**HUM 2234 ONLINE**

**FALL 2022 COURSE SYLLABUS**

**VALENCIA COLLEGE**

**PROFESSOR JULIANNA MORING**

Engagement hours by appointment only F2F West Campus 5-120 M/W 11:30-12:45

T/R/F Contact me through Atlas email [jmoring@valenciacollege.edu](mailto:jmoring@valenciacollege.edu)

Please note, I do not have office hours on the weekends, evenings, and when the college is closed.

Your Valencia email is the official means of communication, so emails should be sent through that address. I will NOT respond to alternate email addresses, in order to safeguard your privacy. Announcements and emails contain information necessary to success in the course, and you are expected to check them weekly. When you email me, please include your name, and the CRN of your class. I will check emails M-F during times when the college is open.

**Required Texts:** All of your reading materials will be posted on Canvas, or links will be provided on Canvas. I do not require you to purchase a textbook, but Canvas should be accessed regularly through your course modules.

**Technology requirements:** You must have a computer with reliable and consistent access to the Internet. If you do not have Office with MS Word, Office 365 is available to download for free on Atlas. All work must be written in Word, not pages, .pdfs, pictures from your phone, etc. The college has laptops available to loan to students. You should not expect to just take this, or any college class strictly on your phone. The college has laptops available to loan for free if you do not have a computer.

Because we don't meet in class physically, students are expected to read your announcements and are responsible for any information that I share with you in you. The introductory module shows you how to have them sent to your email, Twitter, your phone, or wherever you are most likely to read them.

**THIS COURSE IS A GORDON RULE COURSE:** If you do not have the proper amount of time to devote to the course each week, you may want to consider taking a different class. Because HUM2234 is a Gordon Rule course, this requires that you demonstrate what you learn through college level writing on multiple assignments. You will not be simply taking multiple choice tests that can be completed one night a week. You may potentially have multiple assignments in a week. There is a lot of reading in this class, and some of it is of a rather difficult nature. I don’t say this to dissuade anyone from taking the course, but I want you to be fully informed, so you can make the best decisions for yourself.

**No. Credit Hours:** 3.0

**Prerequisite** ENC 1101 or Equivalent

**Course Description**: Integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers period from the 1600’s through 1900, emphasizing emergence of rationalism and modern science and Romantic rebellion. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

**Credit:** Satisfactory completion of this course will satisfy three hours required in Area 2 (humanities) of the General Education Requirements for all degree programs.  It is a Gordon Rule writing course and therefore will satisfy the Gordon Rule requirements of the State Board of Education, Rule 6A-10.30.

**Major Topics/ Concepts:**

* Baroque in Italy and the North
* Rise of Enlightenment
* Rococo
* The Rights of Man
* Romantic world view
* Industry and the Working Class
* Modernity
* Empires

**REFER TO THIS SCHEDULE FOR ALL DUE DATES. Do not rely on your To-Do list, Announcements, or calendar reminders from Canvas.**

**Week 1** 8/21-8/27: Introduction, syllabus, and overview of course procedures

**Read ALL of the modules, as they explain the procedures for the course and how your grades are calculated.**

**Complete syllabus procedures quiz by 11:59 on 8/28. You will not be able to open the course materials modules until you complete the quiz with a perfect score. But, you can take it as many times as you like. THIS COUNTS AS YOUR FIRST WEEK'S ATTENDANCE. IF YOU DO NOT COMPLETE THIS ASSIGNMENT YOU WILL BE WITHDRAWN FROM THE COURSE PER COLLEGE POLICY.**

**Week 2**:  8/28-9/3: Elements of the Baroque Period

Northern Baroque art

Differences between Protestant and Catholic art

View the PowerPoints on the Baroque Part I

View the Video on Bernini

View Baroque PowerPoint part II, videos and section on music.

I suggest you start your reading for Hobbes and Locke early, because it is rather lengthy and you will have your first writing assignment.

