TO: UGCC – Meeting March 2011  
FROM: Alan Rosiene, Department of Humanities & Communication  
SUBJECT: COM 4130, COM 4225 and Prerequisite Change for COM 3070

The Humanities and Communication Department proposes the following:

1. Add undergraduate COM Courses bi-level with recently approved graduate COM Courses within the new M.S. in Global Strategic Communication Program.
   
   a. Add **COM 4130 Global Communication**, replacing COM 3045 Intercultural Communication, as bi-level undergraduate course with COM 5130 (already approved by Graduate Council).

   b. Add **COM 4225 Linguistics and World Languages**, replacing LNG 3401 General Linguistics, as bi-level undergraduate course with COM 5220 (already approved by Graduate Council).

2. Add COM 1102 as prerequisite for **COM 3070 Professional Communication for Executives**, which currently has none. According to the 1996-97 catalog, COM 1102 and junior standing were required for this course. At the time of the 1998-99 catalog, the course fell under a general requirement that all 3000 level COM courses required COM 2223 or COM 2224 and junior standing. Apparently this requirement was too broad, and it was removed from the 1999-2000 catalog, leaving nothing in its place. Adding COM 1102 (without junior standing) as a prerequisite for COM 3070 represents a compromise position unlikely to change in the future.
The addition or removal of any restriction or change in credit hours in a course requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

| COLLEGE: Psychology and Liberal Arts | DEPARTMENT: Humanities and Communication |

REQUEST IS FOR CHANGE IN COURSE  

<table>
<thead>
<tr>
<th>COM</th>
<th>Prof. Comm. Executives</th>
</tr>
</thead>
</table>

Prefix    
Number

TO BE INCLUDED IN 2012 CATALOG AND EFFECTIVE IN THE BANNER SYSTEM FOR Fall 2011 TERM

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE?  

| Yes | No | If yes, current credits | requested credits |

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE?  

| Add | Remove | Prerequisite | Corequisite |

Prefix    
Number

| Add | Remove | Prerequisite | Corequisite |

Prefix    
Number

| Add | Remove | Other Restrictions | Yes | No | If yes, please list below: |

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

1)  

| Luis Edwards | 2/23/11 | Chair, Graduate Council | Date |

2)  

| R. Taylor | 3/18/11 |

Department Head, Program Chair

3)  

| Lisa Smith | 3/9/11 | Chair, Undergraduate Curriculum Committee | Date |

CATAOLOG DIRECTOR'S USE ONLY

SC1CRSE  
SCADETL  
SCAPREO  
SCA2BASE  
SCARRES  
Operator Initials  
Date

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Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT C O M (e.g., CSE) COURSE NO. 4130 (e.g., 1301) CREDIT HOURS 3 TERM TO BE ADDED TO THE FILE Fall 2011

CLASS HOURS 3 LECTURE HOURS 3 LAB HOURS 0 CONTACT HOURS (CEU ONLY) 

DEPARTMENT Humanities and Communication SCHEDULE TYPE Lecture

☐ COLLEGE OF AERONAUTICS – 23 ☑ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS – 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS – 24 ☐ COLLEGE OF SCIENCE – 26
☐ COLLEGE OF ENGINEERING – 1 ☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS – 90

COMPUTER TITLE Restricted to 25 characters, including spaces Global Communication

CATALOG TITLE Restricted to 350 characters, including spaces

CATALOG DESCRIPTION OF COURSE Restricted to 350 characters, including spaces

Examines the elements of cross-cultural communication by analyzing the interface between the organization and its cultural environment. Focuses on developing skills to improve communication across both language and cultural barriers in a diverse domestic workplace and an International business environment.

This description has been approved by the catalog office.

In addition, please attach a course syllabus and/or more detailed description.

REQUIREMENTS ☑ Prerequisite, COM 2425 ☐ Corequisite, Course Number and and or ☑ A, B, C, D, F ☐ A, B, C, D, F, CEU/audit ☑ CEU ☐ S, U ☑ P, F ☐ Other

ADDITIONAL RESTRICTION

NOTE: 81-LEVEL WITH COM 5130 Global Communication

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT Alpha Prefix (e.g., CSE) COURSE NO. (e.g., 1301) 3045 TERM TO INACTIVATE Fall 2011

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

Date

Registrar/Grade Council

Date

Chair, Graduate Council

Date

Chair, Undergraduate Curriculum Committee

Date

CATALOG DIRECTOR

These changes/additions have been made for the University Catalog/policy management system and entered into the BANNER term named above.

