Course Outline, Due Dates, and Course Expectations. Start Here and Refer to This Often.

**COURSE OUTLINE**

**Intro to Humanities 1020**

**VALENCIA COLLEGE –FALL ONLINE 2023**

**PROFESSOR JULIANNA MORING**

Office Engagement Hours Face to Face M and W 2:30-4 5-120

T/R 1-4:30 and F 12-2 by Appointment through Atlas email jmoring@valenciacollege.edu

Florida requires professors to use Simple Syllabus, so students have a general idea of what to expect in a course. But, this document contains the information you will actually need for due dates, grades, and course policies. So, please refer to your course outline for those details.

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 like Gmail or Hotmail, 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. I teach multiple courses in different formats.  So, when you email me, always include your name, and the CRN of your class. I will check emails M-F during times when the college is open. I do not have office hours on the weekends and when the college is closed. If you email me about something that has already been detailed on the course outline, I will remind you to refer to the course outline. This is not to be dismissive, but to remind you that you are empowered and have agency to pursue answers on your own.

**Required Texts**:  *Landmarks in Humanities 5th edition by Gloria K. Fiero* YES, YOU WILL NEED THE TEXTBOOK with McGraw Hill Connect. I recommend that you get the etext. You will receive it immediately and bypass waiting for your paper copy to come. You will not be able to complete your work and pass the course without the textbook with Connect.

**Technology Requirements:** Reliable and consistent internet access, a working computer equipped with Word. Office 365 is available for free through the college. If you do not have reliable internet access and a computer, you will not be able to do the work in this course. If you do not have a computer, please contact the college to request the loan of a computer.

**Course Description**: This course is a basic introduction to humanities that focuses on central concepts, historical developments, and the fundamental nature of philosophy, architecture, music, religion, and art.  Concepts from these disciplines will be integrated with contemporary American culture.  There is no prerequisite for this course.

**ASSIGNMENTS and DUE DATES**

**In General, you will complete Smartbook BEFORE we start the chapter and take your quiz after we finish each chapter, We will spend our class meetings reinforcing the concepts you learned in the book. This will not be a lecture course where you should expect your professor to "tell you what is going to be on the test." For success, you should come to class prepared with the background knowledge you will get from completing your Smartbook activities.**

**Week 1**: 8/20-8/26 Introduction to the course.

Read the syllabus. Order your book and set up Connect.

View the introductory module and view ALL of the materials explaining the course procedures and policies.

**You must attend class the fist week, or you will be withdrawn for non attendance, per federal policy.**

**Week 2**: 8/27-9/2 Read Chapter 1 of the Fiero text.

Complete the SmartBook guided reading. 8/27

Chapter One Quiz due by 11:59 PM 9/3

**Week 3**: 9/3-9/9 Greece: The Heroic Age, Classicism and Hellenism.

Read Chapter 2 “Classicism” in Fiero text.

Complete SmartBook by 9/3

**Chapter 2 Quiz due by 11:59 PM 9/10.**

**Week 4**: 9/10-9/16

Rome: From the Empire to the Republic

Read Chapter 3 “Empire” and complete SmartBook 9/10

**Chapter 3 Quiz due by 11:59 PM 9/17.**

**Week 5: 9/17-9/23**Middle Ages. Note: You will not be assigned Chapter 4

Read CHAPTER 5 “Synthesis” and Complete SmartBook by 9/17

**Ch 5 Quiz due by 11:59 PM 9/24.**

**Week 6: 9/24-9/30 Please note that this week is different. We have our midterm Wednesday, which will include Chapter 6. I want you to take your quiz first to help you study.**

Read CHAPTER 6:

“Christendom” and complete Smartbook 9/24

**Ch 6 Quiz due** due by 11:59 PM 9/26

MIDTERM: 9/27 in Class.

**Week 7**: 10/1-10/7:

The Italian Renaissance

Read Chapter 7 “Rebirth.” Complete Smartbook activities 10/1

**Ch 7 Quiz due by 11:59 PM 10/8**

**Week 8**:  10/8-10/14The Northern Reformation and Renaissance:

 Read Chapter 8 “Reform.” Complete Smartbook 10/8

**Ch 8 Quiz due by 11:59 PM 10/15**

**Week 9: 10/15-10/21** The Baroque

Read Chapter 10 “Baroque.” Complete SmartBook 10/15

**Ch 10 Quiz  Due by 11:59 PM 10/22.**

**Week 10: 10/22-10/28**The Enlightenment

Read Chapter 11 “Enlightenment.” Complete SmartBook 10/22

**Ch 11 Quiz due by 11:59 PM 10/29**

**Week 11: 10/29-11/4**

Read Chapter 12 “Romanticism.” Complete SmartBook 11/4.

