Syllabi Statements 2020-2021 Academic Year

I. Below is the recommended wording for required elements of the syllabus per the Course Syllabus Policy (Version #3, Effective Date 05/23/2019).

Academic Integrity
- #11 in the Course Syllabus Policy
- Sample Syllabi Statements (*Per the Academic Integrity Policy, Appendix C, effective date of 5/24/2017*)

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).

CSN ADA Statement and DRC Contact Information
- #12 in the Course Syllabus Policy

Disability Resource Center (DRC) – 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 Disability Resource Center (DRC) has offices at all three campus locations 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 WC (702) 651-5644 , or email at WCDRCStaff@csn.edu at NLV (702) 651-4045, or email at CYDRCStaff@csn.edu and at HNC (702) 651-3795, or email at HCDRCStaff@csn.edu. For Deaf and Hard of Hearing Services contact (702) 651- 4448, or email at Deaf.HH.Services@csn.edu. Students that receive accommodation letters, please meet with me to discuss the provisions of those accommodations as soon as possible.

Students' Rights and Responsibilities
- #13 in the Course Syllabus Policy

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.
- CSN Website: https://www.csn.edu/policies-procedures under the heading "Student Policies."

CSN Libraries
- #14 in the Course Syllabus Policy

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/).

Objectionable Materials
- #18 in the Course Syllabus Policy and is an "if applicable" item.
- These examples have been carried over from the 2017 Syllabus Statements Document.

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.

II. Recommended wording for additional syllabi statements

Public Health Directives (COVID-19)
Students must follow all active CSN public health directives while enrolled in this class. Properly worn face coverings are mandatory for all faculty and students in the classroom as well as on campus. 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.

Recording Class
There are no recordings of the class allowed without the explicit permission of the instructor.

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. CSN CAS Tutors are available online through Smarthinking, which is accessed in the Canvas online learning management system. View a tutorial video on how to access CSN Tutors/Learning Assistants online at How to Access CSN Tutors in Smarthinking. You may choose "Submit a Question" if you don't have time for a live session. A Tutor responds to offline questions within 24 hours. Contact us at one of campus phone numbers, and we will assist you with accessing all learning support. Academic learning support includes assistance with placement test preparation, learning strategies, Canvas, Smarthinking online tutoring, Microsoft Office, reading, writing, oral presentations, math, and science. CAS Tutors also provide support in facilitating study groups. You may experience embedded learning assistance in one of your first-year courses. Professors and CAS Staff will make you aware of how to access services as part of your course curriculum. CAS is open Monday through Sunday to be more accessible to all students – Monday – Thursday 9:00 a.m. to 6:00 p.m. and Friday – Sunday 11:00 a.m. to 4:00 p.m. Smarthinking tutors are available 24/7. You may visit www.csn.edu/centers-academic-success for more details or contact us at one of our offices during our regular operational hours: Charleston Centers (702-651-5732), North Las Vegas Learning Commons (702-651-4232), Henderson Learning Commons (702-651-3125).

*Students will receive notification as on-ground tutoring services resume**.**

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 be initiated by faculty and staff as well by students through MyCoyotePLAN. After a referral is submitted, students will receive an email notification and will be contacted by the department to which they were referred to offer assistance.