**Assignment due on Canvas by 11:59 PM 9/4 Baroque Quiz. You must score 10/10 to open the next module, but you can take it as many times as you like.**

**Week 3**: 9/4-9/10 : Enlightenment in England and Social Contract Theory

View PowerPoint on the Enlightenment in England. Read the passages from Hobbes on Canvas

**Annotate Hypothesis documents on Hobbes by 11:59 PM 9/8**

**Assignment due by 11:59 PM  9/11:** Answer questions on Hobbes posted on Canvas. Follow the instructions in the module on How to Complete your Written Homework for guidance as to how your homework grades will be calculated. Note, you must submit your work in Word. Check your Unicheck report for plagiarism and also to make sure your assignment submitted properly.

**Week 4**:  9/11-9/17:Read Locke excerpt on Canvas

**Annotate Hypothesis on Locke 9/15**

**Assignment due by 9/18:** Locke Response

**Week 5:  9/18-9/24:**Kant and the Categorical Imperative

**Hypothesis annotations due NO LATER THAN 11:59 PM 9/22**

**Assignment due by 11:59 PM 9/25:** Answer Kant questions on Canvas

**Week 6**: 9/25-10/1: Voltaire

Read excerpt from Voltaire

**Hypothesis Annotations due no later than 9/29**

**Assignment due by 11:59 PM 10/2: Answer Voltaire questions on Canvas**

**Week 7**:  10/2-10/8: The French Revolution, Neoclassicism

View Rococo, Neo Classicism and French Revolution PowerPoint.

**Assignment due by 11:59 PM 10/9: Enlightenment quiz. You must get a perfect score to unlock the next module, but you can take is as many times as you like.**

**Week 8:** 10/9-10/10-15**:**Rights of Women

Hypothesis due 10/13

**Assignment due by 11:59 PM 10/16:** Written response on Mary Wollstonecraft

**Week 9**: 10/16-10/22 Elements of Romanticism

View PowerPoint on Romanticism Part I.

No Hypothesis for this week

**Assignment due by 11:59 PM 10/23**: Read Romantic poetry Wordsworth excerpt on Canvas and answer questions

**Week 10:** 10/23-10/29John Stuart Mill

Read Mill excerpt on Canvas.

**Hypothesis annotations due by 11:59 PM 10/27**

**Assignment due by 11:59 10/28:** Written response to Mill

**Week 11**: 10/30-11/5 The 19th Century

View PowerPoint on Romanticism Part II

Pay careful attention to the section on Hegel. Read Hegel explanation from me as well to complete writing assignment.

**Assignment due by 11:59 PM 11/6:** Written response to Hegel

**Week 12**: 11/6-11/12: Marx

**Hypothesis annotations on Communist Manifesto due by 11:59 11/10**

**Assignment due by 11:59 PM 11/13**: Read Communist Manifesto excerpts and answer questions.

**Week 13:** 11/13-11/19 Nietzsche

**Hypothesis annotations for Nietzsche due by 11:59 11/17**

**Assignment due by 11:59 PM 11/20** Answer Nietzsche questions on Canvas

**Week 14**: 11/20-11/26 Music

Thanksgiving college is CLOSED 11/23-11/27

Watch videos in module explaining the difference between Baroque, Classical, And Romantic Music.

**Week 15:**11/27 -12/**3** Impressionism and Post Impressionism

View materials in module on Impressionism and Post Impressionism art and music.

**Assignment due by 11:59 PM 12/4: Quiz on Impressionism and Post Impressionism**

**PAPER DUE NO LATER THAN 11:59 PM 12/4. THIS IS YOUR FINAL. No late work will be accepted, as I must have time to thoughtfully grade your papers before the end of the semester.**

**All written Homework assignments are worth 30 points. Your participation on the Hypothesis annotations are worth 10 points each and will help you greatly with your writing assignments. Your final paper is worth 100 points.**

**DUE DATES AND ASSIGNED COURSE MATERIALS**

*I know that many students rely mainly on their To-Do list on Canvas to tell them what assignments are coming up for their classes. The To-do list is a useful tool, but it doesn't give you a full picture of what is expected in this course and your other courses. Your To-Do list is only arranged by date, and shows you this week. It does not tell you*

