

11. Reference to CSN Academic Integrity Policy

Example 1

Taking the words of others or presenting the ideas of others as your own not only limits your academic research skills, it also violates the CSN's Student Academic Integrity Policy. Cheating on exams or other course work also violates the CSN Student Academic Integrity Policy. You can find more information about CSN's Academic Integrity Policy at <https://at.csn.edu/documents/student-academic-integrity-policy>. The minimum penalty for such offenses in this course is to fail the assignment. Failing the course will also be considered as an option. Infractions of the CSN Student Academic Integrity Policy may lead to suspensions, expulsion, transcript notations or other sanctions.

Example 2

Please make yourself familiar with the CSN's Student Academic Integrity Policy (<https://at.csn.edu/documents/student-academic-integrity-policy>). There will be zero tolerance for plagiarism and cheating. Copying and pasting from the Internet or paraphrasing a few words is not an acceptable practice in college. Not knowing the rules for plagiarism will not be an acceptable excuse. If you are unsure about what it is and is not plagiarism, you can learn more about it by speaking to staff at a CSN campus writing center or library or consulting the CSN Library Services' Plagiarism guide: <http://libguides.csn.edu/research-101/cite>. The minimum sanction for plagiarism is an F on the particular assignment; repeated offenses carry an F for the class as the minimum penalty.

Example 3

You are expected to complete your own work in this class. Cheating on exams or lab exercises is not fair to students who are honestly studying. Cheating is also subject to penalties, which can include getting a zero for the exam or lab exercise or failing the course. The full list of possible penalties is listed in the CSN Student Academic Integrity Policy. Please make yourself familiar with this policy (<https://at.csn.edu/documents/student-academic-integrity-policy>).

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12. CSN Americans with Disabilities Act (ADA) Statement and current Disability Resource Center (DRC) Contact Information

The College of Southern Nevada is committed to making physical facilities and instructional programs accessible to students with disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please visit the Disability Resource Center (DRC) so that such accommodations can be considered. All discussions will remain confidential. The DRC has offices on all three campuses. These serve as the focal point for coordination of services for students with disabilities. If you have a physical, emotional, or mental disability that "substantially limits one or more major life activities (including walking,

seeing, hearing, speaking, breathing, learning and working),” and will require accommodation in this class, please contact the DRC at West Charleston 702–651–5644, or email at WCDRCStaff@csn.edu or at North Las Vegas 702–651–4045, or email at CYDRCStaff@csn.edu or at Henderson 702–651–3795 , or email at HCDRCStaff@csn.edu. For Deaf and Hard of Hearing Services contact the DRC using 702–651–4448, or email at Deaf.HH.Services@csn.edu. Any student who receives an accommodation letters from the DRC, please meet with me to discuss the provisions of those accommodations as soon as possible.

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13. Reference to Students’ Rights and Responsibilities Pertaining to CSN Policies and Services

When you choose to become a student at CSN, you accept the rights and responsibilities of membership in CSN’s academic and social community. You can find policies covering students such as the Student Conduct, Students’ Right to Know, Students’ Academic Integrity, and Disruptive and Abusive Student in the following locations:

Catalog and Student Handbook: <https://www.csn.edu/catalog> in the Policies and Procedures section and the CSN Website: <https://www.csn.edu/policies-procedures> under the heading “Student Policies.”

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14. Reference to CSN Libraries Support

CSN Libraries provides support for students completing assignments that require research and the use of information. Librarians are available to students for one-on-one assistance locating and citing quality information either online <https://library.csn.edu/ask/> or at one of our campus libraries. Find more information on our website <https://library.csn.edu/>

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16. Statement of Safety or Risk Assumption if Applicable

Safety Procedures

Approved classroom safety procedures are posted in each classroom and are to be followed. Students are to familiarize themselves with the nearest exit to use during fire alarm exercises. Do NOT use the elevators during these drills. Students will take ALL personal belongings with them when exiting the building. No student will be allowed back into the facility until the all clear is given.

Public Health Directives (COVID-19)

Students must follow all active CSN public health directives while enrolled in this class, such as properly worn face coverings when required in classrooms as well as inside campus buildings. CSN public health directives are found at <https://at.csn.edu/covid-19>. Students who do not comply with these directives will be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code https://www.csn.edu/sites/default/files/documents/student_conduct_code_policy_1.pdf, including being dropped from the course.

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18. Instructor's Policy on Objectionable Materials

Example 1

Some students may find some material presented in class to be objectionable. The instructor has the discretion to choose to remove it or not.

Example 2

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of instruction. No objectionable materials or language will be used during this class. This includes all possible modes of the class: online and in person. The instructor will make the final determination regarding any objectionable materials or language. Students may not engage in activity the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from class.

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While not *required* by Policy, the following are commonly included on syllabi and are generally recommended. Again, please check with your Department Chair as they may be required by your department.

Recommended wording for additional syllabi statements

Academic Advising

Academic Advisors help students assess academic strengths and limitations, learn academic success strategies, explore careers, declare a major, navigate the educational system, access campus and community resources, and connect to campus life. Contact Information: Charleston Campus: Building D – Student Services Area : 702-651-5670, North Las Vegas Campus: Student Services Area : 702-651-4049, Henderson Campus: Building B – Room 120 : 702-651-3165.

<https://www.csn.edu/advising>

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Canvas Computer Instructions & Technology Help Desk

The Canvas Student Quick start Guide be found at <http://guides.instructure.com/m/8470>. The entire Student Guide may be found at <http://guides.instructure.com/m/4212>. Telephone Support for Distance Education students having problems logging into a course, using course web site tools, or other technical problems can be found by contacting the CSN Technology Help Desk locally at 702-651-4357, or via 1-800-630-7563 toll-free, 24 hours/day, 7 days/week.

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Centers for Academic Success

Centers for Academic Success (CAS) provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. Tutors are available for most general education courses and some historically challenging courses. Academic learning support includes assistance with learning strategies, Canvas, Smarthinking online tutoring, Microsoft Office, reading, writing, oral presentations, math, and science. CAS tutors also provide support to study groups and assistance for placement test preparation. CAS is open Monday through Sunday to be more accessible to all students. Hours for all locations are Monday – Thursday 9:00 am to 6:00 pm and Friday – Sunday 11:00 am to 4:00 pm. You may visit www.csn.edu/centers-academic-success for more details about online and in-person services. You may also contact us at one of our offices: Charleston Centers 702-651-5732, North Las Vegas Learning Commons 702-651-4232, Henderson Learning Commons 702-651-3125.

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Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) offers short-term, problem-focused counseling to CSN students who may feel overwhelmed by the responsibilities of college, work, family, and relationships. Clinicians are available to help students cope with stresses and personal issues that may interfere with their ability to perform in school. The service is provided confidentially and free to currently enrolled students. To schedule an appointment, please call CAPS at West Charleston 702-651-5518, or at North Las Vegas 702-651-4099, or at Henderson 702 –651-3099.

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Early Alert Syllabus Statement

Early Alert Referral Program (MyCoyotePLAN) – A referral program to connect students with college resources when assistance is needed to achieve success. Referrals may

