From Don Nickel, “College Units and Time Management”

**Scheduling Your Time for College Success**

“This is just an approximation but a good reference point to start with.”

one unit of credit = one hour of in-class time a week

for each hour in class a week = two hours of out-of-class time

Three units of college credit = three hours of time in class each week
Three units of college credit = six hours of time outside-of-class each week

Three in-class hours + at least six out-of-class hours = nine or more hours of your time each week dedicated to the course

**STUDENT CONTACT INFORMATION**

When you choose a class, your instructor assumes that this class works best with your schedule—which means you are committing to the day/time of the class for the duration of the semester. If you must be absent, it is your responsibility to obtain all homework assignments, syllabus changes, class notes, and important announcements. You remain responsible for what you need to do to prepare for the next class. You are strongly encouraged to exchange contact information (examples: e-mail address, texting number) with several members of the class to help ensure that you are prepared as required.

*Your classmates are important resources for success in your college courses.* Use the space below to get the phone numbers or email addresses of multiple class members.

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COURSE CONTENT AND READING ASSIGNMENTS:
You are participating in a college-level writing course. This course assumes adult student participation. We will be reading and discussing selections in which the subjects, language, and events may be deemed offensive by some people. If any language or subject matter is so offensive to you or otherwise so problematic that it interferes with your performance in the course, please contact me via email or arrange to meet with me during my advice hours.

Creating, Promoting, and Maintaining A Successful Classroom Learning Environment

Please be sure you make it a priority to be on time to class, come ready to work, respect your classmates and professor, stay for the entire class session, and be present in the learning environment.

Attending all class meetings is mandatory because consistent, active participation leads to success. You are responsible for information discussed in each course session as well as the information provided through homework videos, readings, and activities. At the beginning of each class meeting, homework assignments are due, and during each class session, students earn points for completing in-class reading, writing, and critical thinking activities. Complete all of the homework assignments before coming to class and be prepared to answer questions and discuss the material.

Disruptions such as private conversations, texting in class, doing homework for other classes, etc. will not be tolerated. Any behavior which upsets the teaching/learning atmosphere of the class is not acceptable, and students who engage in such behavior will be required to leave class.

“Absent from class” refers to situations where a student misses scheduled class time (including missing a class session, leaving early, and/or arriving late) for any reason; there are no “excused” absences.

If you miss class time, you will not earn points for missed class activities. This policy both mirrors common employment practices and promotes the consistent success of a high quality community of scholars.

Please contact me if you are have concerns about your class involvement, so we may discuss strategies to help you address your concerns. That said, if you stop attending and do not drop, you will fail the course, so if dropping becomes necessary, please remember to do so by the required drop deadline.

Disclaimer: The best way to grow as a writer is to read other writers’ work, so I may share your writing as a model/sample in this and/or other English classes. This is a great way for you to contribute to the growth and learning of your peers here at Chaffey College. (Please chat with me if you have concerns.)
(This course schedule and related information may be subject to change.)

**Tentative Course Schedule**

See the live version of the tentative schedule on Canvas for links to assigned readings and out-of-class assignments. Some readings are only available online on Canvas. When an online reading is assigned for an upcoming class session, an active link will appear directly on the Canvas schedule, so you may access the work directly.

**Using This Schedule: Steps for Success**

1. Check the live version of the schedule (posted on Canvas) before and after class to review due dates.

2. Complete all of the listed readings and assignments. (All assignments are listed on the day they are due. Work is due at the beginning of class.)

3. Bring your book, notes, and work in progress to every class session.

The tentative schedule (Part Three, B) shows you the way your Canvas schedule appears at the beginning of the semester.

Please access the live version of this schedule on Canvas for the first time by visiting:  [http://moodle.chaffey.edu/](http://moodle.chaffey.edu/)

**Login Information**

*User Name: Initials and Chaffey ID number*

Your username is the same username you use to log on to the MyChaffey portal.

*Password: Date-of-birth in mmddyy format*

You will access our regular enhanced online classroom and the Chaffey College Chino Circle through this login process. We are participating in a pilot project for Chaffey College, so login and related course processes are subject to change.