*the weight of the assignment, point value, or amount of time you need to prepare to do your assignments. THIS IS WHY YOU ARE EXPECTED TO REFER TO THE SYLLABUS FOR ALL DUE DATES READING AND VIEWING ASSIGNMENTS. Use this document to help you thoughtfully plan out your workload, and refer to it often during the week. I also send out announcements letting you know what is coming up, so it is very important that you read your announcements carefully.*

**Exam and Grading Policy:**

90 – 100% = A

80 – 89%  = B

70 – 79% = C

60 – 69% = D

Below 60% = F

**Please do not ask to have your grades rounded up to the next letter. Grades will be posted on Canvas frequently, and is your responsibility to keep up with them. Your grade is the result of doing your work according to the criteria I give you for your assignments. Due dates are listed on the syllabus. Turn all of your work in on time and follow the instructions for assignments. Even if you do well on your projects and papers, failure to do your homework, and do it correctly, will drastically lower your grade.**

**Sometimes students have a tendency to skip the syllabus, but you are responsible for this information.  By staying in the course, you agree to abide by the policies on the syllabus.  The college also expects your professor to abide by the policies on the syllabus and avoid making exceptions. The course policies are designed to foster a learning environment that is fair to everyone, free of distraction, encourages you to be successful, and empowers every student to know what is expected of them up front.  The due dates for your assignments, and papers are being given to you on day one, as well as the attendance policies and course expectations. Refer to your syllabus for all due dates, not Canvas, your To-Do list, or a classmate. Please read this document carefully before you email to ask about policies or due dates. This schedule of the material we cover from day to day is a guideline, and changes may be made at any time at the discretion of the professor, but you will be notified of any changes. However, you will never be asked to turn in any work EARLIER than stated on the syllabus. In fairness to all students, do not ask to have additional exceptions to the policies made for you due to absences, unforeseen personal events, vacations, illness, work conflicts, technology difficulties, etc.  Read the syllabus and plan your schedule accordingly.**

**Amount of time you should expect to spend each week on this course:**

 If you attend a class for three credit hours, plan for 6-9 hours of study a week in addition to the time you would physically be in class. The actual amount of time varies based upon the individual student, your aptitude for the material, and the nature of the assignments. You need to realistically plan to spend at least 9 hours a week, or more, viewing the materials, reading the texts, and completing your writing assignments. If you spread it out over time, doing a little each day, you will be more successful. Time management is the key to success, so spread out your study time.  You cannot expect to simply log in on Sunday nights and do a week's worth of work. You will note that some weeks you have larger assignments, so always be looking at the bigger picture. Give yourself time to read the material carefully and reflect on it. Use your syllabus to help you plan ahead for major assignments. There is a reason that full time attendance at college is called full time. It’s just like the expectations you would have for a full time job.

**Attendance Policy:**

For some of you, this may be your first time taking a class online, or you may have expectations based on your experiences in previous online courses. But, each professor and each class is different. Because we do not meet face to face, your weekly assignments count as your attendance. You have received a syllabus on the first day of class. Use this as a guide to plan your semester. Your quizzes and written work is due by 11:59 PM on the due date listed on the syllabus. You will notice that some weeks you also have Hypothesis assignments to help you prepare for your writing assignment. I usually open up the next module on Thursdays, which gives you roughly 10 days to turn in your work. FOR THIS REASON, I DO NOT ACCEPT LATE WORK. It can seem most convenient just to set aside a couple of hours on Sunday to try to complete all of your work. But, your homework is designed to give you the opportunity to spread out the information in a manageable amount of time, process it, and demonstrate what you have learned through your assignments. If you were taking a face to face class, you would come to class at least one or two days a week. So, you should plan on devoting more than one day a week to view the materials and complete your work. It is your responsibility to look at the syllabus and plan ahead. The DUE date is not the DO date. If you get in the habit of waiting until Sunday nights, you will find that you will not have enough time to thoughtfully complete your work. Do not expect to be granted an extension on your work due to issues that arise at the last minute , including internet outages or last minute emergencies. I am only available to assist you M-F during my office hours. I do not have office hours on the weekends, so make sure that you begin your work early enough to ask for my help if you need it.

