

# Division of Arts & Sciences

## Spring 2022 Course Syllabus

### SPC 2608 (Hybrid)

#### Fundamentals of Speech Communication

**Instructor:**

**Office Phone:**

**Cell Phone:**

**Email:**

**Highlands Campus Office:**

**Office Hours:**

**Welcome:** Welcome to SPC2608 – Fundamentals of Speech Communication. I look forward to working with you this semester and hope that you will enjoy the class and take advantage of the resources within this course. Please feel free to contact me via email or text if you have any questions. You will find an electronic copy of this syllabus for this course listed on Brightspace under “Content.” Other important course information will be listed there as well. The syllabus is long but comprehensive; please read through it carefully.

**Catalog Description:** An introduction to the process of speech communication through an analysis of the theoretical aspect of interpersonal communication and public speaking. Practical application of this theory is through subject analysis, research, outline development, and in-class speech presentations.

**Course Specific Outcomes:** You will be able to present a speech that is appropriate for the purpose, occasion, and audience; contains a clear and identifiable organizational structure and format; uses language that is clear, vivid, and appropriate; and incorporates effective nonverbal behaviors including eyecontact, gestures, facial expressions, and posture.

**Prerequisites:** No prerequisites required.

**Required Course Materials:** This class has **no required textbook**. All supplemental materials are provided in the Content and Discussion Board areas via links and text descriptions.

**Instructional Methods:** This is a three-credit hour course. Normally, a three-credit hour course would meet two times each week (during a 16-week term) for a total of three hours per week or 48 hours per term. In this class, which is delivered in hybrid format, you will engage in both classroom and online activities.

**THE LAST DAY TO WITHDRAW FROM THE CLASS IS [DATE].**

**You are responsible for checking the course schedule included with this syllabus frequently to ensure you complete the required online activities by their due dates.** The course schedule section of this syllabus includes all deadlines and due dates regarding all assignments. Some assignments may be completed as quickly as possible. Other assignments may not be submitted before the published due date. **The syllabus** is the final authority for due dates.

**General Course Requirements:** You'll need [SFSC D2L Brightspace login credentials](#) to access the online portion of this course. These credentials include a borrower ID and PIN for use in accessing the [SFSC OnlineLibrary resources](#) which you will use to complete research for your speeches. Your student ID has your borrower ID on it.

**ONLINE BRIGHTSPACE HELP:**

Phone: 863-784-7017; Email: [BrightspaceSupport@southflorida.edu](mailto:BrightspaceSupport@southflorida.edu)

Hours: Monday-Wednesday: 8 a.m. - 7 p.m.; Thursday and Friday: 8 a.m. - 5 p.m.

**You should be familiar with the following computer skills:**

**File Management** – Finding and saving files on your computer.

**The Internet** – Connecting to the Internet through an Internet Service Provider or Network Connection Web.

**Browser Software** – Using web browser software to navigate the Internet and locate information.

**Email** – Sending and receiving email messages.

**Discussions** – Posting and reading discussion messages in a threaded format.

**Attachments** – Sending email messages with attached files.

**Word Processing** – Creating, editing, saving, and printing rich text format documents using wordprocessing software.

**Hardware and Software Requirements:** To complete this course, you must have access to computer hardware and software that meets or exceeds SFSC's minimum hardware and software standards for e- learning courses. It is strongly recommended that you check your computer to verify that its hardware and software configuration meets or exceeds the SFSC standard.

**SFSC's hardware and software standards** can be found at <http://online.southflorida.edu/>. Click on [Please click here for a System Check before you login](#) (it appears right below the login section of the screen) then carefully read and follow the directions on the System Check screen.

**Speech Presentations:** You will be required to present five speeches (memorable event speech, Ted Talks speech, informative speech, demonstration speech, and persuasive speech), which demonstrate your ability to prepare and deliver oral messages. Detailed instructions for each presentation are posted in the Content area and will be reviewed in class as well.