**Ch 12 Quiz due by 11:59 PM 11/5**

**Week 12 11/5-11/11**:

19th Century

Read Chapter 13 Materialism Complete Smartbook 11/5:

**Ch 13 Quiz  due by 11:59 PM 11/12**

**Week 13: 11/12-11/18**:

20th/21st Century

Read Chapter 14 “Modernism.” Complete SmartBook 11/12.

**Ch 14 Quiz due by 11:59 PM 11/19**

**Week 14: 11/19-11/25: Prepare for your final project**

**THANKSGIVING. The college is closed 11/22-11/26**

**Week 15: 11/26-12/2**: 21st Century

 Read Chapter 15 “Globalism.” Complete Smartbook 11/26

**Ch 15 Quiz due by 11:59 PM 12/3**

**FINAL:**Complete Cultural Experience Podcast. Note, you will be visiting an art museum of your choice, to view art in person, for this assignment. There is no alternative option to do a virtual visit. You will need to arrange to visit an actual museum in person.

**Final:** **FINAL PROJECT, YOUR CULTURAL EXPERIENCE POWERPOINT IS DUE Sunday 12/4 by 11:59 PM. NO LATE WORK WILL BE ACCEPTED.  PLAN ACCORDINGLY**

**Smartbook assignments and Quizzes are worth 15 points each. Midterm 100 points. Final project is worth 100 points.**

**Exam and Grading Policy:**

90 – 100% = A

80 – 89%  = B

70 – 79% = C

60 – 69% = D

Below 60% = F

**Success in college is not about collecting "points," it is about learning. Please do not ask to have your grades rounded up to the next letter or rely on extra "points" to pass. I do not assign extra credit or allow do-overs and make-ups. Each chapter builds on what you learned in the previous chapters, which is why they need to be completed in order. If you miss a chapter early in the semester and try to make it up at the end of the semester, you will not be able to properly meet the course outcomes. Grades will be posted on Canvas frequently, and is your responsibility to keep up with them. Due dates are listed on the syllabus so that you can plan your schedule accordingly.**

**The Due date is not the Do date.  It is the LAST possible moment to turn your work in for the week. If you decide to wait until the last minute to turn your work in, and something happens, understand that no late work is accepted for any assignments. I will not grant extensions. This is in fairness to all students. So read your syllabus and plan accordingly. Your assignments are given to you on day one, and you have over a week to complete each chapter. Spread your work out over the week to a schedule that is manageable for you. You should not expect to log in on Sunday nights and do a week's worth of college level reading, comprehension, and work.**

**I understand that the syllabus is long, and it can be tempting to skip it. But, as a college student, you are responsible for this information.  Please understand that every policy that is addressed here is because the situation arose at some point. 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, 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 quizzes 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, or a classmate.  Please read this document carefully before you call or 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.  Check your grades on Canvas frequently.**

**WHAT ARE ENGAGEMENT HOURS?:**

When you hear the term "office hours" or "engagement hours" you may not be sure what it means, especially when COVID required historically unprecedented levels of flexibility from everyone. However, things are returning to a more normal situation, and you should expect to see a return to scheduled contact times. Office hours are part of the responsibility of FULL TIME professors. The State requires your professor to be available for communication with students a certain number of hours per week and to share the times with you. This can be to discuss the course material, your grades, or any other questions you may have. Each professor will set their own office hours in a combination of face to face or virtual, including time to answer emails. Office hours are listed on the syllabus, and you should refer to them when trying to schedule a time to talk to your professor. I have face to face hours when I am in my office, and I also have times when I am available to chat by email or other means. Please note that I will not be in my office outside of the hours listed on my syllabus. If you just have a quick question that can be answered in a short email, feel free choose this option. If you have a more complicated concern that requires a proper conversation, set up a time to talk during office hours. Emailing back and forth over hours or days to solve complicated issues is seldom a good idea. Tone, facial expression, and body language are parts of communication that we miss when emailing. This can lead to misunderstandings.

