

MONTGOMERY COLLEGE

Business, Economics, Accounting, Computer Applications,
and Hospitality Management Department – Rockville Campus
Syllabus Supplement



The following pages supplement your syllabus and identify college-wide policies and procedures that may directly impact you as a student in this course. Please read the supplement and ask questions if there are any parts that are unclear.

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Office Hrs: Monday / Wednesday – 1:00 p.m. – 2:00 p.m. IT Help Desk: 240-567-7222
Tuesday / Thursday – 2:00 p.m. – 3:00 p.m.
Web: <http://mc.coliton.com/>
Email: john.coliton@montgomerycollege.edu

Attendance Policy

“Students are expected to attend all class sessions. The instructor may drop the student from the class in cases involving excessive absences. “Excessive absences” is defined as one more absence than the number of classes per week during a fall or spring semester; the number of absences is prorated for accelerated sessions.” 2019-2020 College Catalog

Cancellation of Class or Altered Opening/Closing Times

If inclement weather forces the College or any campus or College facility to suspend classes or close, public service announcements will be provided to local radio and television stations as early as possible. Unless you hear an announcement that classes are cancelled or the College is closed, you should assume classes will be held. The College makes its decision to close independently of Montgomery County Public Schools. For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at <http://www.montgomerycollege.edu/emergency>.

- ***If a class can meet for 50% or more of its regularly scheduled meeting time OR if the class can meet for 50 minutes or more, it will meet.***
- Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College’s operational status will be communicated through one or more communication methods including the College’s web page <http://montgomerycollege.edu>.

Disability Support

If you are a student with a disability and believe you may need accommodations for this course, please contact the Disability Support Services office on your campus as soon as possible (R-MK210; G-SA250; or TP/SS-ST233). If you have an accommodation letter from DSS, please contact me to discuss arrangements for your accommodations. Since accommodations are not retroactive, it is strongly recommended that you provide me with notification as early as possible in the term. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations are at: <https://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162>

Withdrawal and Refund Policy

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. For specific drop dates related to this course see the syllabus.

Student Conduct

The student code of conduct is available on the College website. In part it states "The College believes in the premise that students are adults who are responsible for their own actions and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the College community." The entire student code of conduct is available online at [https://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/42001 Student Code of Conduct/](https://cms.montgomerycollege.edu/EDU/Verified-Policies%20and%20Procedures/PDF%20Versions/42001_Student_Code_of_Conduct/).

Combat2College

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at <http://www.montgomerycollege.edu/combat2college> and/or contact Joanna Starling at 240-567-7103 or Joanna.Starling@montgomerycollege.edu.

Communication Policy

Montgomery College email is the official means of communication between the College and students. It is recommended that you that you check your account routinely for official communication. Some items you may find there are: course announcements, invoices, important admission/registration information, waitlist status. To check your e-mail, log into your MyMC online account and locate the e-mail icon in the upper right hand corner of the page. It is possible to automatically forward email from the College to another email account, but you should use the College's system when sending email to people or departments within the College.

Academic Honesty

You are expected to do your own work. While collaboration is perfectly acceptable, and in some cases expected, you are responsible for what you turn in as your own work. If another student's name is found on work that you turn in as your own, you will receive a grade of zero for the assignment. If the pattern continues further academic penalties will be enforced.

Printing at MC

Your printing login and password is sent directly to your MC email address from WEPA™. If deleted by mistake, visit <http://www.wepanow.com>, enter your MC email address (your username), and click "Forgot your Password". WEPA™ will email a link to change your password to your MC email address. This process will take a few minutes, so plan ahead. For more information about Printing at MC, visit <http://www.montgomerycollege.edu/printing>.

Digital Learning Centers

Montgomery College maintains Digital Learning Centers (DLC) on all three campuses. The DLC provides an open learning environment for students of all disciplines The DLC specialists can provide **one-on-one assistance** using the computers, scanners and WEPA printers available. For details visit: <http://cms.montgomerycollege.edu/digitallearningcenter/>

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated, and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

Mental Health Information

Services are free, confidential and available:

- 24/7 phone service with National Suicide Prevention Lifeline at 800.273.8255
- 24/7 phone service with Montgomery County Hotline at 301.738.2255
- 24/7 online chat at <https://suicidepreventionlifeline.org/chat/>
- Text service 7 days/week from 12:00 p.m. to 12:00 a.m. at 301.738.2255

MC Counseling Phone Numbers:

- Germantown Counseling Office (240) 567-7734
- Rockville Counseling Office (240) 567-5063 or 4104
- TP/SS Counseling Office (240) 567-1480

Basic Needs

Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Affairs on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources that they may possess. We know this can affect performance in the course and Montgomery College is committed to your success.