**Speech Attire:** For the memorable event and Ted Talks speeches, you may wear nice blue jeans with no rips or holes and a nice top or clean T-shirt. For the informative, demonstration, and persuasive speeches, you must wear **business attire**. You are not on a date; looking “cute” is not necessarily the same as looking “professional.” This attire prohibits hats, T-shirts, bare feet, shower shoes, crocs, flip flops, blue jeans (nice black jeans are fine), pajama pants, shorts, leggings, short-short skirts/dresses, sleeveless (wear a sweater if your blouse or dress is sleeveless). Long hair should be pinned neatly back away from the face to prevent distractions. Speeches should be viewed as professional situations in which you are meeting with your employer or supervisory board. Failure to follow this requirement will result in a 20-point deduction on the grade.

**Typed Speech Outlines:** A typed outline is required for informative, demonstration, and persuasive speeches only. You are to use the same outline submitted when recording the speech. The outline must be printed out and folded in half horizontally (hamburger style) into an 8.5x5.5 page with the text on the outside and glued/stapled/taped shut and held in one hand during the speech so you can easily refer to your notes, flipping the paper over as needed to see the entire outline. You are not to memorize longer speeches, but you should be familiar with (practice) and use the outline as a reference (but not read). **(NOTE: If your folded outline measures 4.25x11, you have folded it vertically, not horizontally, and it will be both distracting and useless as a reference during your speech.)**

**Discussion Board Postings:** Communication between you and your classmates is an important component of this course. You will be required to react and respond to Communication Guys podcast reflections. For full credit, the postings must be the minimum required length with well thought-out input and helpful suggestions.

**Peer Evaluations:** Students must complete peer evaluations in class during the speech assignments. You will be given papers to complete and submit the peer evaluations on speaking days.

**Read all instructions carefully before submitting assignments. Failure to follow directions will result in point deductions or less credit for the work. For instance, if the instructions say to use your name as the discussion thread subject, use your name only. Not your topic, not something cute and clever, just put your name.**

**Grading:** 900-1000=A, 800-890=B, 700-790=C, 600-690=D, 590-below=F

## **ASSIGNMENTS**

**Online activities are due by 11:59 p.m. unless noted otherwise.**

<u>Points</u>	<u>Assignment</u>
10	[Monday] (F2F) - Student introductions, course overview
15	[Wednesday] (Online) - Communication Guys Discussion: Why Communication Is Important
0	[Monday] (F2F) - Martin Luther King Jr. Holiday, No Class
15	[Wednesday] (Online) - Communication Guys Discussion: 7 Myths about Communication Everyone Believes
45	[Monday] (F2F) - Memorable Event Speech
15	[Wednesday] (Online) - Communication Guys Discussion: To Feel More Confident, Act More Confident
50	[Monday] (F2F) - Ted Talks Speech
15	[Wednesday] (Online) - Communication Guys Discussion: How to Complain Without Whining
10	[Monday] (F2F) - Impromptu Speeches
15	[Wednesday] (Online) - Communication Guys Discussion: The Amazing Power of Compliments
10	[Monday] (F2F) - Review Informative Speech requirements
30	[Wednesday] (Online) - Informative Speech outline due
180	[Monday] (F2F) - Informative Speech Group 1 (peer evaluations in class, self-evaluation online)
15	[Wednesday] (Online) - Communication Guys Discussion: How to Become More Likable in 6 Easy Steps
180	[Monday] (F2F) - Informative Speech Group 2 (peer evaluations in class, self-evaluation online)
15	[Wednesday] (Online) - Communication Guys Discussion: Soft Skills are the Hard Skills
10	[Monday] (F2F) - Impromptu Speeches
15	[Wednesday] (Online) - Communication Guys Discussion: How to Connect with Someone You Hate
0	[Monday] (F2F) - Spring Break, No Class
0	[Wednesday] (Online) - Spring Break, No Class
10	[Monday] (F2F) - Review Demonstration Speech requirements
30	[Wednesday] (Online) - Demonstration Speech outline due
180	[Monday] (F2F) - Demonstration Speech Group 1 (peer evaluations in class, self-evaluation online)
15	[Wednesday] (Online) - Communication Guys Discussion: Why Introverts Can Be Great Communicators
180	[Monday] (F2F) - Demonstration Speech Group 2 (peer evaluations in class, self-evaluation online)
15	[Wednesday] (Online) - Communication Guys Discussion: Removing Toxic Waste from Your Communication
10	[Monday] (F2F) - Impromptu Speeches
15	[Wednesday] (Online) - Communication Guys Discussion: The 1 Day Communication Challenge
10	[Monday] (F2F) - Review Persuasive Speech requirements
30	[Wednesday] (Online) - Persuasive Speech outline due
180	[Monday] (F2F) - Persuasive Speech Group 1 (peer evaluations in class, self-evaluation online)
40	[Wednesday] (Online) - Final exam
180	[Monday] (F2F) - Persuasive Speech Group 2 (peer evaluations in class, self-evaluation online)
15	[Wednesday] (Online) - Communication Guys Discussion (extra credit)

