

2) KNOWLEDGE: Familiarity with principles underlying academic discourse in various fields as demonstrated by the following capabilities:

- A recognition of the complex interactions between organisms, including human beings, and their environments.

Course Requirements:

Midterm	400
Final Exam	400
Participation Assignments	<u>200</u>
	1000

Exams: You will have two opportunities to share your knowledge about the persuasive processes of communication as discussed in class and in the books used. Study guides will be distributed to assist your preparation. No make-up exams will be allowed without prior permission.

Participation: There will be a number of participation assignments given throughout the semester. These assignments will consist of questions over course readings, self-reflective analyses, and other daily tasks. Assignments will be given in class and should be completed by the following class period. *No late participation work will be accepted.* The teacher also reserves the right to administer quizzes on assigned readings if it is perceived as a necessary incentive.

Work submission: Do not submit participation assignments over e-mail unless specifically asked to do so. Papers, questionnaires, etc., should be submitted in class.

Additionally, the excuse “I couldn’t download the assignment...” or some derivative will not be accepted. Use campus computers if problems arise at home. If you absolutely cannot find a way to get the assignment printed, communicate any problems over e-mail *before class* and we’ll deal with them then.

All typed submissions should be double spaced in 12 pt. Times New Roman font with one-inch page margins unless otherwise specified.

Class Attendance Policy: Your University experience calls for the same level of professionalism and punctuality as employment. Therefore, it is expected that everyone attend class on a regular basis to ensure the greatest chance for learning and understanding. (See University Catalog http://catalog.concord.edu/content.php?catoid=6&navoid=349#Class_Attendance) Each student is given *six absences* to be used for illness, interviews, school sponsored events, or other personal circumstances. Think of them as vacation days if you like. Every additional absence results in a *25 point deduction* off the final grade. Perfect attendance will earn extra credit.

Just as with an employer, it is expected that you inform me when you miss class. For extenuating circumstances (e.g., death of close family, jury duty) I ask that you tell me as soon as possible so

I can work with you to reach some sort of compromise. With the availability of email, there is no excuse for not contacting me about situations that arise.

University Activity Absences: “Absence from class for College approved functions poses a special problem. Instructors are required to excuse the physical absence if the student has notified the instructor and arranged for any compensating work prior to the absence” (Concord Handbook). Given this policy, you may have, for example, 4 university excused absences without any penalty, but 4 university excused absences and 1 other absence will result in a reduction of your final grade by 25 points.

Grade Scale:

100-90	A
89.9-80	B
79.9-70	C
69.9-60	D
Below 59.9	F

Accessibility/Accommodations: Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU’s Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty: Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one’s own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code: A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states: *"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."* The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Emergency Alert System: In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text

message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information: Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy: As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.) **Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct: It is important that everyone behave professionally in order to accommodate learning and show respect. Disruptive behaviors that violate this right to listen will be subject to the strictures of the Academic Catalog, whereby students will be given a warning if they are disruptive. Further disruptions in that or future lectures can result in the dismissal from that day's class and/or dismissal from the course.

Out of respect, cell phones must be turned off before class begins. Intentional cell phone usage of any sort, *including texting*, is strictly prohibited. In situations where an important call is expected, students should inform the instructor of the situation beforehand and set their phone to vibrate. Conversations should be taken outside into the hall to avoid disruption. Intentional cell phone usage outside these bounds will be subject to dismissal.

Simply put, we are all adults here. Everybody will be treated accordingly until they behave in ways that require otherwise.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-3845290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304384-5357). As an

employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault

Technology Services: Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Course Schedule: See Attached

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."