Date

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Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-0975 • (321) 674-8114 • Fax (321) 674-7827 RGR-095-11
**COM 4130   Global Communication**  
(bi-level with COM 5130 Global Communication)  

**Sample Syllabus**

**Professor:** J. B. Strother, Ph.D.  
**Office:** 600 Crawford  
**Phone:** 674-7358  
**E-mail:** strother@fit.edu  
**Office hours:** M 9:00 – 11:30 a.m.  
**Office hours:** W 3:00 – 5:00 p.m.  
**or by appt.**


<table>
<thead>
<tr>
<th>Date</th>
<th>Reading Assignment/ Material Covered</th>
<th>Written/Oral Assignments</th>
</tr>
</thead>
</table>
| Jan. 14  | Jandt: Chap. 1 – Dispute Over Defining Culture  
          Schmidt, et al.: Chap 1 – The Concept of International Business and a Global Marketplace |                                               |
| Jan. 21  | Jandt: Chap. 2 – Defining Communication as an Element of Culture  
          Schmidt, et al.: Chap 2 – The Concept of Intercultural Communication and the Cosmopolitan Leader | Map quiz                                      |
| Jan. 28  | **Speaker**  
          Jandt: Chap. 3 – Culture’s Influence on Perception  
          Schmidt, et al.: Chap 3 – Concept of Cultural Synergy and the Global Organization | Map quiz  
          Undergraduate Presentation                  |
| Feb. 4   | Jandt: Chap. 4 – Barriers to Intercultural Communication  
          Schmidt, et al.: Chap 4 – Cultural Contact and Interfacing with Others | Map quiz  
          Undergraduate Presentation                  |
| Feb. 11  | **Exam** – Jandt, Chaps. 1 – 4  
          Schmidt, et al., Chaps. 1 – 4                  | EXAM                                          |
| Feb. 18  | **Film: Selection from The World is Flat**  
          Jandt: Chap. 7 – Dimensions of Culture  
          Jandt: Chap. 8 – Dominant US Cultural Patterns | Map quiz  
          Undergraduate Presentation                  |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Feb. 25    | Jandt: Chap. 5 – Nonverbal Communication  
Schmidt, et al.: Chap 5 – The Nature of Language and Nonverbal Communication  
Schmidt, et al.: Chap 12 – Doing Business in Europe  
Map Quiz  
Grad Student Presentation of Schmidt Chap. 12 |
| March 2-6  | Spring Break                                                              |
| March 11   | **Task:** Conduct culture informant interviews                             |
| March 18   | **Speaker**  
Jandt: Chap. 12 – Immigration and Acculturation  
Jandt: Chap. 13 – Cultures in Marginalization, Separation, and Segregation  
Schmidt, et al.: Chap 6 – Intercultural Communication and Conflict Management  
*Note: March 20 is last day to drop with a “W.”*  
Map Quiz |
| March 25   | **Exam** – Jandt, Chaps. 5 – 8  
Schmidt, et al., Chaps. 5, 6, 12  
EXAM |
| April 1    | Jandt: Chap. 9 – Comparative Culture Patterns  
Schmidt, et al.: Chap 10 – Doing Business in Latin America and the Caribbean  
Map quiz  
Grad. Student presentation of Schmidt Chap. 10 |
| April 8    | Schmidt, et al.: Chap 11 – Doing Business in East Asia and the Pacific Rim  
Schmidt, et al.: Chap 13 – Doing Business in Africa and the Middle East  
Map quiz  
Grad Student Presentation of Schmidt Chaps. 11 and 13 |
| April 15   | **Speaker**  
Jandt: Chap. 14 – Assimilation and Integration  
Jandt: Chapter 15 – pp. 378-388 – Identity and Subgroups  
Reminder: Submit Culture Study to turnitin.com |
| April 22   | Oral Presentation of Culture Study  
Culture Study Written Report Due  
Oral Presentation of Report |
| April 29   | Review for Final Exam                                                     |
Explanation of Assignments

Schmidt, et al. Chapter Summary

In teams, you will prepare the assigned chapter from Communicating Globally and present the key content to the class. Your summary should take 20-30 minutes. On the day you present, give a copy of your PowerPoint presentation to each member of the class and to Dr. Strother.

Map Quizzes

During the semester, you will have eight map quizzes on specific sections of the world. You will always be given a list of the countries to study for each quiz.

Culture Study

In assigned teams, you are to prepare a comprehensive 10-12 page report on a specific country and its culture. You must create a fictional company and choose a specific product that would be reasonable and profitable to import from your assigned country to the United States. If you had to send a negotiating team to your assigned country, which two cities you would send them to? In your report, you should justify your choice of product and cities.