**SOUTH FLORIDA STATE COLLEGE  
DIVISION OF ARTS AND SCIENCES ILLNESS POLICY**

If you are on campus and you suspect you are ill with COVID 19 or another illness, plan to leave the campus as soon as possible.

Students who miss class or web assignments because of an illness will only receive accommodation if they submit the required medical documentation to the Office of the Dean of Students, Dr. Mark Bukowski, 863-784-7104, or [bukowskim@southflorida.edu](mailto:bukowskim@southflorida.edu). Please note: The professor will not provide accommodations without instruction from the Office of the Dean of Students.

Students who miss class because of an illness must seek medical care and submit the necessary documentation to the Office of the Dean of Students. Upon compliance, the professor will make all reasonable efforts to accommodate the student and provide an opportunity to make up missed work (except for in-class participation points).

**SFSC recommends that you keep up with classwork depending on how well you feel. Please keep your professors informed about what you need, so they can provide academic advice that is in your best interest.**

## **SOUTH FLORIDA STATE COLLEGE DIVISION OF ARTS AND SCIENCES POLICIES**

### **Arts and Sciences Attendance Policy:**

The Division of Arts and Sciences recognizes the direct correlation between class attendance and student retention and achievement. Missing any class session, regardless of cause, interferes with the student's ability to receive continuous instruction and almost always has an adverse effect on the student's learning on the course. To optimize the educational experience, consistent, and timely attendance at all class sessions is strongly recommended.

### **Withdrawals:**

Failure to complete the course orientation by the deadline posted in the Course Schedule may result in your withdrawal from the course. It is your responsibility to withdraw from this class by the withdrawal deadline if you are not earning the grade you want or will not be able to complete the course. A withdrawal for academic reasons and/or absenteeism may be issued by the instructor up to the last date for withdrawal as specified in the academic calendar. Exception: Students enrolled for the third time are not to be withdrawn.

### **College-wide General Education Outcomes:**

- Outcome 1: Communication (read, write, speak, and listen effectively)
- Outcome 2: Critical Thinking (reflect, analyze, synthesize, and apply knowledge)
- Outcome 3: Quantitative and Scientific Reasoning (application of mathematical and scientific principles and methods)
- Outcome 4: Information (finding, evaluating, organizing, and using information)
- Outcome 5: Citizenship (awareness of social, cultural, global, and environmental matters)

Each general education course is measured every term to evaluate how well it supports one or more of these general education outcomes. To find out more about this, consult your instructor.

### **Specific Course Outcomes:**

- Explain basic theories and principles of human/interpersonal communication.
- Describe the subjective nature of perception and its effect on intra and interpersonal communication.
- Describe and demonstrate effective verbal and nonverbal communication skills, which are appropriate in interpersonal, group, and public communication situations.
- Demonstrate effective listening skills.
- Demonstrate effective audience analysis, audience adaptation, research, organization, speech preparation and speech delivery skills.
- Demonstrate comfortable and poised delivery when speaking to an audience, group, or dyad.
- Demonstrate the ability to orally deliver informative and persuasive speeches.

**Email Communication:**

Email is considered an official method for communicating with students. The College expects that email communication will be received and read by students in a timely fashion. This policy establishes the College's expectation that faculty may routinely communicate important information to students using the South Florida State College's (SFSC) established email system. Students are expected to check their SFSC email account on a frequent and consistent basis.

