

Academic honesty

Academic honesty is highly valued at the University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Please see the University's policies concerning the consequences for plagiarism (<http://www.uky.edu/StudentAffairs/Code/> and <http://www.uky.edu/USC/Section VI.pdf>).

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center (www.uky.edu/TLC/grants/uk_ed/services/drc.html). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at http://www.uky.edu/PR/News/severe_weather.htm or you can call (859) 257-5684. In general, the University is not closed for severe weather, but the instructor may decide to cancel the class, in which case, he will contact you via e-mail (or cell phone) and let you know before the class begins.

Excused absences – per (Senate Rule 5.2.4.2)

Students are expected to attend each class meeting unless he or she has been excused by the instructor. Failure to attend class will result in a lower grade, and may result in failing the class. Absences due to illness or emergencies must be reported within a week. You may call the instructor's office or email him at the numbers/address listed on the first page of this syllabus. When there is an excused absence, students will be given the opportunity to make up missed work and/or exams.

The following are typically accepted reasons for excused absences:

1. Serious illness.
2. Illness or death of a family member.
3. Approved University-related trips.
4. Major religious holidays.
5. Other circumstances found to be "reasonable cause for nonattendance."

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (257-2754).

Unexcused absences

A student who has unexcused absences in excess of five 2-hour classes will receive a failing grade for the course without regard for points earned through completed assignments. No make-up opportunities will be given for unexcused absences.

Make-up exam

Students are expected to take exam at the times scheduled in the syllabus. Possible exceptions include verified serious illness, serious family emergency, subpoenas, jury duty, military service, religious observances, or a legitimate conflict with recognized University activities. If these apply, you must contact instructors to request a makeup. Make these arrangements as soon as you know of the conflict--BEFORE the exam. No make-up for assignment is allowed.

Incompletes

An incomplete grade due to illness or other emergencies may be arranged. A request for an incomplete due to illness must be accompanied by a letter from your doctor, the Student Health Service, or a hospital. Lack of time to complete assigned work, or other reasons not relating to unavoidable excused absences, will not be accepted as a valid reason for petitioning for an incomplete. No incompletes will be given unless you have a prior written agreement with the instructor BEFORE the end of classes.

Course schedule and topics

See the next page. Several topics are taught by guest faculty with extensive experience in the area covered. Due to the invited speakers involved and their other commitments, the schedule may change during the semester. We will try to announce the change one week in advance if possible.