The focus of the report must be on the elements of that country’s culture that have a significant impact on international business operations. Part of the report must include a contrast with the parts of mainstream U.S. business culture that could cause cross-cultural misunderstandings. At least 10 different sources must be used for the report. At least 5 of the sources must have been published later than 2003 and at least 5 sources must be non-Internet sources. You must include an interview with a native of your assigned country. Each team will give a 15-20 minute oral summary of its Culture Study on April 22. Additional details about the Culture Study will be given in class.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exams</td>
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<tr>
<td>Map Quizzes</td>
<td>10%</td>
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<tr>
<td>Schmidt et al. chapter summary</td>
<td>10%</td>
</tr>
<tr>
<td>Culture Study</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>
GENERAL POLICIES

Assignments

All assignments must be your own work. For team assignments, you are to participate fully and contribute equally to the assignment. When appropriate, information is to be drawn from outside sources and properly documented in your written work. All documentation is the follow the guidelines of the Publication Manual of the American Psychological Association.

All assignments are due at the beginning of the scheduled class period. No team assignments will be accepted after the due date. A missed map quiz may be made up within one week of the missed quiz; however, as a late penalty, that assignment will automatically receive a grade that is one letter grade lower than if it had been taken on time. A makeup for an hour exam will only be given with an authorized medical excuse from the Health Center or a local physician or an authorized excuse from your coach for approved athletic trips. All athletes are responsible for reminding Dr. Strother of authorized absences before each trip. If you miss class for any reason, you are responsible for getting notes from a colleague.

Grading standards follow the Department of Humanities and Communication guidelines.

Plagiarism

College of Psychology and Liberal Arts
Statement on Academic Dishonesty:

Academic dishonesty is the willful misrepresentation of all or any part of another’s work as one's own. Copying another's answers or giving or receiving proscribed assistance during classroom or take-home examinations, assignments, papers, research reports, and projects is cheating. Plagiarism in all its forms is cheating; it is the student's responsibility to understand academic expectations for attribution and citation. A student who aids another in cheating shares the guilt of the offense. Additional details concerning academic dishonesty and university policies can be at http://www.fit.edu/current/plagiarism.pdf. The College of Psychology and Liberal Arts pursues all cases of academic dishonesty vigorously, according to University guidelines.

Plagiarism is not acceptable and will result in a minimum penalty of a 0 on the assignment in which plagiarism occurs and a maximum penalty of a grade of F in the course. See the Florida Tech website for specific information about plagiarism.

turnitin.com

Your group’s Culture Study report must be submitted to www.turnitin.com to check for plagiarism before it is submitted to Dr. Strother.
You should go to the turnitin website and enroll in this class. You will set up an individual user profile using the following information:

- Class name: Global Communication
- Class ID: 2565482
- Password: Strother

Dr. Strother will go over the process of submitting papers online closer to the due date for the report rough draft.

**Attendance**

Because class participation is crucial to your success in this class, your attendance and participation are imperative. Coming in late to class and leaving the room during a class session are unprofessional behaviors and will affect your grade negatively. If you must come in a little late (a rare event), you are responsible for informing Dr. Strother so she can change your absence mark. If you are absent from more than 1 class (unexcused), your grade will be adversely affected. If you are absent from 25% (4 class meetings) of the classes, you will automatically receive an “F” in the course. As soon as you miss 4 class meetings, you will not receive grades on any further exams or assignments.

Being excused from class requires either a medical excuse from a local physician or an authorized excuse from your coach for approved athletic trips. If you have an excused absence, any make-up work must be completed within one week of your return to class.
**Florida Institute of Technology**

**ADDITION OF A NEW COURSE TO THE CURRICULUM**

This course is available for student registration only after the approval process has been completed.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COM</th>
<th>COURSE NO.</th>
<th>4 2 5</th>
<th>CREDIT HOURS</th>
<th>3</th>
<th>TERM TO BE ADDED TO THE FILE</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS HOURS</td>
<td>LECTURE HOURS</td>
<td>LAB HOURS</td>
<td>CONTACT HOURS (CEU ONLY)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DEPARTMENT</td>
<td>Humanities and Communication</td>
<td>(e.g., Computer Sciences)</td>
<td>SCHEDULE TYPE</td>
<td>Lecture</td>
<td>(e.g., Lecture, Lab or Special Topics/Project)</td>
<td></td>
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</tr>
</tbody>
</table>

- COLLEGE OF AERONAUTICS - 23
- NATHAN M. BISK COLLEGE OF BUSINESS - 24
- COLLEGE OF ENGINEERING - 1
- COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS - 25
- COLLEGE OF SCIENCE - 26
- EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS - 90

**COMPUTER TITLE** Restricted to 25 characters, including spaces

**LINGUISTICS & WORLD LANGUAGES**

**CATALOG TITLE** Restricted to 350 characters, including spaces

**CATALOG DESCRIPTION OF COURSE** Restricted to 350 characters, including spaces

Provides a comprehensive overview of the complex structure of language using analysis of various world languages. Major topics include sounds and sound patterns (phonology), word formations and their patterns (morphology), sentence structure (syntax), meaning (semantics), and the use of language to communicate and interact socially.