**Acceptance of Late Work:**

I do not accept late work. Because this is an online course, and we do not meet in person, your assignments count as your attendance and participation for the week. Please refer to your **syllabus** for the due dates. Do not rely on your Canvas “To-Do-list or for things to pop up on your calendar. Canvas will time stamp your assignments when you upload them. Remember, PLEASE make sure that you have uploaded your homework correctly. Read your Unicheck report, and that will let you know if something has uploaded properly and has academic honesty.

**Withdrawal Policy:**

I do not withdraw students for any reason, including if you find yourself at the end of the semester and do not like your grade. The only exception is for students who do not attend the first week of class and complete the first assignment. If you want to withdraw yourself, the withdrawal deadline is 10/28. Make sure you contact your advisor first to see how this may affect your financial aid and progress through the college.

**No Questions Asked Pass:**

I realize that sometimes emergencies arise. Therefore, you will receive ONE, and only ONE, No Questions Asked Pass for a quiz or homework assignment **of 30 points or less**. You will receive credit for the assignment, and there is no need to provide any documentation or excuses. You may NOT use it on a test, project, major assignment, or the paper. Once you have used it, you will not be given another pass. Use it wisely…

**HOW TO USE THE PASS**: On the due date, where you are supposed to turn in your assignment, you may simply write on Canvas, “I would like to use my NQA.”  The same policies for late work apply. **You must use your pass when the homework is due**, not after the fact. You may not go back weeks later and ask to use the pass retroactively, use it for extra credit, or use it to have a lower grade replaced.

**Make-up Policy:**

If you do not complete your work by the due date, you will receive a zero on the assignment. If you find that you are unable to complete your work due to an emergency, contact your professor ASAP, so that we can come up with a plan together. Often, students will wait until after the assignment is due, sometimes even weeks, before notifying their professor. This does not give us time to agree upon a solution.  In the case of an absence under extenuating circumstances, or an emergency that can be documented, such as a death in family, an accident, or severe illness, a make-up may be offered with no penalty, but at the **instructor’s discretion**.  If you do not have DATED documentation of extenuating circumstances, you will not be allowed to submit your work. An email to your professor stating that you cannot do your work, because you are not feeling well, had computer problems, or had a last minute emergency, does not qualify as documentation. You have been given your due dates well in advance. Students who miss their assignments, due to a legitimate emergency, must make alternate arrangements with the professor, in writing, and only in extreme circumstances. Please do not assume that I will accept late work. You have your NQA for an emergency when you cannot complete your work.

* The student must provide written evidence, such as a doctor’s note, official reports, or other documents with dates that prove the event happened during the time of the assignment in question. I do not require specific details about any illnesses. I only need a general reason with documentation of dates.
* The student should contact the professor as soon as possible. You will not be allowed to make up work if you contact the professor after the assignment has passed--unless you have documentation that says you were physically unable to contact the professor before that time.
* The student should arrange to complete the assignment before the end of the semester. If you do not, you will receive a zero on any missed work.

Please do not simply email me and say that you had a problem turning in your work. You must follow the steps above.

A NOTE ON COVID: The College has ended the COVID protocols they implemented in previous semesters. COVID will be treated like any other illness or emergency for purposes of absences or late work. Please follow the policies listed above for all illnesses and emergencies, including COVID. If you are unable to complete assignments for any reason, you must provide me with documentation which a statement that you were unable to complete you work on specific dates.

**COMMUNICATION:**

If you have concerns about the course material, your grade, or other matters, please send an email to  [jmoring@valenciacollege.edu](mailto:jmoring@valenciacollege.edu), or set up a time to speak with me. I will return my emails within 48 business hours--this means Monday through Friday, when the college is open. Note, I do not have office hours on the weekends. This is why you should not wait until Sunday night to log on and see what is due.  Most of your questions can be answered by looking at the syllabus or reading the Announcements. Get in the habit of checking your Valencia email and Canvas announcements once a day for important information, and have announcements sent to you in a format that you will check. I will ONLY respond to email sent from your official Valencia Email. I cannot reply to emails from other sources, which is to protect your privacy. I cannot discuss your grade with parents or other people.

**GRADE CONCERNS:** If you have a concern about the course, your first step should be to contact me. If you still have concerns, you may make an appointment with the coordinator, and we will work together to resolve any issues you may have.

