



UNIVERSITY SYLLABI STATEMENTS

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STUDENT RESPONSIBILITIES	Students are responsible for reviewing and abiding by these statements. Any questions should be directed to instructors.
CENTENARY GREATER EXPECTATION LEARNING OUTCOMES (CGEs):	<p>In March 2004, the Centenary faculty adopted the Centenary Greater Expectation Learning Outcomes. It is very important for assessment purposes that all stakeholders understand the value added that is part of a Centenary education. By the time students graduate from Centenary University, in addition to more discipline-specific outcomes, students will be able to:</p> <p>CGE 1. Communicate in diverse settings and groups, using written, oral, and visual means.</p> <p>CGE 2. Understand and employ both quantitative and qualitative analysis to describe and solve problems.</p> <p>CGE 3. Interpret, evaluate, and use information discerningly from a variety of sources.</p> <p>CGE 4. Integrate knowledge of various types and understand complex systems.</p> <p>CGE 5. Work well in teams, including those of diverse composition, and build consensus.</p> <p>CGE 6. Understand and employ the integrity, social responsibility, and ethical behavior required for a diverse democratic society.</p>
CLASSROOM CONDUCT:	Students are expected to be respectful and courteous to their fellow classmates and their instructor in all correspondence, whether in class, through e-mail, postings, or synchronous chats. Improper conduct includes using abusive language, using informal “IM” language, criticizing other students, and other counterproductive negative behavior. The instructor has the right to remove a disruptive student from the classroom. Students have the right – and are encouraged – to speak to the instructor (in private) about a disruptive student.
ACADEMIC CODE:	Students should be aware that all violations of the Academic Code, which are found in the <i>University Catalog</i> and the <i>Student Handbook</i> , will be reported by the faculty member to the Academic Review Board for their consideration.
ACADEMIC HONESTY:	<p>All students are expected to adhere to Centenary University’s policy concerning academic honesty. Any student found cheating, plagiarizing, submitting non-original work, etc., will receive a grade of zero (0) for that work. Flagrant cases of academic dishonesty may result in the student being dismissed from the class and referred to the Academic Review Board for further action or sanction as deemed appropriate, up to and including dismissal from Centenary University.</p> <p><i>Note: Any violation of Centenary University’s Academic Honesty Policy will result in a failing grade for the course.</i></p> <p>All relevant student work will be screened for plagiarism. The electronic submission is checked against a database of other manuscripts collected from different universities, Centenary University classes, published works, and the Internet. If a professor determines from this resource that any portion of paper is plagiarized, Centenary University’s Academic Honesty Policy applies, and the student receives a zero on that submission. Below are some resources to help explain how to cite documents properly and to describe plagiarism further. It is the student’s responsibility to ensure that he or she fully understands plagiarism, as lack of understanding does not excuse the offense.</p> <p>https://libguides.centenaryuniversity.edu/readyserearch/plagiarism</p> <p>https://www.youtube.com/watch?v=u4YYqoSjKLO</p> <p>http://www.indiana.edu/~wts/pamphlets.shtml</p> <p>https://www.plagiarism.duke.edu/</p> <p>A student must always submit work that represents his or her original words or ideas. If any words or ideas used do not represent the student’s original words or ideas, the</p>

student *must* cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy 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. Academic dishonesty could also involve:

- Having a tutor or friend complete a portion of your assignments;
- Having a reviewer make extensive revisions to an assignment;
- Copying work submitted by another student; or
- Using information from online information services without proper citation.

Submitting the same paper or portions thereof (presumably your work) for different assignments is considered plagiarism and will carry the same consequences, even if the assignments were completed at different institutions. This means that you *cannot* submit a paper, or any part thereof, from a previous class. Although this does not involve the intellectual theft that characterizes complete or reckless plagiarism, it is an academic impropriety. If you want to use a previously completed paper as a starting point for a new project, or if you want to use paper with similar premises for two classes, you *must* obtain the permission of all instructors involved and reference the works appropriately.

**“PUBLICATION” OF
WRITTEN WORK AND
ASSIGNMENTS:**

By continuation in this course and by submitting written assignments and work, students understand that they are granting the instructor permission under the Federal Education Records Act and a limited license to publish that work for the purposes of grading the work. That limited license extends to submission, within the instructor’s sole discretion, to various electronic grading tools (e.g., grading books, cite checkers, etc.) and to other faculty members.

**ACADEMIC
ASSISTANCE:**

The Academic Support Center offers assistance through professional, peer, and online tutoring. Contact <http://www.centenaryuniversity.edu/academics/academic-resources-advising/tutoring/> or call (908) 852-1400, extension 2173. SPS students contact <http://sps.centenaryuniversity.edu/academics/academic-support/academic-tutoring-and-help-request-form/>

Students seeking help with writing assignments, as well as those wishing to develop their writing skills in general, are invited to visit the Writing Collaboratory, a tutoring center on the Hackettstown campus specializing in writing. The tutors, who offer one-on-one assistance, are advanced-level undergraduates specifically trained in proven methods. The Collaboratory hours are 10:00 a.m. to 7:00 p.m., Monday through Thursday. To get more information or to set up an appointment, send an e-mail to <http://www.centenaryuniversity.edu/academics/writing-center/> or call 908-852-1400, ext. 2400.

ACCOMMODATIONS:

Students with documented disabilities are entitled under the law to reasonable accommodations. Support services available are listed at <http://www.centenaryuniversity.edu/academics/academic-resources-advising/>. If you have a disability and need accommodations, please notify the instructor as early as possible during the semester. In addition, contact the Office of Disability Services at dso@centenaryuniversity.edu or 908-852-1400 ext. 2251.

**LEARNING
MANAGEMENT
SYSTEM:**

Access the Moodle student tutorial at: <https://docs.centenaryuniversity.edu/display/EUD/Student+Tutorials> for instructions on how to log in, navigate, and submit assignments. Moodle accessibility versions are available for download; please contact the IT Help Desk at ext. 2000 or helpdesk@centenaryuniversity.edu for assistance.

**TECHNICAL
SUPPORT:**

If you need technical assistance, please contact the Centenary University Help Desk on 908-852-1400 ext. 2000 or helpdesk@centenaryuniversity.edu.