This description has been approved by the catalog office. **3/14/11**

**GRADES TO BE ISSUED**

- A, B, C, D, F
- A, B, C, D, F, CEU/Audit
- CEU
- S, U
- P, F
- Other

**ADDITIONAL RESTRICTION**

NOTE: Bi-level with COM 5220 LINGUISTICS AND WORLD LANGUAGES
(e.g., Majors, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Alpha Prefix (e.g., CS)</th>
<th>L N G</th>
<th>COURSE NO. (e.g., 1301)</th>
<th>3 4 0 1</th>
<th>TERM TO INACTIVATE</th>
<th>Fall 2011</th>
</tr>
</thead>
</table>

**APPROVALS:** Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

**Originator**

**Date**

**Chair, Graduate Council**

**Date**

**OR**

**Chair, Undergraduate Curriculum Committee**

**Date**

**CATALOG DIRECTOR**

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RSG-000-111
# COM 4225 Linguistics and World Languages
## Sample Syllabus

**Professor:** J. B. Strother, Ph.D.  
Phone: 674-7358  
e-mail: strother@fit.edu  
Office: 600 Crawford  
Office hours: MW 9:00–11:30 or by appt.


<table>
<thead>
<tr>
<th>Date</th>
<th>Reading Assignment/ Material Covered</th>
<th>Written/Oral Assignments</th>
</tr>
</thead>
</table>
| Aug. 19 | Chap. 1 What is Language?  
*Language Instinct: Chap. 1*  
Ex. 1.1-1.2 |                                                                                                       |
| Aug. 26 | Chap. 3 Morphology: The Words of Language  
*Language Instinct: Chap. 5*  
Ex. 3.1 |                                                                                                       |
| Sept. 2 | Morphology  
Introduction to Syntax                                                                 |                                                                                                     |
| Sept. 9 | Chap. 4 Syntax: The Sentence Patterns of Language  
*Language Instinct: Chap. 4*  
Ex. 4.1-4.2 |                                                                                                       |
| Sept. 16 | **Exam I** – Chaps. 1, 3, 4, *The Language Instinct: Chaps. 1, 4, 5*  
Introduction to Semantics | **EXAM I**                                     |
| Sept. 23 | Chap. 5 The Meanings of Language: Semantics  
Ex. 5.1 | **Undergraduate presentation**                                                                       |
| Sept. 30 | Chap. 6 Phonetics; Chapter 7 Phonology  
pp. 231-240, 262-268  
*Language Instinct: Chap. 6*  
Ex. 6.1-6.2 | **Language Instinct: Chap. 6 – Presentation**                                                        |
| Oct. 7  | Chap. 2 The Brain and Language  
*The Language Instinct: Chap. 10* | **Undergraduate presentation**                                                                |
| Oct. 14 | Chapter 8 Language Acquisition  
*The Language Instinct: Chap. 2*  
Ex. 8.1-8.2 | **The Language Instinct: Chap. 2 – Presentation**                                                  |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 21</td>
<td><em>The Language Instinct</em>: Chap. 11</td>
<td><em>The Language Instinct</em>: Chap. 11 – Presentation</td>
</tr>
<tr>
<td></td>
<td><em>Film: The Wild Child</em></td>
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<tr>
<td></td>
<td>Note: October 23 is the last day to withdraw with a grade of &quot;W&quot;</td>
<td></td>
</tr>
<tr>
<td>Oct 28</td>
<td><strong>Exam II</strong> – Chaps. 2, 5, 6, 8</td>
<td><strong>Exam II</strong></td>
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<tr>
<td></td>
<td><em>Lang. Instinct</em>: Chap. 2, 6, 10, 11</td>
<td></td>
</tr>
<tr>
<td>Nov. 4</td>
<td>Chap. 10 Language in Society</td>
<td><em>The Language Instinct</em>: Chap. 12 – Presentation</td>
</tr>
<tr>
<td></td>
<td>Chap. 11 Language Change</td>
<td><em>Undergraduate presentation</em></td>
</tr>
<tr>
<td></td>
<td><em>The Language Instinct</em>: Chap. 12</td>
<td></td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Holiday – Veterans Day</td>
<td></td>
</tr>
<tr>
<td><em>Nov. 13</em></td>
<td>Note: non-class day</td>
<td><strong>Research Paper Due</strong></td>
</tr>
<tr>
<td>Nov. 18</td>
<td><strong>Undergraduate Presentations of Research</strong></td>
<td>Undergraduate Presentations</td>
</tr>
<tr>
<td></td>
<td>Chap. 12 Writing: The ABCs of Language History of English</td>
<td><em>The Language Instinct</em>: Chap. 8 – Presentation</td>
</tr>
<tr>
<td></td>
<td><em>The Language Instinct</em>: Chap. 8</td>
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<tr>
<td>Nov. 25</td>
<td>Holiday – Thanksgiving</td>
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<tr>
<td>Dec. 2</td>
<td>Presentations of Research Paper</td>
<td><strong>Graduate Presentations</strong></td>
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<tr>
<td></td>
<td>Review for Final Exam</td>
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<tr>
<td>Dec. 9</td>
<td><strong>FINAL EXAM</strong> -- inclusive</td>
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<td>6:00 –</td>
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**Grading**