**Email Etiquette:** This is a writing class, and we will be practicing many different types of writing. Writing a polite, professional email is a valuable skill everyone should master, but many students are not familiar with the format. Sometimes, when students email, they don’t realize the importance of speaking in a cordial tone and including crucial information. I often receive things written in voice to text with spelling errors, no punctuation, and not enough information for me to understand how to help you. Although it may not be your intent, this can often come off in a tone that you probably do not mean. So, I have provided a template for you to use when you email me. And, remember, emailing is not like texting, even when you contact through Canvas. Please understand that I have multiple courses, in different modes, so if you need help, provide me with as much information as you can to enable me to help you as quickly as possible. Begin your emails with a polite salutation. Tell me which class you are in and which assignment you need help with. Be clear and specific about what you need, so that I have the necessary information to give you the assistance you need. Check your syllabus and announcements to see if I have already answered your question. This may save you a lot of time.

**Sample email template:**

**Dear Professor Moring,**

**I am in your Online 2234 course. I have looked at the syllabus and cannot find the answer to my question. Here are the details…..**

**Thank you,**

**Your Full Name**

**NOTE: We all like “one stop shopping” and I am happy help you with the material for this course. But, I am not the most qualified person to help you with issues regarding Atlas, your Internet, Office 356, or technology problems. I want you to get the help you need, so I have provided many links for people who CAN help you with this below.**

**Method of Instruction:**

All work will be turned in on Canvas. Alternative means, such as email or paper copies will not be accepted.   **If for any reason you cannot regularly access the Internet for your course work, you will encounter problems fulfilling class requirements.**

**How to submit homework**:

 Your homework is based on the readings for the class. I have provided you with a clear guide to what I am looking for in your homework on Canvas. If you do not do the homework assignments, you will not pass the course. Your homework will always be turned in on Canvas. It will be run through Unicheck and checked for plagiarism. Under each module, there is a link to submit your homework. I ONLY accept documents that are written in Word. Do not send me photographs of handwritten documents, use Wordpad, Pages, pdfs, or write answers on a mobile device. They don't integrate well with Canvas or Unicheck. Valencia provides a free copy of Microsoft Office 365 on Atlas. Write your homework in a Word document, save the document, and upload your homework where it says ASSIGNMENT SUBMISSION.  Do not put your work in the COMMENT box. That is for comments. Do not try to type your work into the assignment box, because your work could become lost, and you will not have a backup copy. I will not give extra time to complete work that I cannot read due to a “corrupted file” or format other than Word.

**Unicheck Report:** All assignments will be run through Unicheck, our plagiarism checker. We will both see a report that shows how much of your submission is original material and what came from other sources. You should check your report before you submit your work, and make sure the percentage is not too high. It is normal to have a certain percentage of your work that shows up as coming from other sources. For example: If you are quoting a primary source, that text is probably going to be found in many places. However, if your Unicheck report shows that over 50% has come from other sources, that is a red flag that you need more original content.

YOU MUST check your Unicheck report for two reasons. The first is to see how much of your work has come from other sources to help you avoid plagiarism. The second reason it that it provides a backup to make sure that you have submitted your work properly.  You would be surprised by how many students don't check to see if an assignment as properly submitted. If Unicheck can't read your assignment, I probably won't be able to either. But, Unicheck is not the only means I have of checking for academic dishonesty. As a tool, it is more useful for students to let them know if their amount of original content might need to be higher.

**Technology Use:**

**You may not record this course, or share any recordings from the course, or recordings of other students without the permission of the professor. This includes social media or the Internet. You may not use technology to share answers with other students. This is considered a violation of Valencia’s code of academic honesty.**

The ability to use technology is integral to success in the job market of the 21st century. You must learn to adapt to new technologies, use them correctly, and learn where to go for help. If you have problems with Canvas, the Internet, your personal computer, programs, browser problems, or other technology issues, please contact the appropriate person before the due date.  You can also find personal assistance through the college. If you are unable to turn in an assignment, due to technology problems, **you must FIRST provide evidence that you have attempted to address the problem. Before I accept late work due to a technology problem, you must provide me with a screen shot, or a copy of the trouble ticket the IT department will send you once you have contacted them.**  Technology problems are not an excuse for a failure to turn your assignment in on time. I suggest that you get in the habit of turning your work into Canvas early enough to give yourself wiggle room for any last minute problems that may arise. Valencia provides many ways to get assistance with technology matters.

