

Course Policies

Academic Integrity/Plagiarism

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to demonstrate what you know and learn where you can still improve. 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. The [Writing Center](#) can also advise on citing to avoid plagiarism.

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, using AI tools such as ChatGPT to write without alteration discussion posts or assignments, 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 Student Conduct and Academic Integrity in the Division of Student Affairs who will hold an initial conduct meeting and then determine possible administrative sanctions such as a warning, probation, or dismissal from the university.

- In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course, which shall not be considered a sanction for prohibited conduct under this rule. The instructor shall, consistent with other policies, report the alleged academic dishonesty to the Primary Administrative Officer.

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.

Student Resources

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, counseling needs, 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: das@umsl.edu
- Website: <http://www.umsl.edu/services/disability/>

UMSL Global

If you have difficulty communicating in English with the instructor of this course, contact UMSL Global.

- Location: 403 Express Scripts Hall (ESH)
- Phone: (314) 516-5753
- Email: global@umsl.edu
- Website: umsl.edu/global/isss

Student Enrichment and Achievement

SEA provides comprehensive success coaching services to targeted populations (i.e., new First Time College & Transfer, current UMSL students with less than a 2.500 GPA).

- Location: 107 Lucas Hall
- Phone: (314) 516-5300
- Email: umslsea@umsl.edu
- Website: <https://www.umsl.edu/services/sea/>

TRIO Student Support Services

TRIO provides a holistic support model through Success Coaching for targeted populations (i.e., transfer students who are first-generation college students, have a documented disability, or have demonstrated economic need).

- Location: 180 Millennium Student Center (MSC)
- Phone: (314) 516-4332
- Email: umsltrio@umsl.edu
- Website: <https://www.umsl.edu/outreach-and-support/trio/>

University Student Support (USS)

USS provides comprehensive success coaching services to targeted student populations (i.e., new First Time College & Transfer, current UMSL students with at least a 2.500 GPA).

- Location: 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: uss@umsl.edu
- Website: <https://www.umsl.edu/outreach-and-support/uss/>

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, Honorlock, Zoom, etc.)

- Location: virtual and via website chat
- Phone: (855) 675-0755
- Email: teachingtools@umsystem.edu
- Website: <https://tinyurl.com/UMissouriOnline>

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

University Tutoring Center (UTC)

The University Tutoring Center (UTC) is here to transform your learning with one-on-one support. UTC offers many options for tutoring, and all of them are free for UMSL students:

- [Walk-in Tutoring](#): On-the-spot, in-person assistance. No appointment required.
- [Triton Online Tutoring](#): Live virtual assistance over Zoom. No appointment required.
- [Paired Peer Tutoring](#): We'll match you with a tutor to work together all semester long.
- [NetTutor](#): Another online, flexible tutoring option.

- Location: 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: tutoring@umsl.edu
- Website: <https://www.umsl.edu/tutoring/>

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: 103 Social Sciences and Business Building (SSB)
- Website: <https://www.umsl.edu/divisions/artscience/english/writing-center/index.html>
- 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: 103 Social Sciences and Business Building (SSB)
- Website: <https://www.umsl.edu/mpas/resources/math-center.html>

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