## Course Policies

### Participation (expectations)
- Building a classroom environment that promotes respectful exchange of ideas is important to me. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Meaningful and constructive dialogue is encouraged in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view.
- In our class participation means speaking to the whole group as well as engaging in smaller group activities and completing in-class activities.
- Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.

### Attendance Policies
- Attendance will be taken everyday.
- Class attendance and participation is essential for success.
- If you expect to miss class to participate in a university-sanctioned activity, be sure to submit a [Student Absence Form](#) early in the semester so that we can discuss your responsibilities and make plans to fulfill the requirements of the classes you will miss.
- Please make an appointment to discuss with me any requests for exceptions to these policies.
- If you expect to miss class due to a religious observance, let me know early in the semester so that we can discuss your responsibilities and plan so that you meet course obligations and requirements.

### Academic Integrity/Plagiarism

Plagiarism from someone else's work and passing as your own is a serious offense.  In project work in Computer Science, you may need to discuss the algorithms for a task with other students.  This will be ok as long as the project does not involve you designing the algorithm.  However, you are expected to work on your own in the implementation phase.

As a general rule, you should not collaborate with another student or person to the extent that two submissions are copies of each other. Whenever you get help with some portion of the code, make sure that you understand the code.  If an instructor asks you to explain your code and you are unable to explain it to the instructor's satisfaction, the instructor is free to report this as plagiarism.  If you are found copying an assignment (from another student or internet), or if your submission has unreasonable similarity to another submission, you get a zero for that assignment automatically. A second offense will be reported to the university officials and students involved will face serious consequences.

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to showcase what you know and learn from what you may not yet have mastered. When you submit work with your name on it, this is a written statement that credit for the work belongs to you alone. If the work was a product of collaboration (such as a group project), each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Each assignment and exam in our course will include clear guidelines about the rules around each assessment including what materials are appropriate to use. It is always required that the work you submit is your own, uses proper citation, avoids collusion or falsification.

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If you have a question about an assignment, do not hesitate to contact me for clarification. You are responsible for being attentive to and observant of University policies about academic honesty as stated in the [University's Campus Policies](#) and [Code of Student Conduct](#) found in the UMSL Bulletin.

- **Plagiarism, collusion, cheating, and falsification** may be terms that are new to you and so I want to be completely clear here as to what I mean by these terms.
    - **Plagiarism**:  representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
    - **Facilitation/Collusion:**  supporting malpractice by another student, for example, allowing your work to be copied.
    - **Duplication of Work:**  presenting the same work for a different assessment.
    - **Cheating:** using, possessing or distributing any unauthorized sources of information (such as previous or existing exams for this course) and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., uploading or using test or online homework questions on study sites such as Chegg.com, copying someone else's answers on tests and quizzes, copying/pasting exam or online homework questions from this semester for your peers or publicly in online forums, stealing another student's work, and unauthorized entry or use of material in a computer file).
    - **Falsification:** any untruth, either verbal or written, in one's academic work including presenting fabricated/made up data or presenting someone else's work as your own. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets.

- Academic dishonesty is a serious offense that may lead to **probation, suspension, or dismissal from the University**. All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course.
- Any citation style format (APA, ALA, etc.) is welcome.

## Title IX & Equity

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

- **Content Advisory:** This course may involve topics and/or media that may be emotionally disturbing, graphic, or otherwise sensitive in nature. I will try to provide specific warnings before

each instance. I believe these topics (or materials) are important to the course. If you believe this may be a barrier to your learning environment, please contact me to discuss.

### Student Advocacy & Care
Provides students with case management and other support and services to address unmet basic needs and other challenges they may be facing outside of the university that impacts their ability to succeed academically. These challenges may include things like food insecurity, housing instability, lack of childcare, and financial emergencies.
- Location: 144 Millennium Student Center
- LINK to request assistance or help
- Website: https://www.umsl.edu/studentadvocacy/

### Access, Disability and Communication
Your academic success is important to me. We all learn differently and bring different strengths and needs to the class. If there are aspects of the course that prevent you from learning or make you feel excluded, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course.

If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.
- Location: 131 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, cramert@umsl.edu
- Website: http://www.umsl.edu/services/disability/

### Office of International Students and Scholar Services
If you have difficulty communicating in English with the instructor of this course, contact ISS.
- Location: 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Website: http://www.umsl.edu/~intelstu/contact.html

### Student Enrichment and Achievement
SEA provides comprehensive support and intervention strategies that support your road to graduation!
- Location: 107 Lucas Hall
- Phone: (314) 516-5300
- Email: umslsea@umsl.edu
- Website: https://www.umsl.edu/services/sea/

### Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)
MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.
- Location: 225 Millennium Student Center (MSC)

- Phone: (314) 516-6807
- Email: multicultural@umsl.edu
- Website: https://www.umsl.edu/tutoring/

## Technical Support

UMSL and UM-System provide students with a variety of technology support on campus and virtually. The information listed below connects you with the most commonly sought supports.

### Academic technologies (Canvas, VoiceThread, SmarterProctoring, Zoom, etc.)
- Location: TBD
- Phone: (855) 675-0755
- Email: teachingtools@umsystem.edu
- Website: https://online.missouri.edu/learning

### Login and network issues (SSOID, email, campus wifi, password changes, etc.)
- Location: 190 Millennium Student Center (MSC)
- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Website: http://www.umsl.edu/technology/tsc

### Electronic textbooks (AutoAccess, Cengage, McGrawHill Connect, etc.)
- Location: Millennium Student Center (MSC) Bookstore 2nd floor
- Phone: (314) 516-5763
- Email: autoaccess@umsystem.edu
- Website: https://missouri.qualtrics.com/jfe/form/SV_0eXnXJy1QpRUc7j

## Academic Support

### The Online Writing Center (OWC)
At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.
- Location: 222 Social Sciences and Business Building (SSB)
- Website: https://www.umsl.edu/~umslenglish/Writing Center/
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on  Courses All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

### Math Academic Center (Math Lab)
The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.
- Location: 222 Social Sciences and Business Building (SSB)
- Website: http://www.umsl.edu/mathcs/math-academic-center/

**A final note: this syllabus will be subject to change at the instructor's discretion.**