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<th>Percentage</th>
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<td>Oral Presentation (Pinker)</td>
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<tr>
<td>Research Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>
Explanation of Assignments

Oral Presentation – Pinker’s *The Language Instinct*

For Pinker’s *The Language Instinct*, graduate students (in pairs) will present an assigned chapter of the book to the class (20 - 30 minute presentation) using PowerPoint to support the content of the presentation. The presentation should not attempt to cover all details of the assigned chapter; rather it should summarize the main points. Each member of the class must be given a copy of the PowerPoints. Each member of the team is equally responsible for preparing, coordinating, and delivering the presentation. Remember, all team presentations must have the look and feel of a unified presentation. **Due date: as assigned**

Research Paper

You are to complete a research paper on your choice of subjects related to the field of linguistics. While your paper will draw on course materials, it must provide an in-depth report on a topic not directly covered in class.

The report should be about 12 pages of text (space and a half, Times New Roman). The research report must include a minimum of 10 references, at least 3 of which must be from professional/academic journals. At least 5 of the references must have been published in 2005 or later. All documentation is to follow the guidelines of the *Publication Manual of the American Psychological Association*. Your research paper must be submitted to www.turnitin.com no later than **November 13.** **Due date: November 13** (in Dr. Strother’s office by noon)

You will give a 15-minute presentation that summarizes the key points of your research paper, using PowerPoint or other presentation software. **Due date: December 2**

**GENERAL POLICIES**

Assignments

All out-of-class writing assignments must be word-processed and must be of high quality.

All assignments are due at the beginning of the scheduled class period. An assignment that is not delivered on the due date may be delivered at the next meeting of the class; however, as a late penalty, that assignment will automatically receive a grade that is one letter grade lower than if it had been turned in on time. No late assignments will be accepted after that time. The only way to avoid a late penalty is to bring an authorized medical excuse from the Health Center or a local physician, or an authorized excuse from your coach for approved athletic trips. All athletes are responsible for reminding Dr. Strother of authorized absences before each trip. If you have an excused absence, make-up work must be completed within one week of your return to class.
For group assignments, you are to participate fully and contribute equally to the assignment. When appropriate, information is to be drawn from outside sources and properly documented in your written work.

**Plagiarism**

<table>
<thead>
<tr>
<th>College of Psychology and Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement on Academic Dishonesty:</td>
</tr>
</tbody>
</table>

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Plagiarism is not acceptable and will result in a **minimum** penalty of a 0 on the assignment in which plagiarism occurs and a maximum penalty of a grade of F in the course.

**www.turnitin.com**

You must submit your final report to [www.turnitin.com](http://www.turnitin.com) to check for plagiarism before submitting it to Dr. Strother. You should go to the turnitin website and enroll in this class. You must set up an individual user profile using the following information:

- Class name: Aspects of Language
- Class ID: 2795661
- Password: Strother

Dr Strother will go over the process of submitting papers online closer to the due date for the report.

**Attendance**

Because class participation is crucial to your success in this class, your attendance and participation are imperative. Tardiness is unprofessional. If you must come in a little late (a rare event), you are responsible for informing Dr. Strother so she can change your absence mark. If you are absent from more than two classes (unexcused), your grade will be adversely affected. If you are absent from 25% (four class meetings) of the classes, you will automatically receive an “F” in the course. As soon as you miss four class meetings, you will not receive grades on any further exams or assignments.