 **COMMUNICATION:**

**I strongly believe in the importance of education and its power to transform lives. Education is not a product, the college is not a marketplace, and students are not "customers."  Please be aware that I teach a number of different classes, so I rely on you to provide me with details that allow me to help you as quickly as possible. When you email, include your name and the CRN of this class. Please don't simply send an email that says, "Hey, it's me. I am in your class. I had a question about our last assignment." Be specific and detailed about what you need. I have spent a great deal of care designing an outline that covers most of the issues you may encounter. I also send out detailed announcements which you can have sent to any number of communication methods. This empowers you to answer a lot of your own questions without having to email. Before you email, check to see if the answer is already on the syllabus or announcements. You can expect to receive replies to your emails during the office hours listed on the syllabus M-F. I will not discuss your grade with anyone but you, including parents.**

Use this email template that I have provided:

Dear Professor Moring,

I am in your Online Intro to Humanities class. I have read the syllabus and cannot find the answer to my question. My question is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

Your First and Last Name.

If you have concerns about the course material, your grade, or other matters, send an email to jmoring@valenciacollege.edu, or make an appointment to speak to me about any private concerns, or for academic assistance. I will return my emails during office hours M-F or within 48 business hours. I will only answer emails from your official Valencia email. This is to protect your privacy. Get in the habit of checking your Valencia email once a day for important information. If you have a concern about the course, your first step should be to go to the professor. If you are still dissatisfied, you may make an appointment with the Assistant to the Dean, and we will work together to resolve any issues you may have.

**Counseling Help:**

Many students are working, taking other classes, and have family responsibilities. Sometimes, students encounter health or other personal problems during the semester. These may impact your ability to complete your work on time, or with the quality needed to pass your courses successfully. Occasionally students do not have much experience with college and are not sure what to expect as far as time commitment, study skills, or making the transition from high school to college level expectations. I do my best to be honest about how much time my course should take, and what the expectations are for success. I also provide you with a syllabus containing your due dates, and I try to open up your assignments early enough that you have plenty of time to work on them. If you find yourself struggling with physical or emotional concerns, family problems, personal hardship, or even issues like time management skills and understanding what college is all about, please contact our Valencia counseling team. If you find yourself getting into a situation that will consistently affect your performance in any of your classes, make sure to ask them for help early. Here is a video explaining how to do that. [https://www.youtube.com/shorts/9LncUXigybsLinks to an external site.](https://www.youtube.com/shorts/9LncUXigybs)

 **Attendance Policy:**

As you have signed up for a face to face class, you should prepare to come to class on time, and stay for the entire time. You are expected to participate and be engaged, not simply be physically present. Do not come in late or leave early. Entering and leaving the classroom is disruptive to the learning environment for everyone. I will take attendance in every class. I may take it at the beginning of class, or the end of class, depending on what we that day. For example, if I ask you to turn something in, I may collect that at the end of class as your attendance. However, if you leave class frequently, come in late, spend your time on your phone, or turn in work that does not represent engagement with the day's activities, I will mark you absent. Come to class prepared to ecercise your brain, not just take up a seat. I give you 4 absences--they are neither excused or unexcused. It is up to your discretion to use them thoughtfully. Upon the 5th absence, your grade will drop by half a letter. Remember, this includes coming to class late, leaving early, or repeatedly leaving the room. For every two absences beyond this your grade will drop another half letter. I do not withdraw students for any reason. But, excessive absences or tardies will cause your grade to drop and potentially lead to an F.

**Use of electronics during class:**Many studies show that electronics are a distraction to you and to your classmates. It disrupts the learning environment we are trying to create and divides your attention. I do not allow the use of electronics, including phones, tablets, laptops, etc. unless specifically noted. Please remove your earbuds and air pods. Put your phones away. This does not mean keep them in your lap and check it under the table. If you cannot follow this policy, I will ask you to leave the room for the day, and you will be marked absent. I know all of your professors and teachers "say" this, but often your teachers just give up. Please know now that I am very serious about this policy and will enforce it. This is a college course, and I have a responsibility to make the best learning environment for everyone.

**Make-up Policy:**

 You receive a syllabus on the first day of class. Use this as a guide to plan your semester. All work is due by 11:59 PM on the due date listed on the syllabus. II DO NOT ACCEPT LATE WORK. 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, or had an emergency, does not qualify as documentation. Please do not just assume that I will give you an extension because you ask for one. 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. This is yet another excellent reason not to wait until the last minute to do your work. It leaves you with no wiggle room when last minute emergencies arise.