Technology excuses will not be an acceptable reason for turning work in improperly, late, or not at all. This is why you need to CHECK YOUR WORK when you turn it in. Make sure you uploaded it properly. Sometimes students turn in blank documents, or incorrect documents. If you read your Unicheck report you will be able to see if your work has uploaded properly.

**Get an account with cloud storage!!!! Before you do anything this semester, you should be sure you can back up your work. I cannot tell you how many students have lost their work because they did not back it up.  Even if your computer at home crashes, you can retrieve your work on another computer. Get in the habit of saving your work, and saving it often. In this day and age, technology excuses are not a valid reason for being unable to turn in your work.**

**HELP**:

Often students need help, but they don’t know where to do to find it, they think it will cost money, or they simply don’t want to ask for help for various reasons. Valencia offers many ways of assisting you in your academic success, but you have to be proactive.  Take advantage of the resources you have available to you.  All of this assistance is free.

 The Library: http://valenciacollege.edu/library/

Technology support:  Contact the OIT desk at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) or 407-582-5444

If you are having issues with Canvas, 24/7 support is available by phone at 407-582-5600 or by using the Help button inside Canvas. In addition, you can contact us at [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu) with your username and a detailed description of the issue during regular business hours.

 Writing help: The college has online tutoring available for writing assistance through Brainfuse, which you can find on Canvas.

Online Writing Center Introduction: [https://youtu.be/gotX7kS9HG4 (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FgotX7kS9HG4&data=02%7C01%7Cjmoring%40valenciacollege.edu%7C0a2cd03c1dd14b73c26c08d7eddea59d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239412842753885&sdata=R6O%2F2b9SO%2Bbd%2Fej572ECnVT2uTtqCti811c8%2FRfWyU4%3D&reserved=0)

Skill workshops: [http://valenciacollege.edu/studentservices/skillshops.cfm (Links to an external site.)](http://valenciacollege.edu/studentservices/skillshops.cfm)

**Baycare Behavioral Health’s Student Assistance Program**

“*Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Students have 24 hour unlimited access to the* ***Baycare Behavioral Health’s confidential student assistance program*** *phone counseling services by calling* ***(800) 878-5470****.  Three free confidential face-to-face counseling sessions are also available to students.”*

**Dual Enrollment Students:**

Dual Enrollment students should keep in mind that they are college students in a college class. You have the same criteria for attendance, work ethic, due dates, participation, and how you conduct yourself in the classroom as any other students. You will not be given exceptions to the attendance policy or due dates for any high school activities, such as SATs or sports. If you must be absent, please refer to the attendance policy on the syllabus. Be forewarned that we often discuss difficult or controversial material appropriate for the college level. This sort of subject matter is new to many students, but this is an opportunity to develop the skills to engage with complex, mature material. Students must conduct themselves respectfully when engaging with their peers and professor.

**Academic Honesty:**

I realize that sometimes students get stuck in a difficult position. You might have issues with home, personal, or work life. Even the most honest students can be tempted to take shortcuts for what they see as the greater good. However, plagiarism and cheating are morally indefensible. The consequences can be very serious and long lasting.  I cannot stress strongly enough how important academic honesty is to your success as a student. You are expected to do your own, original work on all homework assignments, quizzes, and projects. Cheating and plagiarism will not be tolerated and will be cause for an automatic “F” on the pertinent assignment and possibly in the course. The first time is an automatic zero, and administration will be notified. They may decide to contact you and take additional action, if the issue merits their intervention. Once administration is notified, they will create a record of the instance. The second time will result in a zero on the assignment and a referral to meet with the Humanities Coordinator. In my experience, two zeroes will usually drop your GPA enough to result in an F in the course.  If, after this, you choose to cheat a third time, you will receive an automatic F in the course, in addition to a referral to the Dean of students. On occasion, students might cheat one or two times in multiple classes and assume that only their individual professors will know. Be advised that administration will be aware if you engage in acts of academic dishonesty in ANY of your courses and will take the appropriate action if they see a pattern of this behavior.

