/or your team members) are the expert on the equipment needs of your project!
3. This isn't the only class using this equipment, although in Fall semesters, DP 1 is often the heaviest users. This also means that these projects are going to require likely more planning ahead than many of you may be used to. Otherwise, I know some of you have your own cameras and gear, mics, etc. so we may have to work with that too, *so long as the quality is equivalent*.

Participation in Intercollegiate Athletics: Student-athletes participating in UNT Dallas Athletics have the responsibility of being students first. This means that it's **your** responsibility to:

- Communicate any potential absences due to participation in UNT Dallas Athletics events/competitions to your instructor in writing **prior to** the date of the absence in order for the absence to be excused
- Complete any and all resulting missed work within a reasonable time period
- Ensure that required Athletics compliance forms are submitted at the required times and filled out accurately. (Remember, it's your eligibility, not your instructors'.)

Communication: In the real world stuff happens. Life happens. Especially during circumstances like these. If a technological or life situation happens that impacts your ability to work well in this course, the single most important thing you can do is COMMUNICATE. (You know, the thing you're all studying?) I am willing to work with you (within reason) on managing class stuff but I can't do anything if I don't know what's going on. Same goes for your fellow classmates. We're all in this together, but we can't help unless you communicate with us.

Quizzes Policy: Quizzes should be completed by their due dates in Canvas. Quizzes will not be reopened except for documented emergencies (See Student Handbook).

Academic Dishonesty and Plagiarism: Don't. Just don't. All of your work is expected to be your own original work produced for this course. Passing off someone else's work as your own, or submitting work done for another course, or submitting work completed by AI/LLMs as your own, triggers the involvement of more people than just your professor (Program Coordinator, possibly the Dean and/or Provost). Play dumb games, win dumb prizes.

Ethics, Integrity and AI

Students are expected to complete their own original work, including but not limited to assigned work in class or at home, examinations, and research-based projects. It is academic dishonesty to use the ideas, data, or language of another without specific or proper acknowledgement. If you use ideas of others, regardless of who those individuals are (experts in their field, websites, friends from class, etc.), you must provide proper citation. Cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, tampering with the academic work of other students, use of Artificial Intelligence software to complete your work (unless explicitly permitted), or any other form of dishonesty will be dealt with severely. Students will be subjected to disciplinary action under university regulations.

University Policies and Procedures

Students with Disabilities (ADA Compliance): The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may

also contact them by phone at 972-338-1777; by email at UNTDisability@untdallas.edu or at Founders Hall, room 204. (UNT Policy 7.004)

Grade of Incomplete: In order to receive an incomplete in this course, the Grade of Incomplete Form posted on the Registrar forms site must be completed, signed and returned to the Office of the Registrar by the deadline posted in the Academic Calendar (last date of regular instruction.) For other questions related to grade of incomplete, contact Dr. Dawn Sales, Assistant Provost, at dawn.sales@untdallas.edu

Disruptive Behavior: Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNT Policy 7.001 found at <https://www.untdallas.edu/hr/upol>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

CoursEval Policy: Student evaluation of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: Students are expected to read assigned material before class and participate actively in class assignments. This includes actively engaging in class discussion and group exercises as well as taking notes on lecture material. It is your

responsibility to know what is done in class and any changes in the syllabus even if you are absent.

Academic Integrity: Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Bad Weather Policy: Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untdallas.edu/police/resources/notifications>

If bad weather affects your ability to engage in course content, communicate with your instructor and team members (when applicable) ASAP.

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate. (UNTD Policy 7.001)

Class Policies and Expectations

Active Learning

You are expected to take an active role in learning. If you are having trouble, come and see me – I will be glad to help. If there are things you do not understand, raise questions in class, as others may benefit from your inquiry, and may also be able to help you. Remember, you're all in this together so feel free to use each other for support as well. If you are hesitant to speak up in class, stop by after class or send me an email. I am here to assist in your learning, so do not hesitate if you need clarification or assistance.

Missing Class

To help you get information about any class that you miss, check with your classmates to gather any important info you may have missed. Handouts and assignments given out will be posted to the class Canvas, so check there too. If you ask Mr. O if you missed anything important and you didn't check those sources first, you may not like the answer you receive.

Plagiarism

Students need to do original work and properly cite sources. For example, be aware of plagiarism—directly copying more than 3 or 4 words from another author without quoting (not just citing) the author is plagiarism. Cheating, plagiarizing, falsification, misrepresentation or any other form of dishonesty will be dealt with severely. Students will be subjected to disciplinary action under college regulations.

Grade Disputes

Grades will be discussed only during the instructor's office hours. Please do not ask grade questions during class time. If you have an issue with your grade, please wait 24 hours, but no later than 48 hours before submitting an email articulating your concern about your grade. Please include a reference to the work in question. This will give both the instructor and the student time to carefully review all of the information. After 48 hours, your grade will not be changed.

Inclusive Language and Intercultural Diversity

Please use non-sexist language and appropriate cultural terms when speaking and writing. Since the language we use shapes the way in which we see the world, the words we use matter. For example, use "he or she" instead of "he" when referring to a hypothetical person. Similarly, use "everybody" instead of "you guys," "people" instead of "man" or "mankind." Use, "Asian" instead of "Oriental," etc. Encouraging different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities fosters understanding and inclusiveness related to such diverse perspectives and ways of communicating.

Citizenship

Each of us is responsible for creating a positive learning environment. Respectful class participation includes contributing ideas that relate to the topic, asking questions to clarify understanding, responding thoughtfully when called upon, and giving respectful attention to the instructor and classmates. Good communication skills include listening carefully to diverse opinions, analyzing what is said, clearly stating opinions without personal put-downs, encouraging classmates, synthesizing new information, and applying it. Disrespectful communication includes interrupting or attacking others, monopolizing the conversation, carrying on side conversations, and using personal technology for purposes other than classroom activity. A positive classroom environment improves learning for both the individual student and for the class as a whole.

Drop/Withdrawal Policy

Withdrawing from a course is a formal procedure which **YOU** must initiate; the instructor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before

the official drop date, you will receive a performance grade, usually a grade of "F." Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.

College-Level Reading, Writing, and Speaking Skills

College-level reading, writing, and speaking are expected. If your outlines or presentations do not meet college-standards, you will not receive credit for them. If you find you need help correcting grammatical and word choice errors, I strongly advise you to meet with a tutor in The Learning Center (M-216).

In addition to specific requirements for each paper assignment, please note the following guidelines in preparing all assignments:

- All written assignments must be typed.
- Format: Double-spaced, 12pt standard font (Arial, Calibri, Times New Roman), 1" Margins, adhering to the APA Style Guide and/or indicated script format.
- All assignments must be submitted through Canvas **before** 11:59 pm the day they are due. In the event of a technical issue, you may email the file to Mr. O **BEFORE 11:59 pm AND** submit the file through Canvas when you are able.
- Be sure to proof read your written work before submitting in order to correct any grammatical errors or spelling mistakes. **Please note that grammar and spelling are considered in grading. Knowing how to write properly is an essential part of communication.**

*****If these requirements are not met, points will be deducted from your paper grade.*****

"The Oath"

Criticism is not personal.

I will not take criticism personally.

Nor will I make my criticisms personal.

Improvement is always the goal.

I will be open to improving my work

And to helping others improve theirs.

So that all our work is at its best.