Course Policy and Procedures
(Digital Addendum to Course Syllabus)

Plagiarism
The WSU Student Code defines plagiarism as 'the unacknowledged (uncited) use of any other person or group's ideas or work' (Section 6-22, part IV, subsection D, 2, b). Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsification, accessing unauthorized course or test information, using unauthorized resources, or breaches of copyright laws. None of these will be tolerated in this class. The penalty for academic dishonesty in this course is failure on the assignment and possibly the course, depending on circumstances.

Core Beliefs
According to the University’s Policies and Procedures Manual (PPM 6-22 IV), students are to determine before the last day to drop courses without penalty, when course requirements conflict with a student’s core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student’s request must articulate the burden the requirement would place on the student’s beliefs.

Inclusivity
Pivotal to Weber State University's mission is the need to embrace and value the diversity of its members. Acknowledging the uniqueness of each individual, we seek to cultivate an environment that encourages freedom of expression. Because the University is a community where inquiry is nurtured and theories are tested, every individual has the right to feel safe to express ideas that differ from those held by other members of the community. However, all
persons who aspire to be part of our campus community must accept the responsibility to
demonstrate civility and respect for the dignity of others. Recognizing that the proper balance
between freedom of expression and respect for others is not always apparent or easy to achieve,
we must continually challenge ourselves and each other in an atmosphere of mutual concern,
good will and respect. Therefore, expressions or actions that disparage an individual's or group's
ethnicity, gender, religion, sexual orientation, marital status, age or disability are contrary to the
mission of Weber State University.

Accommodations
Any student requiring accommodations or services due to a disability must contact Disability
Services (DS) in room 181 of the Student Services Center or Room 256 at the Davis Campus.
Disability Services can also arrange to provide course materials (including this syllabus) in
alternative formats upon request.

University Closure
If for any reason the university is forced to close for an extended period of time, we will conduct
our class via Canvas, e-mail, or whatever form of communication is most conducive to our class
structure.

Video Conferencing
When the course includes synchronous (meaning that we will meet together, online, at our
regularly scheduled class time) online class sessions, you can enhance your success in these
synchronous sessions by following the guidelines below:

1. You will be required to use web conferencing software such as Zoom, Google Meet and
   Canvas Conferences for both office hours and synchronous class sessions. A webcam and
   mic are required to participate effectively in web conferencing sessions.
2. Access to video conferencing will be provided by your faculty member.
3. If you are new to Zoom, find easy set up and access information here.

4. Copy and paste the URL (or click on the web link) provided by your instructor at the time specified for the meeting. Launch the app (after initially downloading, installing, and logging in), and you will enter the meeting immediately.

5. You may choose to use your mobile device.

6. Please take note of the following:
   - Make every effort to be logged in to the class session 5 minutes early so we can start on time.
   - Mute your microphone at all times unless you are speaking.
   - When participating in a web conference, it is beneficial for our learning community to see you. Please have your camera on during the event. When presenting or speaking to the class during a web conference, students are highly encouraged to activate their webcam so others receive the full message, including non-verbals. NOTE: If you are unable to or wish not to use the video feature, please contact the instructor to discuss options.
   - Demonstrate etiquette for online engagement (i.e. pause between speakers so as not to interrupt, use the hand-raising icon to speak, please dress as if you were coming to a face to face class).
   - If you need to take a break, please turn off your video and mute yourself. Do not take your device.
   - Be engaged! This should be an enjoyable experience.

7. Faculty would like you to use a webcam in their class because they want to:
   - know who is in the Zoom lecture for security.
   - get to know my students, especially during these uncertain times.
   - do breakout rooms on Zoom and you need to know who is in your breakout group. We want you to feel comfortable.
• go around to the breakout room and check in with you. By seeing your name and face, faculty can see your screen sharing and assess your engagement more effectively.

8. For your security, please use your first name and last initial only on your Zoom profile.

Harassment, Discrimination, and Sexual Misconduct:
Actions which can be defined as harassment or discrimination (as defined in PPM 3-32) are prohibited and a violation of the student code. This includes sexual assault, stalking, dating violence, or domestic violence, as those terms are defined in PPM 5-36a.

Student Responsibilities

Students at Weber State University assume the personal obligation to conduct themselves in a manner that is compatible with the University's role as a public institution of higher education. By enrolling at Weber State University, students agree to maintain certain standards of conduct, which if violated, may result in the imposition of sanctions or other forms of University discipline (see PPM 6-22 IV).

For a detailed description of student expectations and obligations at Weber State University, please consult the Student Code (PPM 6-22).