The Deans of Student Affairs, by Campus

Germantown: *Dr. Jamin Bartolomeo*, jamin.bartolomeo@montgomerycollege.edu

Rockville: *Dr. Tonya R. Mason*, tonya.mason@montgomerycollege.edu

Takoma Park/ Silver Spring: *Dr. Clemmie Solomon*, clemmie.solomon@montgomerycollege.edu

Student Health and Wellness Center = “Shaw Center”

This website offers information about resources for food on our campuses and in the community and has links for community resources. The site offers the schedule for the mobile markets, locations of the food pantries as well as a link for those who wish to contribute their time or money to support our students <http://cms.montgomerycollege.edu/student-health-and-wellness/fuel-for-success/>

Contact: SHaWCenter@montgomerycollege.edu

Mobile Markets

The College has a partnership with the Capital Area Food Bank. They distribute a variety of foods at Mobile Markets, at each of the three main campuses. Food is available on a first-come basis for MC students, faculty/staff, and the community. The markets are open to the entire community. No proof of eligibility is required. **For information on volunteering at the Mobile Markets, reach to Student Affairs, [Carmen Poston-Travis](#) 240-567-5253.**

Campus	Mobile Market Location	Time and Dates All dates are Wednesdays
Germantown	Outside Student Affairs (SA) (In inclement weather - High Tech Building (HT), Second Floor Lobby)	Time: 10:00 a.m. - 12:00 p.m. February 5, 2020 March 4, 2020 April 1, 2020 April 22, 2020
Rockville	Outside North Garage (1st floor mobile entrance, North Garage for inclement weather)	Time: 10:00 a.m. - 12:00 p.m. February 12, 2020 March 18, 2020 April 8, 2020 April 29, 2020
Takoma Park/Silver Spring	Outside Student Services (ST) Building (ST atrium for inclement weather)	Time: 2:00 p.m. - 4:00 p.m. February 19, 2020 March 25, 2020 April 15, 2020 May 6, 2020

Campus Food Pantries

Each of the main campuses has one or two small food pantries with snacks and food. Students are welcome to come pick up a snack to carry you through your next class, and to take a few items home.

Campus	Pantry Location	Days & Hours of Operation
Germantown	<i>High Tech Building (HT) Food Pantry</i> In the hallway, near HT300	Monday – Friday 9:00 a.m. - 5:00 p.m.
Rockville	<i>Women’s’ and Gender Studies Program Food Pantry</i> Hallway outside of MT212 Geneveive.Carminati@montgomerycollege.edu	Monday-Friday 9:00 a.m. - 5:00 p.m.
Rockville	<i>Biology Department Food Pantry</i> Science Center, 2 nd floor hallway Rebecca.Thomas@montgomerycollege.edu	Monday-Friday 9:00 a.m. - 5:00 p.m.
Takoma Park/Silver Spring	<i>Commons Food Pantry</i> CM 110 Jeff.Chuang@montgomerycollege.edu	Monday - Thursday, 8:00 a.m. - 7:00 p.m. Saturday, 9:00 a.m. - 1:00 p.m.
Takoma Park/Silver Spring	<i>Institute for Race, Justice, and Civic Engagement Food Pantry</i> Pavilion 4, #202 Vincent.Intondi@montgomerycollege.edu	Monday and Wednesday, 11:00 a.m. - 4:00 p.m. Tuesday and Thursday, 2:00 p.m. - 4:00 p.m.
Takoma Park/ silver Spring	Two new TPSS locations will be coming soon: -Cafritz Art (CF) #145 and -Academic Success Center, 2 nd floor, Health Sciences Kim.McGettigan@montgomerycollege.edu	To be announced, spring 2020