

# Course Policies for Spring, 2012 for Prof. Scherba de Valenzuela

Office Hours: Thursdays, 5:30-6:30 (Hokona Hall 254) and Fridays 4-6 (Satellite coffee shop on University Blvd, just north of Lomas) by previous e-mail appointment only: devalenz@unm.edu.

## 1.) Accommodations

If you need special accommodations or instructional modifications you need to notify me by the beginning of the semester or as soon as difficulties become apparent, with appropriate documentation from the Accessibility Resource Center (277-3506), Mesa Vista Hall, Room 2021. The center's website is <http://as2.unm.edu/>

## 2.) Incompletes

I will allow incompletes and withdraws from the course in accordance with the following UNM policy (<http://catalog.unm.edu/catalogs/2011-2012/student-services-information.html>): "The grade of "I" is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a semester or summer session."

## 3.) Class Attendance

**Class attendance is mandatory.** Consistent with policy in the Concentration in Mental Retardation and Severe Disabilities:

- Second absence: I will deduct five points (or half a letter grade) from your final grade.
- Third absence: I will deduct ten points (or a full letter grade) will be.
- Fourth absence: I will drop you from the course immediately following the fourth class session you miss, *regardless of the reason*.
- I consider missing more than 50 minutes of any class session as an absence.

## 4.) Late Paper Policy

Assignments are due at the start of class on the day which they are due – I consider papers turned in after class is underway to be late. Late assignments will receive a one (1) point deduction for every day late, **with a limit of seven days maximum**. If you do not turn in your within 1 week of the assigned date, I will not accept it, except in the case of significant illness (doctor's note required) or major family/life emergency. If your assignment will be more than 1 week late because of this type of emergency, you are responsible for contacting me as soon as possible to arrange for an extension of this deadline.

If you will not be in class when an assignment is due, you may:

1. Arrange for a colleague to turn in your assignment during class,
2. Fax your assignment to the special education office by the time/date due (277-8679), or
3. Hand it in in-person to the staff in the Educational Specialties Department office (Hokona Hall 101) prior to 4:30 p.m. on the date due.

If your assignment will be turned in at the Educational Specialties Department office (277-1499), *please make sure that the staff document the time and date they receive your assignment*. Do not leave your papers under my office door, as that is a good way to make sure they get lost.

Please note that I will **NOT** accept assignments sent via e-mail for the following reasons:

- All major assignments must be accompanied by a signed and completed cover sheet.
- I write comments on student assignments and therefore, require a paper copy.
- I do not have the time or resources to print student papers – that is your responsibility.

### 5.) Re-Writes

In order to be fair to all students, I do not allow re-writes, except under extraordinary circumstances beyond your control. However, I **STRONGLY** encourage you to talk with, e-mail questions to, and/or submit drafts to me ahead of time, so that you can make revisions, if necessary, by the assigned due date.

### 6.) Academic Dishonesty

It is your responsibility to avoid practices that may be considered acts of academic dishonesty. UNM's policy, as found in the current on-line *UNM Catalog* (<http://catalog.unm.edu/catalogs/2011-2012/student-services-information.html>) is as follows:

Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others . . .

What does this mean for this course?

- a.) In terms of written work, this means that you have the responsibility to make it very clear in all written work what portion of the work **you** wrote versus what other people, such as book or article authors, web site authors, or your colleagues, wrote. It is necessary to indicate other people's writing, not only when you include that as a direct quotes, but also when you are paraphrasing their work.
- b.) Additionally, you must make it clear what **you** read to complete the assignment (a 'primary source'), versus what the authors of the sources read in preparation for their work (a 'secondary source').
- c.) Finally, the work that you turn in for this class must be specifically written for the assignments in this course, this semester -- you may not turn in work (either in whole or part) that you have used for a grade in another course.

So, if you did not actually write it or you did not actually read it, you must make that explicit.

Additionally, if you did not originally write it for this class, you may not use it. Failure to comply with these guidelines falls under the category of academic dishonesty and will result in the following:

- If you submit an assignment which contains text or work taken from another source in whole or part (i.e. a web site, another student's previous assignment, an article or textbook) without any acknowledgement of the original source, you will receive 0 points for that assignment.
- If you submit an assignment with inadequate citation (i.e. failure to indicate direct quotations correctly or inadequate paraphrasing), the first time this happens I will assume that it is

unintentional and will ask you to re-write the assignment. Points may be deducted from your assignment at my discretion. You will be required to meet with me to learn how to avoid this problem in future assignments.

- The second time an assignment contains inadequate citation you will be assigned 0 points for that assignment.
- If a third assignment includes inadequate citation, you will be assigned a failing grade in the course.
- If this problem appears for the first time in your final assignment for this course, you will be assigned 0 points for the assignment.

To assist you in understanding what plagiarism is and is not, I have provided resources and links to resource on this topic on my website. Further information on avoiding plagiarism and other forms of academic dishonesty can be found in the APA Manual and at the Dartmouth College Website: <http://www.dartmouth.edu/~sources/contents.html>.

If you have any concerns or questions about how to appropriately indicate what is your own work and what is derived from the work of others, or whether small portions of an assignment developed for another course might be appropriate to include in an assignment for this course, please see me during office hours, or if that time is not convenient, call or email to set an appointment time.

### 7.) Class Participation

You must participate during class in ways that support the learning of all course participants. I consider the following behaviors to be conducive to learning (of the student him/herself and others) include:

- Arriving to class on time and well-prepared (i.e. having read all assigned readings and completed any homework or graded assignments).
- Paying attention to instructor and/or other students when they are speaking. This includes not sending or receiving text messages or e-mail, surfing the internet, or interacting with other forms of technology or communication that are not directly related to the course topic, while class is in session.
- Turning off the ringer of your cellular phone and not taking calls within the classroom (please step out in the hall to speak if you must answer an emergency call).
- Using appropriate and non-offensive language during class and in written class assignments.
- Demonstrating cooperation with and respect for the instructor and peers during class discussions.
- Actively participating, on-topic, during small group activities.
- Showing consideration for other students' need for alternative teaching strategies.

I expect students to demonstrate consistently positive class participation. I will drop students who demonstrate frequent and/or significant failure to fulfill these expectations from the course.