**Code of Conduct - Refer to the Student Handbook [southflorida.edu/current-students/student-handbook](https://southflorida.edu/current-students/student-handbook)**

When students are admitted to South Florida State College, they are subject to the jurisdiction of the College during their enrollment. As members of the College community, students are expected to act responsibly in all areas of personal and social conduct. Students are responsible for the observance of all Board policies and procedures as published in the College Catalog, the Student Handbook, and other College information bulletins. Violation of these rules may lead to disciplinary action in accordance with prescribed procedures of the handling of disciplinary cases and may range from reprimand to expulsion from the College. Per College regulations, no eating or drinking is allowed in classrooms.

**Academic Ethics Policy:**

The faculty of SFSC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

0. **Dishonesty** consists of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another to cheat, you will be subject to the same penalties as the student assisted.
1. **Plagiarism** consists of the deliberate use and appropriation of another's work without identifying the source and the passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**Consequences of Cheating or Plagiarism:**

The instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F." Your instructor and you should seek to resolve the matter to your mutual satisfaction. Failing this, your instructor or you may request action from the appropriate chair, dean/director, or should the lower levels prove fruitless the vice president for academic affairs and student services (see Grade Appeals in College Catalog) who adjudicates based on college policy.

**D2L Brightspace:**

SFSC uses D2L Brightspace as its course management software. Each class has a page on D2L Brightspace. A grade book will be maintained for your class on D2L Brightspace. It is easy to contact the instructor and fellow students through D2L Brightspace. If you are not already aware of and comfortable with all of the features of D2L Brightspace or if you do not have a login name and password, please log on to [www.southflorida.edu](https://www.southflorida.edu) and click on the Panther Central link. Then choose the "New user" link. This page will connect you to the self-guided tutorials. At the end of the tutorials, you will be directed to call the

eLearning Help Desk and receive your login information. Be aware that D2L Brightspace stores access records, quiz scores, e-mail posting, discussion posting, and chat room conversations. It is very important to log off D2L Brightspace when you are finished; if you don't, a person using the computer after you will have access to your course materials, your e-mail account, and your confidential record. Protect your password.

### **Students with Disabilities:**

In keeping with the College's open-door philosophy and in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the Disabilities Specialist and provide appropriate documentation. Individuals who choose not to self-identify may be ineligible for services and/or accommodation. Services include but are not limited to: admission and registration assistance, orientation, note taking, tutoring, test accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the Disabilities Specialist through the website, [southflorida.edu](http://southflorida.edu); email at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu); voice/TDD 863-453-6661 ext. 7331; or in person at the Catherine P. Cornelius Student Services Complex, Suite B152, Highlands Campus.

### **Attendance and Participation Policy:**

Regular, active, and meaningful participation in the on-line learning activities is a critically important component of this course and is essential to your success. Frequency and quality of participation may affect your grade. Check your online course e-mail account daily. All course related communication must come through this e-mail account! Check the Discussion area of the course site at least several times a week to meet posted deadlines. It's essential to your success, and to the success of the class, that you get comfortable interacting with me and your classmates frequently, using both e-mail and the discussion board. *So...talk it up!!!*

### **Incomplete Grades:**

If you have participated throughout the term but are unable to complete all course requirements (such as a term paper, project or final exam) because of illness or other extenuating circumstances, you may request a grade of incomplete. If you receive an "I" grade, you have six weeks from the beginning of the next college enrollment period to make up the work in the course as outlined on the incomplete form. If you do not complete the assigned work, the grade is automatically changed to the grade assigned by the instructor. Incomplete grades in competency-based programs are governed by the appropriate departmental policies.

### **Observation of Religious Holidays:**

If you must miss class in order to observe a religious holiday you may notify the instructor at least seven days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments and/or exams. This notification to the instructor is to be in writing.



**Netiquette:**

In all online communication, it is expected that you will follow rules of online "netiquette." Netiquette is a set of rules for polite online behavior that all members of this class are expected to follow. See details at <http://www.albion.com/netiquette/index.html>. Basically, these rules say to "be respectful and be polite to each other" and "be patient and considerate of others." No one is perfect and we all have different approaches to life, work, and school.

