

If you are outside of Boulder you can take your exam:

1. At an accredited college or university testing center town or nearby. There may be a cost for using this testing center.
 2. With Proctorio or a comparable online proctoring service as determined by your instructor. Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and microphone. There will be a cost for using the online proctoring services.
- x Note that you are required to have a computer with a functioning webcam and microphone have access to a computer with a functioning webcam microphone to complete your exams.
 - x See Canvas for detailed information about proctoring. If you are in a rural area or on a military base, you may need approval process.

EXTRA CREDIT

There may be 50 points of extra credit available (= 5% of the course grade).

- x Extra credit may be available during the semester for completing activities, such as listening and commenting on a podcasting exercises or discussions. These extra credit opportunities will be determined by the instructor and announced on Canvas.

COMMUNICATION

I am nice and want you to succeed. Do not hesitate to contact me about anything

E-mail: sara.avila@colorado.edu

- x Please always remind me of what course you are taking. I have more similar courses.

TECHNOLOGY SUPPORT

CU Boulder uses Canvas.

Here is the list of recommended system requirements: [Computer Specifications Page](#)

Here is the detailed list of internet browsers in Windows, MacOS, iOS and Android: [Support Browsers Page](#)

Technical Support

x Canvas technical support. If you are experiencing issues with Canvas please contact:

- o CU Boulder's Help desk at 7354-357 (HELP) or help@colorado.edu Help will answer your call: Monday through Friday from 7:30 a.m. to 7:00 p.m., Saturday and Sunday from noon to 6:00 p.m., Closed [during University Holidays](#)

- o Within the Canvas App, you can search the Canvas support guides, Report or chat with Canvas Support 24 hours a day, 7 days a week.

x Connect tech support:

- o <http://mpss.mhhe.com/>

3. Never use caps. This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.
4. Make sure that you are using appropriate grammar and structure. Do not use words, h_]v•š } (^ CE C) people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine as long as they are appropriate. As a smile, anything offensive is not.
5. Treat people the same as you would face (or kinder). It might be easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Deal with dignity and respect and you can expect that in return.

Website <http://www.albion.com/netiquette/corerules.html>

Compiled by Melissa Landin, Instructor, Dept. of Communication, Inver Hills Community College
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CLASSROOM BEHAVIOR

If you feel ill and think you might have COVID, you should stay home and follow the further guidance of the Public Health Office (contacttracing@colorado.edu). If you have tested positive for COVID, you should stay home and follow the further guidance of the Public Health Office (contacttracing@colorado.edu). If you are unvaccinated or partially vaccinated and have been in close contact with someone who has COVID, you should stay home and follow the further guidance of the Public Health Office (contacttracing@colorado.edu). If you are fully vaccinated and have been in close contact with someone who has COVID, you do not need to stay home, but you should self-monitor for symptoms and follow the further guidance of the Public Health Office (contacttracing@colorado.edu).

ACCOMMODATION FOR DISABILITIES

If you qualify for accommodations because of a disability, please submit your accommodation letter from

contact OIEC at 303-441-127 or email cureport@colorado.edu. Information about university policies, [reporting options](#) and support resources can be found [on the website](#)

Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of any issues related to these policies regardless of when they occurred to ensure that individuals impacted receive information about their rights, support resources, and resolution options. To learn more about reporting and support options for a variety of [concerns](#), visit [it](#).

RELIGIOUS HOLIDAYS

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Because of the flexibility of timing of completion of assignments in this class, you must contact the instructor in at least two weeks in advance if you anticipate a religious holiday may impact your completion of coursework.

For more information on the religious holidays most commonly observed by CU Boulder students consult the [online interfaith calendar](#)

COURSE WITHDRAWAL POLICY

Any student who wishes to withdraw from the course must submit a request [directly to Education](#). For complete information, please visit their website at [https://ce.colorado.edu/resources/topics/subhead5_408.5\(c\)-8.00000912\(61d0000912_0_612_792](https://ce.colorado.edu/resources/topics/subhead5_408.5(c)-8.00000912(61d0000912_0_612_792)



| Module (start date) | Topic | Graded Assignments | Due Date by 1:59pm MST/MDT |
|------------------------|-----------------|--------------------|-------------------------------|
| 1 (1/23) | What is a City? | QuizModule 1 | |