

## Grading Policy

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There will be four homework assignments, two quizzes and one team project for students to work on during the course. The course will be graded according to the total grade points a student accumulated in the following proportion.

- 4 Graded Homework Assignments – 40%
- 2 Quizzes - 20%
- 1 Team project - 30%
- Student participation – 10%

Students must submit assignments on the date they are due. Assignments handed in anytime after their due date are considered late. In fairness to all students, late assignments will be penalized one point for each calendar day it is late. Under no circumstances will assignments be accepted after the assignment has been returned and discussed in class.

Student participation includes participation in both onsite and remote discussions (i.e. email, .discussion boards, chat, ect.). Student participation will also be evaluated in terms of peer assistance. Please do not take student participation for granted. I take it very seriously.

All quizzes are open-book and will likely all be online on [Blackboard](#). They will be allotted a time period to be available and taken.

Office hours are 1 hr prior to the start of class. I will also be available by appointment and you can contact me via email ([kburns@pace.edu](mailto:kburns@pace.edu)) to schedule.

## Prof. Burns' Philosophy on Learning

2400 years ago, Confucius declared:

What I hear, I forget.  
What I see, I remember.  
What I do, I understand.

### *Translation*

When I hear, I forget.  
When I hear and see, I remember a little.  
When I hear, see and ask questions or discuss with someone else, I begin to understand  
When I hear, see, discuss, and do, I acquire skill and knowledge.  
When I teach another, I master.