**ACADEMIC DISHONESTY DEFINED**: Do not turn in the words or ideas of other people as your own. Your work should represent YOUR original ideas which demonstrate to the professor your personal understanding of the material. You are expected to read the module where we discuss plagiarism and how to avoid it. Sometimes students do not mean to plagiarize, because they associate that with copying an entire paper, or having someone else write your paper. They think paraphrasing or putting information into your own words is not plagiarism. But, cutting and pasting parts of someone else’s work, or paraphrasing, without citing them properly in your work, IS plagiarism. Your papers always need a works cited page to avoid this. And your homework will need page and line numbers. Although you need to quote from primary sources, cutting and pasting large sections of text from websites, blogs, work from scholars, or encyclopedias does not demonstrate your own writing skills and will lower your grade.

* All work submitted for credit in any class must be the product of the individual student's own original thoughts supported and informed by appropriately documented and credited sources.
* Plagiarism is the use of someone else's words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation.
* Plagiarism takes many forms: for example, turning in the same essay for two different courses is considered self-plagiarism and will result in a zero for the paper. You may legitimately wonder how anyone would ever know; this is one of the purposes of the Unicheck plagiarism scan.
* I have been teaching for a long time, and I have read many of the same sources that might pop up on Google for you. I suggest you stay away from those, particularly Wikipedia, Encyclopedias, Sparknotes, etc. These are not appropriate sources for college students anyway. The only resources you need for this course will be given to you by me.

Plagiarism or cheating may include the following:

1. Deliberate cut-and-paste of online or print sources without attribution
2. Recycling of essays from previous classes, even if you are retaking this one for me or another professor
3. Essays written on behalf of the student by family members or friends, or third parties, such as professional essay writing services
4. The result of inattention and unawareness of plagiarism policies and procedures.
5. Paraphrasing large sections based on the ideas of another source...even if you put it into your own words, **will be graded zero.** A second offense will result in a referral to the coordinator of the Arts and Humanities Department.
6. Turning in work from another language that has been run through a translation program to avoid detection.
7. Using answers from homework "help" websites like Chegg, Quizlet and Course Hero.
8. Using "spinbot" programs or synonym replacers to avoid detection. You should know that these are VERY obvious.

**How to Avoid Plagiarism**

* Here is a good rule: It is better to be safe than sorry in academic writing. Always cite your sources. A person's ideas are their intellectual property. You wouldn't go into another student's backpack and steal their property or look at another student's work on a test. Plagiarism is stealing the ideas of another person and passing them off as your own without giving them credit.
  + This includes paraphrasing or summarizing, as well as cut and paste.
  + Cutting and pasting large sections of text, even when you cite your sources, does not represent college level, original writing.
* If you have to look something up for your writing, cite your sources in text, and in your works cited page.
* Even if you summarize, give the author of the ideas credit.

**A Note on Expectations of Civility in the Classroom:**

Be forewarned now, that we will be discussing material that some may find controversial, uncomfortable, and thought provoking. I welcome honest and open debate, disagreement, and a diversity of opinions and expression. Everyone is not always going to agree on everything, and that is what makes the class a good learning experience. Learning how to express your own ideas, and listen to differing ideas from others, with civility is part of academia. All students are expected to treat each other with maturity and respect-- both inside the classroom AND in any communication that takes place outside of the classroom for college purposes. This includes class discussions, emails, texts, or other communications that are part of our course. I have a zero tolerance policy for threatening language, bullying, or profanity directed toward myself or another member of the class. This may result in a referral to the Dean of student conduct. Part of college is learning to communicate professionally. If you wouldn’t say something to your professor, or an employer, don’t say it to another student. It’s OK to disagree; just think before you speak. This is especially important for electronic communication. It's always a good practice to take a few minutes to think before you hit "send".

**Students with Disabilities**:

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Any accommodations will only be made after the professor receives notification from the OSD.

**Disclaimer Statement**:

As many factors may affect the development and progress of a class, the instructor reserves the right to alter the schedule as may be required to assure attainment of learning objectives.

**HB 233**

As your professor, I’m committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.