Policies

Classroom Conduct

Original author: Dr. Sano-Franchini

All course participants are expected to be respectful of academic and personal differences that are present in this classroom and in our conversations, discussions, and interactions with one another. Anyone who exhibits disrespectful behavior will be asked to leave, and I will strongly recommend your removal from the course. In addition to a general standard of mutual respect in this classroom, all participants are asked to adhere to the following classroom policies:

Respectful and Empathic Listening

Effective dialogue hinges on our ability to listen with the goal of understanding and building connections—even if we disagree with what is being said. To work toward understanding, we will respect that each person's perspectives are valid, and that they come from a legitimate place. If we don't understand those perspectives, we will ask questions and avoid making silent judgements.

Personal Responsibility

We will use "I statements" (such as "I believe that...) rather than generalizing or provoking (but don't you think..?).

Collective Responsibility

We will speak for ourselves and not for others (including groups to which we belong). Likewise, we will respond to content rather than personalize comments that are made.

Mindfulness

We will be mindful of our personal impact on the group. Dominating discussions, interrupting others, arriving late, texting on your phone, checking social media, and eating or drinking noisily are examples of having a negative impact.

Confidentiality

Any sensitive information about individuals shared during class discussion remains in the classroom.

Ongoing Development

We will review our classroom protocol regularly to insure that we are meeting our expectations, and to determine if additional guidelines are needed.

VT Principles of Community

✓   Diginity & Value

✓   Civility & Sensibility

✓   Diviersity & Difference

✓   Prejudice & Discrimination

✓   *Ut Prosim* (That I May Serve)

Undergraduate Honor Code

The Undergraduate Honor Code pledge that each member of the university community agrees to abide by states:

> *As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.*

Students enrolled in this course are responsible for abiding by the Honor Code. A student who has doubts about how the Honor Code applies to any assignment is responsible for obtaining specific guidance from the course instructor before submitting the assignment for evaluation. Ignorance of the rules does not exclude any member of the University community from the requirements and expectations of the Honor Code. For additional information about the Honor Code, please visit: https://www.honorsystem.vt.edu/.

Learner Support

Students should feel free to approach the instructor with concerns or questions about special needs or considerations that fall outside of the services listed here. All information shared will be kept confidential. For complete information on student services at Virginia Tech, please see the Division for Student Affairs.

- Emergencies - Dial 911. Subscribe to campus alerts Emergency Warning System

- Personal counseling, including help with drinking, drug abuse, mental health, stress, sexual assault recovery - Thomas E. Cook Counseling Center, 240 McComas Hall - dial (540) 231-7473 or Cook Counseling Center

- Reporting sexual assault - dial 911 or Student Health Care Center - dial 231-7642 or Women's Center at Price House - dial 231-7806

- Health care appointments - Schiffert Health Center - dial 231-7642 or Health Care Website

- Legal concerns - Student Legal Services - dial 231-4720 or services website

- Technical: I can not provide technical support. VT specific technology support can be directed to 4Help via the Help Request Form or by calling (540) 231-HELP (4357).

- Accommodations for Special Needs: Any student who has been confirmed by the University as having special needs for learning must notify me in the first week of the course. For more information please refer to student services website.

- Academic Support Services: Any student requiring academic support should investigate the University's services. Service areas include: Student Success Center, Multicultural Academic Opportunities Program, Student Athlete Academic Support Services, University Academic Advising Center, and Office of Veterans' Services. There are orientation services for new graduate students and for new or transfer undergraduate students. For tutoring, visit the Office of Academic Enrichment - 122 Hillcrest - dial 231-8887 or their website For career counseling, visit the Career Services, top floor Henderson Hall, - dial 231-6241 or refer to their website. For study skills advice, visit Thomas E. Cook Counseling Center, 240 McComas Hall - dial (540) 231-7473.

- The library has extensive help services, including services and guides for those using the library through the Internet. There are several methods to contact a librarian.

- Accessibility: Students will be provided access to educational materials, buildings, library, computer and classroom opportunities. Videos will have closed captioning. All lecture videos have audio. It is uncertain if the textbook or reading material outside of the textbook is offered in a braille version or on audio. Visually-impaired students may request that the instructor describe the required figures verbally and the images used in the video

lectures. Students may request that their requirement to do the field delineation project, attend the field trip, and to lead WebEx sessions be waived, modified, or enabled. Review questions and exams may be presented in audio format upon request, and questions answered verbally by voice recording. More information about the university's <u>Accessibility policy</u>.

- Disability: The university provides <u>services for students with disabilities</u>. Students with disabilities and challenges should contact the university for course support.