

POLICIES, DISCLAIMERS, AND RESOURCES

Policies:

Attendance

You have 3 free absences to use as you please (illness, travel for another class, sports, etc.). You will be responsible for finding out what you missed and making up any assignments if possible. More than 3 absences will result in a conversation with me about if/how you can pass the class. Please be prompt to class. Classes will often begin with a “quiz” and arriving late will shorten the amount of time you have for the quiz. I may mark you as absent if you arrive exceptionally late to class or leave class early.

Communication

The best way to contact me is via email at knowle50@msu.edu. I will try to respond within 24 hours during the work week. You may also find me in my office in Wells C711 during my office hours from 3-4 PM on Tuesdays and Thursdays. I am also always happy to schedule an alternative time to meet. Please feel free to contact me with any questions or concerns you might have regarding the class. If something comes up that may prevent you from attending class or completing an assignment on time, let me know sooner rather than later.

Decorum

Adapted from Koritha Mitchell, Ohio State University: This class will be free of hate speech regarding sexual orientation, gender expression, race, religion, and socio-economic status or background. Inflammatory remarks will not go unchecked and will not be tolerated. Each member of this class is responsible for fostering an environment in which people and their ideas are respected. For the same reasons, students will strive to make remarks that are informed by our material and the history that surrounds it. The professor is accountable for their statements; students must be, too.

Late Work

Late work will not be accepted. If you fear that you will be unable to complete an assignment on time, you must coordinate with me in advance of the due date for an extension. It is at my discretion as to whether or not to provide the extension.

Participation

Participation in a class with so much discussion will always involve saying and/or writing something that is not polished and perfect. Please be charitable to your fellow students. You are expected to come to class prepared; please complete writings and readings before coming to class, bring appropriate course materials, and contribute thoughtfully to class discussions and activities.

Disclaimers:

Ethics and Academic Integrity

In accordance with MSU’s policies on “Protection of Scholarship and Grades” and “Integrity of Scholarship and Grades,” students are expected to honor principles of truth and honesty in their academic work. Academic honesty entails, among other things, that students will not plagiarize.

This means (1) students will not submit someone else's work as their own, nor will they hand in a paper copied from the web or another published source. Academic honesty also means students (2) will not knowingly permit another student to copy and submit their work as that student's own and (3) will not use unacknowledged quotations or paraphrases as part of their work. As provided by university policy, such academic dishonesty or plagiarism may be penalized by a failing grade on the assignment OR for the course. Failure in a course as a result of academic dishonesty will also result in written notification to the student's academic dean of the circumstances. Additional discussion of academic integrity is available on the Ombudsman's webpage.

Limits to Confidentiality

Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. As the instructor, I must report the following information to other University offices (including the [MSU Police Department](#)) if you share it with me:

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the [MSU Counseling Center](#).

Additional resources are below:

- [Mandatory Reporting Information](#)
- [How to Make a Report](#)
- [Title IX-related resources](#)
- [Relationship Violence and Sexual Misconduct Policy](#)
- [MSU's Sexual Assault Program](#)
- [How to get involved with the Title IX program](#)

Turnitin OriginalityCheck in D2L

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool in D2L called Turnitin OriginalityCheck to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a "similarity score." The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool. Students should submit assignments to be screened by OriginalityCheck without identifying information included in the assignment (e.g., the student's name, PID, or NetID); the system will automatically show identifying information to the course faculty when viewing the submissions, but this information will not be retained by Turnitin.

Resources:

Accommodations

MSU is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities. Once your eligibility for an accommodation has been determined, you will be issued an Accomodation Letter. Please present this letter to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date may not be honored.

Please let me know how I can help you succeed in this course. Below are additional resources for students needing various accommodations:

- [Disability Access](#)
- [Grief Absences](#)
- [Religious Observances](#)

D2L & Technology

Please note that if you have any issues with D2L, contact MSU IT Service Desk directly. They will notify me if a technical issue has occurred that prevents you from submitting an assignment and provide the time stamp for the problem. Do not wait until the last minute – failed internet connection is not a valid reason for late work. As all of our course texts are online, you are allowed to use laptops/tablets/cellphones to access course materials during class. However, if the device becomes a distraction I can ask you to put it away.

Writing & Research

Writing Center: Visit these people. They are trained to help you and are familiar with the projects you are working on. Locations are all over the campus with a lot of open hours. Visit <http://writing.msu.edu> to schedule an appointment.

Libraries: <http://www.lib.msu.edu>

Computer Labs: <http://tech.msu.edu/computerlabs/>