

General Syllabus

This syllabus contains the general rules and expectations for all courses in our program. Additional details are provided in the course schedule and the “syllabus addendum”.

Student Conduct Code

Portland State has a well defined conduct code. [This link takes you to the official description.](#)

Late Work

Every assignment for these online courses has a due date. **No late work will be accepted.**

Academic Honesty

The issue of academic dishonesty has become a growing issue with which most universities have had to contend. There are various reasons why students 'cheat' in their classes such as lack of time, unwillingness to put forth own effort, lack of understanding of course material or assignments, and a different interpretation of what constitutes academic dishonesty. In this class, academic dishonesty is broadly defined as the use of someone else's work as yours. This includes some obvious actions such as:

- Having someone take a class for you
- Having someone take or complete part of your test or an assignment for you
- Having someone else write a paper, or a section of a paper for you
- Using a quote or direct passage from some secondary source (e.g., book, article) in a paper without citing it (this does not include your responses provided on tests that are taken directly from the professor's lecture or other class material]
- Working collaboratively on projects or assignments that are expected to be completed on an individual basis.
- There also other actions that are considered academically dishonest that are not as obvious, such as:
 - Submitting a paper that utilizes another person or source's theories, thoughts, ideas, concepts without proper citation
 - Using a paper or assignment, or a segment of a previous paper or assignment created by another group in which you participated.
 - Taking material off of the Internet and using it without full and proper citation.

The above list of actions is not intended to be exhaustive. If you have any question about what is an appropriate way to cite particular information, please contact your instructor or teaching assistant.

ADA Statement

Accommodations are collaborative efforts between students, faculty and the Disability Resource Center (DRC). Students with accommodations approved through the DRC are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through the DRC should contact the DRC immediately at [503-725-4150](tel:503-725-4150).

Undergraduate Missed Class Policy

It is the responsibility of each instructor to determine and publish the class attendance policy in the course syllabus distributed to enrolled students at the beginning of the quarter. The instructor's class attendance policy supersedes requests for approved absences.

Students are responsible for informing the instructor, in writing and at the earliest opportunity, of absences due to university-sanctioned events or personal responsibilities.

If a student must miss class due to an unforeseen event, the student must inform the instructor of the reason for the absence. Absences not cleared with the instructor before the specific class event (exam, presentation, assignment due) may require a document from the relevant authority (e.g., coach, employer). If the instructor decides that the absence is justifiable, then he or she should attempt to provide opportunities for equivalent work.

When absences are approved beforehand by the student and instructor, the instructor will allow students to make up missed work and/or give an option to attain attendance points. When there is a dispute between students and instructors over the opportunity to make up work or attendances, the issue will be adjudicated by the chair of the department and then (only if needed) the dean of that school or his/her designee.

The student may not place any undue burden on the instructor to provide opportunities to make up course work due to excused absences.

http://www.pdx.edu/sites/www.pdx.edu.education/files/gse_handbook_student_privacy.pdf

Students' Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Â§ 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Under FERPA, students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to certain parties or under the specific conditions (34 CFR Â§ 99.31): for example, school officials with legitimate educational interest; other schools to which a student is transferring; financial aid officers; state and local authorities in cases of health and safety emergencies; etc.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, unless the student has requested that the school not disclose directory information about them. For

additional information about the law, see these sites:

www.pdx.edu/dos/ferpa-facts

www.pdx.edu/registration/student-records-privacy

www.pdx.edu/registration/guidelines-release-studentrecords

Returning Work to Students

FERPA requires us to be very careful in safeguarding our students' right to privacy when returning students' exams papers. Putting them in a self-serve box or envelope outside your office violates their confidentiality by making protected records available to others. This is not an acceptable practice.

Faculty can do one of the following:

1. Return work directly to students in class
 - Pass out assignments to students at the end of class
 - Students retrieve their work, before or at the end of class, in individual, labeled file folders or envelopes that guard the confidentiality of the work inside, under the observation of the instructor, ensuring that only the student whose name is on the label removes the material.
2. Return work and send feedback electronically.
3. Students arrange to pick up work from instructors outside of class.
4. Students provide instructors with a self-addressed and stamped envelope that instructors can use to return material directly to students. (It is helpful to put a statement on the syllabus making this a course requirement.)

Group Work Policy (DRAFT)

'Context of the Course' Policy (DRAFT)

All students are expected to engage with provided course materials. Students will be tested directly from these materials, and are expected to respond to assignments in the context of course materials. Any controversies between student and course materials will be worked out with course faculty before being referred to any third parties.

Participation Policy (DRAFT)

Full participation for all online assignments is mandatory. Attendance for all online course events (group or course meetings using Google Hangout or D2L Collaborate) is mandatory.