Throughout the course, a numerical score will be associated with each deliverable and class participation assignment. Numerical scores may change for similar deliverables, and it is the responsibility of students to monitor the gradebook throughout the semester to determine those scores.

Final letter grades will generally be determined by conventional percentages: 90 - 100 = A, 80 - 89 = B, etc. The gradebook will show ongoing percentages as the course progresses, and students should monitor the gradebook frequently. Grades will be based upon the content of the Percent of Total column. Students must report an error or omission in the grade book within one week of the due date for an assignment.

There is an exception to this policy regarding final letter grades. All students must submit all journal article reviews required in a given section of this course to receive a grade of A, no matter the percentage. The letter grade may be reduced if all reviews have not been submitted.

Attaching numbers to a written document is an art, not a science. The numerical grades are based upon the instructor's collective experience. Because of the number of deliverables in this course, it is not difficult to move beyond a few low grades. However, all students should aim to do their best work on all assignments.

Consistent with IS policy, extra credit work will not be available, and routine incompletes are not awarded.

The instructor reserves the right to request documentation in case a class is missed because of illness. It is understood by taking this course that work will be completed on time. With the exception of a medical problem, late work will not be accepted unless the instructor has been notified and agrees to accept late work in advance of a deadline. It is understood that routine makeup work is not available.

The reason for any missed class or assignment should be reported to the instructor in a timely fashion.

This course requires discipline in managing your schedule. It is your responsibility to monitor the Assignments Log and to meet the posted deadlines. To receive credit for in-class work, students must arrive on time. Otherwise, credit may be denied or points reduced. Plan your schedules to arrive on time, taking into consideration traffic and parking difficulties at UMBC.

Feel free to contact the instructor about any question that you may have. The instructor is dedicated to your success in this course, but you must accept your responsibility in making that happen.

Your participation in this course indicates your acceptance of these policies and guidelines without contention.