

## COURSE POLICIES

### Overall Expectations

Students are expected to...

- Come to every class prepared to actively discuss and engage in the readings
- Participate
- Turn in assignments on time
- Be respectful of peers and instructor
- Check email and read the Canvas site frequently

In return, you can expect that I will...

- Create an encouraging class atmosphere where students feel comfortable asking questions
- Show an interest in your learning
- Give timely feedback on your work
- Respect your thoughts and feelings
- Check email and read the Canvas site frequently

### Absences

The Student Handbook states, “Every student is expected to attend every class session for which the student is duly registered.” (Part VII, Section 01.701). However, this policy further states that, “it is the prerogative of the individual faculty member to set attendance policy for each individual course, and it is the responsibility of the individual faculty member to inform students of that policy in the course syllabus or other written document within the first week of the semester.” **Class attendance is extremely important. You will not do well in this class if you do not attend.**

You may miss class for a variety of reasons – boredom, hangovers, other obligations (interviews, extra-curricular activities), vacation, familial obligations, etc. As college students and adults, you may miss class for any reason you like. It is your choice to come to class and your responsibility if you miss class. In these instances, you need not let me know if you choose not to come to class. More than 3 unexcused absences will result in a full letter grade reduction.

However, students should not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are not necessarily limited to, verified (e.g., **written** verification from an appropriate source) illness, participation in athletic events or other academic-related group activities sponsored by the University, serious family emergencies, subpoenas, jury duty, pregnancy, and military service. In accordance with University policy (Part VII, Section 01.701.B), students must give **written** notice to the instructor **within the first two weeks** of class of a religious observance, participation in athletic events, or other academic-related group activities that prohibit class attendance. In general, it is the responsibility of the student to notify faculty members of such circumstances as far **in advance** as possible (with written documentation). I will do my best to accommodate students with legitimate absences (i.e., those defined above); however, a large number of excused absences may impair

your ability to complete the course. Ultimately, however it is the student's responsibility to get missed class notes and to submit their assignments on time. Exceptions may be made for illness or serious emergencies at the discretion of the professor. *Students participating in a university event, sport, or club should expect to continue to submit assignments on the regular due date.*

In order to receive a passing grade in this class (i.e., above an F), you must complete a substantial portion of each of the assignments. For example, turning in the assignments and never coming to class is unsatisfactory. Or, doing exceptionally on 2 or 3 assignments and failing to complete the others is also unsatisfactory. **Failure to attend more than 75% of the classes – whether excused or unexcused – will result in a significant grade reduction. If you miss more than 7 classes, regardless of the reason, you need to meet with the professor to discuss dropping the course and retaking it in another semester.**

#### Academic Dishonesty

Cheating, plagiarism, fabrication, unauthorized collaboration, misrepresentation, gaining an unfair advantage and any other form of academic dishonesty in any portion of the academic work for a course will not be tolerated and shall be grounds for awarding a grade of Withdrawal Academic Dishonesty (W(AD)) for the entire course. A W(AD) is calculated as an F in your grade point average. The University Policies can be found in the [Miami University Student Handbook](#) Part I, Chapter 5. You might also look at [FAQs about integrity](#).

#### Assignment Due Dates

All assignments must be turned in on Canvas at the time specified. **Late assignments will not be accepted, even if the assignment is turned in one minute past the deadline.** Think of the deadline as the time that an airline flight takes off. Just as you arrive at the airport with plenty of time, so too should you submit your assignment with plenty of time. Once the flight takes off or the deadline passes, you will receive a zero.

#### Canvas

This course will largely rely on Canvas for me to distribute assignments, to post course announcements, and to post supplemental readings for the course. Further, Canvas and/or email will be an important place for you and your group to communicate on group assignments. Please check the site regularly. You are expected to login to Canvas during the first week of classes to make sure you can navigate the site. You will submit nearly all writing assignments by uploading them to Canvas; I will return assignments via Canvas as well thus, you should look for my comments in your file. You are also responsible to check your Miami e-mail account several times each week for important class communications.

For assignments to be accepted and counted for the course, they must be submitted on time and on Canvas. If you have trouble using Canvas, go to the

appropriate [University technology help](#). Please do NOT email me your assignment or bring a paper version to class (unless noted). It is your responsibility to make sure that you have submitted your assignment on Canvas correctly. You will receive a receipt from Canvas every time you submit an assignment. You should save your receipts throughout the semester and produce this receipt if there is a problem.

#### Cellular Phones

My expectation is that you will turn your phone off and place it in a bag or otherwise out of view during class time. Please do not send texts or use your smart phone during class time.

