

# Bradley University On-line Course Requirements and General Policies

## **TECHNOLOGY REQUIREMENTS:**

Students will need easy and frequent access to a reliable Internet connection and a laptop or desktop computer.

Online video communication will require a webcam, mic, and earbuds or headset and a minimum high-speed Internet connection of 2 mbps.

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## **MINIMUM TECHNOLOGY SKILLS:**

Since this is an online course, we will not have regular class meetings. Instead we will communicate primarily through our Canvas course. For this reason, it is required that all students are proficient in the use of

- Canvas
- Bradley email
- Microsoft Word or Google Document, and
- A current web browser (ex. Chrome, Firefox, Safari)

## **REASONABLE ACCOMMODATIONS:**

Any student who feels they might need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs, register with the office of Student Access Services (SAS), and provide appropriate documentation to verify your eligibility. You can reach SAS at 309-677-3654 and [can also start the registration process online.](#)

More information is available at the CLA website at <https://www.bradley.edu/offices/student/sas/>

## **ACCESSIBILITY**

The university accessibility policy is available at <http://www.bradley.edu/legal/accessibility/>.

The general accessibility of the Canvas learning management system is available at <https://sakaiproject.org/accessibility>.

## **CANVAS:**

Canvas will be used on a regular basis to prepare for each class. On Canvas, students will find the syllabus, videos on topics related to each chapter, the Power Point slides, cases, quizzes, announcements, course grades, and other relevant information.

1. Each Week is presented as a Module. Each Module contains the materials needed for the content, except the actual reading of the textbook.
2. Grades are timely maintained. Should you see a discrepancy notify me as soon as possible.
3. Students are expected to utilize all the materials as preparation for completing the learning activities and assessments.

## **TECHNOLOGY HELP:**

Troubleshooting: This sheet contains basic information that will help you log on and use Canvas. Most users experience little trouble with Canvas; however, if you encounter problems at any time during the semester, you should:

- Visit the Canvas site at <http://sakai.bradley.edu> Student Help section to look for solutions to your problem.
- If your question has to do with how to use a particular tool or function in Canvas (i.e., the Assignments or Tests & Quizzes tool), click on the "?" button located on the upper right side of your Canvas window. You will be shown step-by-step instructions explaining how to use the tool.
- If you've tried the above and are still having problems, contact the Bradley Service Desk at (309) 677-2964 or visit them on the web at [bradley.edu/servicedesk](http://bradley.edu/servicedesk). During the summer, the HelpDesk is available Monday – Friday 8am-5pm.

## **COURSE POLICIES:**

Students are expected to follow these course policies.

### **1. Professionalism/Netiquette:**

Example: To simulate the business world, students should refrain from unprofessional behavior. Respect to all is important. Professionalism can be displayed by being prepared for class discussions, punctuality, communicating with instructor in a timely manner, and demonstrating respect. If a student engages in disruptive behavior, the student may be **banned** from course. All of your online actions must be professional and observe good “netiquette” as follows:

- a. Use courtesy in chats, discussion posts, and email communications with fellow students and instructors.

- b. Check the discussion forums frequently and respond appropriately to the subject being discussed.
- c. Discuss only one subject per message, or as called for in the assignment, and use a pertinent title.
- d. Avoid using all capital letters in words, as this may be construed as shouting.
- e. Provide full citations for all your quotes, references and sources.
- f. When posting a long message, warn readers at the beginning that it will be lengthy.
- g. Don't forward other students' messages without permission.
- h. For the encouragement of open dialogue in this class and for the protection of student inquiry, sharing of class recordings or synchronous/asynchronous materials is not permitted.
- i. Use humor carefully in the beginning of the course. In the absence of face-to-face cues, humor can be misinterpreted as criticism until students are more familiar with each other.

## 2. **Cheating/Plagiarism:**

Example: The XXX Department takes academic integrity very seriously. Any submitted materials deemed to be plagiarism or fail to meet academic integrity standards will be given a zero. It is the responsibility of each student to be honest in all of his or her work. Plagiarism is considered dishonest.

- a. BU Policy on Cheating/Plagiarism: *Cheating is officially defined as giving or attempting to give, obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate before hand, work that may be done in collaboration with other students. A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any students cheating on a non-final examination or other piece of work.*
  - i. *Plagiarism is no lesser an offense than cheating. Examples of plagiarism as stated in the Modern Language Association's MLA Handbook for Writers of Research Papers include but are not limited to repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.*

- b. CHEATING: The term cheating includes but is not limited to:

- i. use of any unauthorized assistance in taking quizzes, tests, or exams;
  - ii. dependence upon the aid of sources beyond those authorized by the instructors in writing papers, preparing briefs, solving problems, or carrying out other assignments; or
  - iii. the acquisition, without permission, of tests or other academic material belonging to a member of Bradley University. Any interaction between students in a testing situation may be interpreted as cheating.
- c. ACADEMIC HONESTY is twofold on the part of the student: First, not to cheat; and second, not to enable others to cheat.
- d. UNIVERSITY PROCEDURES: Pursuant to University Senate rules, all occasions of cheating and plagiarism must be reported to the Executive Director of Center for Residential Living and Leadership, together with a statement of the penalty imposed by the faculty member. A zero will be given on the assigned piece of work that was subject to the cheating/plagiarism.
- e. COURSE POLICIES:
  - i. Each student is expected to do his/her own work on presentations, projects, quizzes, exams, and any other non-group work.
  - ii. Demonstration of own work: Do not turn in work (ex. brief) that is from another student, the internet, or some other source and claim it as your own. Do not copy language from the court opinion into a brief. Use your own words to explain the sections of a brief. Follow all instructions for assignments.
  - iii. Bradley University employs Turnitin. Turnitin is licensed by the university. Any assignment may go through Turnitin. Students are responsible for knowing the Bradley University Academic Integrity Policy available here: <http://www.bradley.edu/academic/undergradcat/20162017/overview-archeating.dot>. Information about Turnitin and plagiarism prevention is available on the Bradley Turnitin website: <https://www.bradley.edu/sites/it/departments/ldt/it-tools/turnitin/> (Turnitin is available in Canvas as part of the Assignments tool.)
  - iv. IMPORTANT NOTE: If a student engages in any form of academic dishonesty, the student will **not be eligible** to earn any extra credit points in the course, even if attempts have been made prior to the violation of this class policy.