

Course information and grading policy

Cisco Levels I-IV

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Discipline / Tardiness / Attendance

District and school policies/regulations are detailed in the school handbook

Food / Drink

No eating food, no drinking, no chewing gum in class.

Make-up Work

Attendance is mandatory. Unexcused absence results in a zero for all work missed. Excused absence: All homework and/or class work must be turned in within three days of return to class.

Materials

Students must bring their **Engineering Journal** to class every day.

Engineering Journal will be maintained in format delineated by Instructor

The Curriculum is delivered via the Internet Class time will be allotted to study course curriculum in class but students should budget time, make arrangements to study curriculum after the school day

Students will access the class web site (www.schoolnotes.com/19720/herrdowling.html) daily for assignments, exam and quiz scheduling update information

Assessments

All tests will be delivered on line via the Internet.

National tests are written by Cisco and delivered from Cisco Servers and administered locally via the Internet

Local tests are written by the Local Academy instructor

Homework

Homework is assigned on a regular basis , and completion is required. **Engineering Journals** will be checked periodically for credit. No credit is given if the assignment is less than 50% completed. No credit will be given if the assignment is copied or not completed according to general format and specific instructions. Homework is posted daily at my web site...

<http://schoolnotes.com/19720/herrdowling.html>

Cheating/Acceptable Use of Internet

Student requirements and responsibilities concerning the Internet are discussed in the mandatory signed "acceptable use policy form"

When a test is being given, any visible written material (unless provided by instructor such as scratch paper for calculations) will constitute a "cheat sheet". Copying of any homework or class work will be considered cheating. If any of the above conditions are committed by a student, the student will receive a zero for the test, quiz, or work.

Grading Policy

The grading system is based in an accumulation of points for successfully completing classroom activities, including online tests , quizzes, class work, and homework (as maintained in the Engineering Journal). To determine a student's grade, the total earned points are divided by the total number of possible points for the marking period. The number of possible points will vary for each marking period. Activities' point values will reflect their importance. Listed below are the point value ranges for various activities:

Grading Catagories

Quizzes 10 –50 Points

Home work/Study Guides 10-20 Points

On Line Practice quizzes (take at home) 50-100 Points

On Line Local and National Chapter tests 100 Points

Lab exercises 20 –100 Points

Grade Scale

A = 90-100

B = 80-89

C =70 -79

D = 60-69

Course Requirements for Advancement

Students must meet the following to criteria to continue into the next level (semester):

Overall semester grade of C (70%)

AND

Passing score (60% or higher) on the Cisco National Semester Final Exam
(Note semester 2-4 students must also pass a skills exam to continue to the next semester)