#### Classroom Conduct

My expectation is that students will be highly engaged and active in our learning environment. While politics is at times a contentious and controversial subject, I expect students to maintain the highest level of civility and respect to one another and to the professor in the class regardless of differences of opinions. This class will require sophisticated arguments and critical thinking and I expect that students use these skills to develop their own opinions and express their own thinking.

#### Computers/Internet/Printing

You will be using computers throughout this course for your assignments. Computers and computer software are not foolproof. You should take precautions so that such computer issues do not affect your ability to turn in an assignment. If you take reasonable precautions, you will not be deterred from meeting due dates, even if your computer should malfunction. Computer malfunctions are not an excuse for a late paper.

You will be responsible for turning in many of the assignments on Canvas. First, all of your assignments must be in Word. Second, all of your assignments must be turned in on time. You should plan to submit your assignment well before the due date in order to ensure that problems with Canvas do not affect your ability to turn in your assignment. Again, late assignments, e-mailed assignments, and paper assignments will not be accepted. Internet/Canvas problems are not an excuse for a late paper (unless there is a system-wide problem confirmed by the University).

If an assignment needs to be turned in at class time, it is your responsibility to print off the assignment to turn it in. It is my expectation that you will have access to a reliable printer for the duration of the semester. Printers sometimes run out of ink and printer labs can be busy during peak hours. Therefore, you should be sure to print your paper with plenty of time before class just in case a difficulty should arise. Please do not email me with a request to print off your paper or as a way to submit an assignment “on time” without printing it. Not having access to a printer is not an excuse for a late paper.

## Disabilities

I welcome requests and am willing to work with students who may need some academic accommodations due to a disability. If you are a student with a disability and feel that you may need a reasonable accommodation to fulfill the essential requirements of the course that are listed in this syllabus, you are strongly encouraged to contact Student Disability Services (SDS) at (513) 529-1541 (V/TTY) to discuss accommodations and available support resources. Also, you may wish to refer to the University's [Office of Disability Resources](#) or to the [The Office of Equity & Equal Opportunity](#).

## Diversity in the Classroom

Diversity in the classroom is the ultimate goal of any successful democratic environment. One of my goals as an educator is to provide students with the exposure to opinions, cultures, political viewpoints and personal experiences different from their own. With this in mind, I expect students to respond with respect and an open mind to expressions of examples of the previous list that they may find challenging or very different and to actively participate in creating an environment where every person in the class is safe to express his/her opinion.

## Email

Email is a quick and effective form of communication and often the best way to reach me. I have several rules for our email correspondence to create reasonable expectations, maximum efficiency and positive interactions. I will do my best to write concise emails that are easy to read and to use as a reference. Please read my emails carefully as they will only contain information that is relevant, useful, and important.

For your part, I encourage you to email me, but email me wisely. I have four rules for emailing that I would like you to follow. First, remember that I am your professor when you email me – address me by title and last name (Dr. Schneider or Professor Schneider; all emails sent to “Mrs. Schneider” will be forwarded to my mother), write in complete sentences, and keep your requests clear and concise. Second, make sure that your question cannot be answered by the syllabus, by asking a classmate, or by using the university's resources. For example, questions about why your computer cannot access Canvas might be better addressed by the resources on campus. A question about finding an article or book might be better addressed by a librarian. Third, consider whether your request is reasonable and appropriate. For example, asking me for a recommendation is reasonable and appropriate. Asking me to print your paper before class is not. Fourth, it has been my experience that students sometimes write an email with an expectation of an immediate response (i.e., an hour or two before an exam or a class when an assignment is due). While I will do my best to respond to such requests, particularly in the event of an emergency situation, please plan so as to allow at least two business days for an email response.

## Grades

Your final course grade will be based on the total points you receive from all assignments listed above. I do not round up. The plus and minus grade system will be used at the discretion of the Professor for particularly outstanding or below average work within a particular grade range.

- A range- Achievement that is outstanding relative to the level necessary to meet course requirements. Points: 360+
- B range- Achievement that is significantly above the level necessary to meet course requirements. Points: 320-359
- C range- Achievement that meets course requirements in every respect. Points: 280-319
- D range- Achievement that is worthy of credit even though it fails to meet fully the course requirements. Points: 240-279
- F - Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the professor and the student that the student would be awarded an I. Points: Below 240
- I (Incomplete) - Assigned at the discretion of the professor when, due to *extraordinary* circumstances (e.g., hospitalization), a student is prevented from completing the work of the course on time. It requires a written agreement between professor and student.

