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PLTL Syllabus

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Attendance:

You **MUST** attend the session that you are registered for. You **MUST** attend your first session in order to receive credit. You may **NOT** switch sessions after registration has been closed. Each PLTL leader will have a roster printed out to make sure the right students are in the right session.

Attendance is mandatory. In the event of the absence, please notify the PLTL Coordinators at (305) 348-3511. You are allowed **ONE** make-up in the semester. Absences are eligible for a make-up session within the week of the absence; once the week has passed, we will **NOT** be able to issue you a make-up.

Absences:

If you know that you are going to be absent, then you need to come to the PLTL office immediately to schedule a make-up and receive a make-up slip. Keep in mind that if a session is held on-line through the discussion forum (because of holidays, etc.) and you do not participate, it will be considered an absence and you will receive a grade "0" for that week.

For students in lectures where PLTL is *Optional*:

THREE or more unexcused/ineligible absences will result in a grade "0" for PLTL.

For students in lectures where PLTL is *Mandatory*:

There is no maximum number of absences; however, every absence will lower your final PLTL score.

Make-Up Policy:

If a student misses a session or if they know that they will be absent and wishes to attend another session for that week, you must contact PLTL by coming to OE 296 to receive an authorization form. Students are allowed **ONE** make-up per semester. A make-up **MUST** be authorized before a student can make-up the session. Remember, a make-up must take place within the same week (i.e. If you miss Week 6, you cannot make-up your session in Week 7.) Keep in mind that once sessions end for the week, that material is no longer covered and you will not be able to make up your session. Students should provide documentation for their absence if they have it.

Summer A/B differences:

You will only be allowed **ONE** make-up, regardless of whether it is Summer A/B. However, if you miss the full session for Summer A/B, then you can make-up the full session; if you miss only part of the session and only need to make up the first/second half, then you can receive that make-up, but that will still be your only make-up for the semester.

THE PLTL WEEK RUNS FROM WEDNESDAY TO TUESDAY

Tardiness:

If you are more than 5 minutes late for a session, you will earn "0" points for the day, unless you contact PLTL office (OE296) immediately, and are allowed to make-up the session. You must arrive to your PLTL session on time to complete the readiness survey with your leader. The readiness survey is provided at the start of the session and collected exactly 5 minutes after your session begins. (i.e. If your session is scheduled for 11:00am-12:15pm, your readiness survey will be collected at 11:05am.) Under no circumstances will the readiness survey be collected after 5 minutes. This is worth 5 points per session. If you fail to arrive on time for the readiness survey, then you will **NOT** be allowed to attend that session. If the reason for arriving tardy is deemed excusable, the student may opt to attend a make-up session in order to obtain full credit by contacting PLTL, OE 296.

Summer A/B Differences:

If you are late for your Summer A/B session, then you will need to make up the first half; however, you will be allowed to remain for the second half of the session, as they are considered two different sessions.

Leaving Early:

There are no excuses for leaving early. Leaving early will reflect in a student receiving "0" points for the day. If the reason for leaving early is deemed excusable, the student may opt to attend a make-up session in order to obtain full credit.

Point System:

Each week your PLTL Leader is required to give you points based on whether you came prepared and whether you participated, and on the correctness/completeness of your readiness survey. The point breakdown is as follows:

5 max. points for readiness survey= 1 point for each correct readiness survey question.

5 max. points for book AND notes = student did not bring book and notes (0 points), student brought textbook and lecture PowerPoint handouts/notes (5 points).

10 max. points for discussion= students did not participate (0 points), students decently participated in the PLTL discussion (5 points) or student participated exceptionally (10 points).

Total possible points per session: 20 points

0 points = student misses the readiness survey, and as a result, is not allowed to remain in the session; student does not bring ANY materials and does not participate at all. If the student is more than 5 minutes late then he/she will receive a zero for the day. If the leader sees that you are doing work for another course during the time of the session your grade for the day will be a zero. (This includes doing work for Biology Labs)

PLTL will drop the lowest grade of the semester. Points will be added, divided by the number of total sessions, multiplied by 100 to generate your grade as a percentage.

For students in lectures where PLTL is *Optional*:

If you successfully complete PLTL (70.00%) then your PLTL grade will be calculated into your course grade as per your course instructor's syllabus.

For students in lectures where PLTL is *Mandatory*:

There is no minimum score; the score earned, will be the score .

Short Summer (Summer A or B) Policies:

Because there are only 6 weeks of summer A or B, PLTL workshops will be held as **TWO** workshops in **ONE**. Meaning, workshops will be double the regular time (regular time = 1hr, 15min; double time = 2hrs, 30min.). As a result, if you miss your entire 2.5hr session, it will count as missing **TWO** sessions. Each block within your session will have the same procedures, and you will be graded for each block. You will arrive on time and you will take your readiness survey, as regular session. After 1hr and 15min, your 1st workshop will end. You will then have the option of having a **5 minute** break. After precisely 5 minutes, there will be another readiness survey, and after those 5 minutes, you will begin the 2nd workshop. Your discussion will be assessed for each block, as well.

Conduct:

You must be respectful to your PLTL Leader and your peers as according to the "FIU Student Handbook Code of Conduct". Inconsiderate, disrespectful, dishonest, or disruptive behavior, as the instructor or your fellow classmates perceive it, or as is described in the Student Handbook, is unacceptable for adults in this course. The PLTL leaders reserve the right to ask you to leave or have you removed if such behavior is present. Such behavior may bring about official disciplinary procedures as outlined in the Student Handbook.

Cheating will NOT be tolerated! If you forge another student's signature, that is not only cheating, but against the law and consequences will ensue. Also, if you provide fake documentation to excuse an absence there will be severe consequences as decided by the PLTL Coordinator and Instructor for you lecture course.

Athletes:

You **MUST** bring proper documentation to Jose Alberte, NOT your PLTL Leader, **BEFORE** you leave for a game/tournament to be able to make-up the work for that week. Tournaments are scheduled months in advance so there is no excuse to not have provided proper documentation before the event.

Peer Leader Not-Here Policy:

In the case that your PLTL peer leader does not show up in time to your session, please call the PLTL office immediately at 305-348-3511, and await further instruction. Do not leave!

****Syllabus is subject to change****