* 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.
* The college is no longer implementing special protocols for COVID. Because it is now endemic, we will have to learn to work with is as we do many different types of illnesses or emergencies. If you get COVID and find that you are unable to complete your work, follow the same syllabus procedure that you would for any other missing work.

**WITHDRAWAL**:

I do not withdraw students for any reason, unless you do not complete the attendance requirements for the first week. Students may withdraw themselves from class until the drop date of 10/27. Often students who are failing assume they can ask their professor to withdraw them to avoid an F. If you find yourself in academic peril, do not wait until it is too late to salvage your grade. I urge you to look at the consequences of withdrawal and weigh them against failing the course. Your first step should be to come and speak with me, so that we can work together to help you pass the course.

If you are performing poorly in class and think that by not showing up you will receive a “W,” think again. It is your responsibility to drop the course if you are not doing well. I will not drop you. If you have extenuating medical or personal circumstances that prevent you from continuing in the class, you should discuss this with an advisor to see what options the college has. As your professor, my only option is to assign grades based on the quality of work a student turns in on time during the semester.

*“A student who withdraws from class before the****withdrawal deadline of 10/27****will receive a grade of “W.”  A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester.  If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F.  Failure to make up the work during the following semester will result in  a grade of F in the course.  Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”*

**NOTE ON FINANCIAL AID: Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student  which he or she must know about to make an informed decision before withdrawing. Students with some scholarships who withdraw or are withdrawn from a  class must pay the college for the cost of the class.  Other scholarship sponsors may also require repayment.**

**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.

Your first step is to speak to your professor for questions concerning the course material. If you feel lost or need clarification let me know.

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

Technology support:  Contact the OIT desk at 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 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

Online Writing Center Introduction: [https://youtu.be/gotX7kS9HG4Links 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)

How to Access Online Tutoring: [https://youtu.be/aPbohxHiDPMLinks to an external site.](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FaPbohxHiDPM&data=02%7C01%7Cjmoring%40valenciacollege.edu%7C0a2cd03c1dd14b73c26c08d7eddea59d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239412842763879&sdata=0Grm0nCSUJ6uznVPRcz%2Bm7cIFPbxKtjpFalDMvn37hc%3D&reserved=0)

Tutoring services: You get five hours of free tutoring each semester. http://valenciacollege.edu/learning-support/tutoring/

Skill workshops: [http://valenciacollege.edu/studentservices/skillshops.cfmLinks 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.”*

**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.**

**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.**

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 help desk 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 to resolve the issue.**“I didn’t know how to use Canvas,”“My computer is broken,” “My internet went out,” etc. will not be considered acceptable excuses for failing to complete an assignment. This is another reason to 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.

**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.

**Acceptance of Late Work:**

I do not accept late work or grant extensions. Do not wait until the last minute to look for what is due, and do not rely on your To-do list to tell you what to do. Successful students look ahead, take ALL of their classes into consideration, and plan to work beyond what is due in the next few days. Students often think in terms of "points." It's the end of the semester, and they want to make up "points" they missed from an earlier point in the semester. But, as your professor, I think about the bigger picture, not just one week. The work you do each week is a scaffold that prepares you for future lessons. 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. You have advanced notification of when assignments are due, and you will be given well over a week to turn them in. Canvas will time stamp your assignments when you upload them. Remember, PLEASE make sure that you have uploaded your homework correctly.

**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, 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 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: Do not have other people complete your work for you. In short…your work should represent your original ideas. You are expected to read the module where we discuss plagiarism and how to avoid it. Sometimes students do not mean to plagiarize, and associate that with copying an entire paper, or having someone else write your paper. But, cutting and pasting parts of someone else’s work, or paraphrasing—even the source you are researching— without citing them properly in your work is also plagiarism. Your papers always need a works cited page to avoid this. 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.

Plagiarism or cheating may include the following:

1. Deliberate cut-and-paste of online or print sources
2. Recycling of essays from previous classes, even if you are retaking this one
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 an appointment with the dean 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

**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. 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 this course include 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 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.

**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. NOTE: Professors are not legally allowed to extend their own additional accommodations, outside of those specifically listed on your OSD form. If you find that you might need different accommodations, please speak to the OSD staff.

**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.

[Next](https://valenciacollege.instructure.com/courses/181953/modules/items/14773878)