## Grade Disputes

If a student wishes to dispute a grade, he or she may do so before the last day of this class by submitting a written statement (1-2 pages, hard copy) with the original paper to the instructor explaining why the grade should be changed. The student must refer to the course readings and assignment objectives when considering discussing why his or her grade should be changed. This written statement will be followed by a half hour personal meeting. I retain the right when re-grading an assignment to raise or lower your grade. After the last class period for this course, grade disputes will not be accepted. In addition, you should check your grades frequently on Canvas to make sure that they have been correctly recorded. While I do my best to ensure that no mistakes are made, there are occasionally times where I err in keying in a grade. Please let me know if this is the case as soon as possible and bring me the written assignment to demonstrate that the grade was incorrectly entered on Canvas. You must, however, do this one week after the grades have been posted.

One final note on grades: If you have a grade target (i.e., you need a B in order to stay in your sorority or sports team, etc), it would be best to come and discuss strategies for earning that grade early in the semester. Often, I find that students come to me at the end of the semester after grades are turned in and there is nothing I can or will do at that time to raise your grade.

## Group Work

By necessity, there are often group projects, assignments, or in-class work in my courses. Usually this is because group work has serious advantages. Students can play on their strengths, help each other, and accomplish much more than they can on their own. However, I realize that group projects can create inequities in grading and work load. My advice is to manage group work with clearly defined self-imposed assignments, and if someone isn't "pulling their weight," please let me know ahead of time, and I will intervene. Also, never leave it to the last minute to slam everyone's contribution together into one big paper. This never works. Plan to have individual contributions done well ahead of time, and leave plenty of time to convene as a group, debate the issues, and edit drafts. Putting your name on a group project when you did not contribute to the final project is considered plagiarism, so is putting a student's name on a final piece when it does not represent their work. All instances of plagiarism will be dealt with accordingly. I strongly advise you to keep a record of your contributions to group projects or if you have difficulty with a group member, keep a record of your attempts to contact that member to demonstrate their failure to contribute.

## Incompletes

Incompletes are not allowed for this course, except under extraordinary circumstances.

## Instructor's Note

Your learning and development in this class is extremely important to me. I am here because I am enthusiastic about teaching students. Please don't hesitate to email me to make an appointment to speak with me regarding questions or comments about the class. You may also call me at my office, although I sometimes work from home. I am often flexible in time and location to meet a student; however, while I will try to accommodate your first time preference, please understand that I am busy with many obligations and do not be offended if I cannot meet your ideal meeting time. If we cannot find a mutual agreeable time to meet face-to-face, I will do my best to arrange some alternate form of communication. Meeting with students is one of my favorite parts of being a professor and I hope to meet all of you in my office at some point this semester and throughout your college career!

## Laptops

Laptops can be very useful and, indeed, there may be course days where a laptop is required for an in-class activity. These days will be noted in advance. However, given the research and experience with laptops, I am no longer allowing them in my classroom except under extraordinary circumstances. Students with disabilities, with prior permission of the instructor, can use laptops. Other students must schedule a meeting with me in order to be allowed to use a laptop in class. All students with laptops should sit in the rear of the classroom so as not to disturb other students.

## Readings

Readings are designed to supplement and expand upon classroom lecture and assignments. Readings are not a substitute for attending class, nor is attending class a substitute for doing the readings. Regardless of whether or not we discuss the readings in class, you are responsible for doing the reading and you may be tested on them. You are also responsible for bringing the readings to class, except where noted.

## Sexual Assault

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can start with the University's short [guide on what to do if you or someone you know has been harassed or assaulted](#), the [Resource Guide for sexual assault](#) and you can read about [how to report sexual assault](#). Miami's Deputy Title IX Coordinator for Student Sexual Assault and Harassment is Ms. Rebecca Getson. You can contact the Deputy Title IX Coordinator for Student Sexual Assault by phone at 529-1870 or by email at [getsonra@miamioh.edu](mailto:getsonra@miamioh.edu). For a full description of support services, see [Title IX Protocol](#) and [The Office of Equity & Equal Opportunity](#).

Please note that as a faculty member, I am a mandated reporter, meaning that I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. For confidential support, you can contact Nora McVey by email at [nmcvey@womenhelpingwomen.org](mailto:nmcvey@womenhelpingwomen.org) or call or text 513-431-111 or contact Women Helping Women's 24-hour crisis hotline by phone at 513-381-5610.

## Turn it In

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

## Writing Center

I strongly encourage students to go to the [Howe Center for Writing Excellence](#), located in King Library. They have many resources to assist students with written assignments.