Individuals who violate the netiquette policy or engage in disruptive online behaviors such as flaming (posting disrespectful or hostile comments), posting inappropriate comments, or shouting (posting messages using all capitals) may have their course access privileges revoked and/or they may be referred to the Student Dean. Students who continue to engage in unacceptable online behavior even after being warned, may be permanently denied access to the course and/or may receive an F for the course.

Please don't use email shorthand like ROTFLO (rolling on the floor laughing out loud) or BTW (by the way) – not everyone knows what these abbreviations mean – and they are best used with text messages, not professional communication.

Remember that in the real world we can see facial expressions, gestures, and hear tone of voice. We can't do that online so it's very easy to misinterpret another person's meaning or to be misinterpreted ourselves. Be careful of how you communicate to your instructor and to your peers online.

If you have a concern about the course, a test or an assignment, please contact me via the course site email or use my standard college e-mail at [daviesj@southflorida.edu](mailto:daviesj@southflorida.edu)

**Privacy Notice:**

The course site software automatically stores course access records, quiz/exam scores, email postings, discussion postings, and chat room conversations. One more reason to make sure that your communication adheres to the netiquette policy.

**Faculty Response Policy:**

I try to respond to student inquiries as quickly as possible, even after hours or on weekends. Do not call me; the preferred contact method is email or text. If you text, identify yourself and the course. I teach a lot of classes and a lot of students, and I delete the texts after the exchange is completed, so there's no guarantee I will have a record of our conversation.

## **OTHER POLICIES AND PROCEDURES**

### **Access to Computers at Campus Centers:**

If you want to use an on-campus computer to work on the course, they are available on all campuses. The Tutoring and Learning Center on the Highlands Campus is located in Room Y107. For information about hours of operation call 863-784-7241. The Lake Placid (862-784-7080), Hardee (863-784-7060) and DeSoto (863-784-7040) campuses have computers available for your use too. Since their times are dependent upon what classes are being offered, you need to call them for hours of operation/availability.

### **Logging Off D2L Brightspace/the coursesite:**

**Security Warning!** If you don't log off when you are done working on the course site, a person using that machine after you have access to your course materials could send an email in your name and view your confidential student record. Protect your password by logging out after each session.

### **Changes to the syllabus:**

I reserve the right to make changes to this syllabus. In the event that changes become necessary, I will notify you through your D2L Brightspace email account.

## **SOUTH FLORIDA STATE COLLEGE DIVISION OF ARTS AND SCIENCES INFORMATION AND RESOURCES**

### **Math and Writing Labs:**

The Math and Writing Labs promote academic success by providing a welcoming environment and free tutoring services to all currently enrolled students at South Florida State College as well as students who are participating in approved programs no matter what the assignment, campus, or skill level. No appointments are necessary, and there is no limit to the number of visits to the labs. The Math ([Y-103](#)) and Writing ([Y-105](#)) Labs are located on the first floor of the Learning Resource Center in Building Y on the Highlands Campus; the phone numbers for the labs are as follows: Math Lab: 863-784-7369 and Writing Lab: 863-784-7423. For more information about the Math and Writing Lab services and schedules, visit: [southflorida.edu/current-students/tutoring-learning-center](https://southflorida.edu/current-students/tutoring-learning-center).

### **Panther Central and D2L Brightspace:**

Students may register, view class schedules, view grades and course credits, browse the current Schedule of Classes, view financial aid status, and update address and telephone numbers online through Panther Central. D2L Brightspace is SFSC's learning management system. Students may access D2L Brightspace through the student tab in Panther Central. Through D2L Brightspace, students may access course content, email instructors, participate in discussion boards, and complete online quizzes and exams. Please make use of the training available for Panther Central, and if your password is not working, please call 784-7017 or e-mail [onlinehelp@southflorida.edu](mailto:onlinehelp@southflorida.edu). You can access Panther Central at [panthercentral.southflorida.edu](https://panthercentral.southflorida.edu) or visit the SFSC website ([southflorida.edu](https://southflorida.edu)) and choose the "Panther Central" link at the top of the screen. Your username is your SFSC student email address. The default password is your eight-digit date of birth.

### **Diversity and Inclusion:**

While enrolled in college courses, students are introduced to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on current issues.

### **Inclusive Learning Environment Statement:**

The best learning environment—whether in the classroom, studio, laboratory, or fieldwork site—is one in which all members feel respected while being productively challenged. At South Florida State College, we are dedicated to fostering an inclusive atmosphere, in which all participants can contribute, explore, and challenge their own ideas as well as those of others. Every participant has an active responsibility to foster a climate of intellectual stimulation, openness, and respect for diverse perspectives, questions, personal backgrounds, abilities, and experiences, although instructors bear primary responsibility for its maintenance.

A range of resources is available to those who perceive a learning environment as lacking inclusivity, as defined in the preceding paragraph. If possible, we encourage students to speak directly with their instructor about any suggestions or concerns they have regarding a particular instructional space or situation. Alternatively, students may bring concerns to another trusted advisor or administrator (such as an academic advisor, mentor, department chair, or dean). All classroom participants—including faculty, staff, and students—who observe a bias incident affecting a student may also file a report (whether personally or anonymously) utilizing any of the resources listed below.

**Resources for Students:**

1. **SEXUAL HARRASMENT AND ASSAULT:** For resources on Sexual Harassment and/or Assault, information and resources are available at [southflorida.edu/community/title-ix-sexual-harassment](https://southflorida.edu/community/title-ix-sexual-harassment). If you believe you have been a victim of a criminal sexual assault, you are encouraged to contact law enforcement by calling 911 or 863-453-0806 for Campus Safety and Security.
2. **BIAS REPORTING:** If you believe you have been subject to discrimination or harassment, including sexual violence, you may report such acts or file a formal complaint with the alleged violator's supervisor, your immediate supervisor, or to the administrator who oversees your department. For additional information, please visit: [southflorida.edu/community/title-ix-sexual-harassment/report-an-incident](https://southflorida.edu/community/title-ix-sexual-harassment/report-an-incident).

**ADVISING ASSISTANCE AND SUPPORT:** Students are encouraged to speak with an advisor if they are experiencing academic difficulties or personal concerns which may have a negative impact on their academic performance. Advising for College programs and courses is available on the first floor of the Catherine P. Cornelius Student Services Classroom Complex, Building B, Room 152, and at the DeSoto, Hardee, and Lake Placid locations. Students may schedule an appointment by calling 784-7131 or by emailing [advising@southflorida.edu](mailto:advising@southflorida.edu).

## **FACE-TO-FACE COURSE ATTENDANCE AND PARTICIPATION POLICY**

Students are expected to abide by college policy as stated in the College Handbook. A withdrawal for academic reasons and/or absenteeism may be issued by the instructor up to the last date for withdrawal as specified in the academic calendar. Exception: Students enrolled for the third time are not to be withdrawn. Consistent and timely attendance and participation directly correlate with successful learning. An excuse for an absence is not required.

Daily points are assigned to encourage participation and attendance. Participation points will be determined by the completion of bell work, exit ticket reflections, group activities, and whole class discussions. Students are expected to be punctual. Tardiness is disruptive to the instructor and the students. Students are not at liberty to leave during class unless they are ill. Points will be deducted from the daily points grade if a student is tardy or leaves class early. Participation points will be deducted if a student chooses to get his/her cell phone out during class if a student is participating in non-class activities on his/her laptop or disrupts the learning environment with his/her behavior. Violators will lose daily participation points and may be asked to leave the classroom for the remainder of that day.

According to College policy that students be warned before being withdrawn by the instructor for excessive absences or lack of academic progress, the publication of an attendance and academic progress policy in the syllabus constitutes the first warning. After absences of five class contact hours or four class meetings, a written notice of excessive absences will be sent to the student. Students will have five days to contact the instructor to discuss their continued presence in the class. After a total of absences of seven class contact hours or six class meetings, the student may be dropped from the class. If the deadline for course withdrawal has already passed, the student will receive an "F" for the course. Two tardies or two days left early equal one absence.

*Be aware that students may be withdrawn by the instructor at mid-term for excessive absences or lack of academic progress. Make every effort to communicate with your instructor if you are not participating in the class or if you have an overall/cumulative "D" or "F" grade.*