

Course Syllabus, Part 4

LVC Policy Statements

Spring 2020

updated 7 January 2020

The following material is quoted from the "Simple Syllabus" provided by the office of the Dean of the Faculty.

Academic Honesty Policy

Any student who submits plagiarized work will be subject to the penalties described in the [Student Handbook](#) and the [College Catalog](#) and outlined in LVC's [Academic Honesty Policy](#). **This code asks each student to do his/her own work in his/her own words.**

A student shall neither hinder nor unfairly assist the efforts of other students to complete their work. All individual work that a student produces and submits as a course assignment must be the student's own. Cheating and plagiarism are acts of academic dishonesty.

Cheating is an act that deceives or defrauds. It includes, but is not limited to, looking at another's exam or quiz, using unauthorized materials during an exam or quiz, colluding on assignments without the permission or knowledge of the instructor, and furnishing false information for the purpose of receiving special consideration, such as postponement of an exam, essay, quiz or deadline of an oral presentation.

Plagiarism is the act of submitting as one's own, the work (the words, ideas, images, or compositions) of another person or persons without accurate attribution. Plagiarism can manifest itself in various ways: it can arise from sloppy note-taking; it can emerge as the incomplete or incompetent citation of resources; it can take the form of the wholesale submission of other people's work as one's own, whether from an online, oral or printed source.

Students who take part in violations such as cheating or plagiarism are subject to a meeting with the Associate Dean of Academic Affairs, who has the authority to take further action, up to and including expulsion from the College.

End of Term Course Evaluations

For most courses

Most courses at the College utilize a course evaluation system called EvaluationKIT. Near the end of the term, you will have the opportunity to evaluate the course in a number of key areas: learning environment, instructor performance, overall course structure, progress on relevant course objectives, and Constellation learning outcomes (if they apply). The faculty have approved a set of common questions that students will respond using an agreement scale. Please note that quantitative survey results and comments are used for course and instructor improvements and to indirectly measure the progress on relevant student learning objectives.

For internships and independent study courses

Near the end of the term, you will have the opportunity to evaluate your internship, independent study, or independent research experience. The faculty have approved a set of common questions that students will respond using an agreement scale. Please note that quantitative survey results and comments are used by the faculty supervisors to improve student experiences and to indirectly measure the progress on relevant student learning objectives.

Policies Regarding Accessibility Resources

Policies Regarding Students with Disabilities

Individuals with disabilities are guaranteed certain protections and rights of equal access to programs and activities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Therefore, Lebanon Valley College recognizes the responsibility of the college community to provide equal educational access for otherwise qualified students with disabilities.

Online courses: Any student who needs accommodations is invited to send letters to the Center for Accessibility Resources and discuss accommodations with me. The

Center for Accessibility Resources is located in the Lebegern Learning Commons – Mund Suite 002. Students may schedule an appointment by calling 717- 867-6028.

Assistive Technology is available to enhance your academic skills. The Center for Accessibility Resources, located in the Lebegern Learning Commons – Mund Suite 002, offers educational software and personal assistive devices for short-term loan. Available assistive devices include LiveScribe pens, mini iPads, digital recorders, headphones, and adaptive keyboards. Our student coordinator is available to meet with students throughout the semester to suggest devices and/or software aligned to individual student needs.

If a student believes that appropriate accommodations are being denied, the student may file a grievance. Procedures for filing grievances may be on the [Center for Accessibility Resources website](#).

Statement on Inclusive Excellence

LVC is a community of inclusive excellence. We affirm the rights of all persons to a superior educational experience that is characterized by respect for others. As such, this class and all classes at LVC, are places where our core values of inclusiveness, civility and appreciation of difference are affirmed.

Title IX Statement

Lebanon Valley College prohibits discrimination on the basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital/familial status, or veteran status in all programs and activities, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and/or College policies. Lebanon Valley College prohibits discriminatory harassment and sexual harassment, including sexual violence and any type of sexual misconduct.

Title IX makes it clear that violence, harassment, and any type of sexual misconduct based on sex and gender are civil rights violations. If you or someone you know has experienced violence, discrimination, or harassment, support is available through

Counseling Services, Health Service, the Chaplain's office, the Victim Advocacy Program, and Title IX deputies. Please refer to the [Student Handbook](#) or the [College Catalog](#) for specific contact information.

Policy on Student Success and Intervention

At Lebanon Valley College, we want you to succeed in and out of the classroom. Administrators and faculty work together to ensure not only academic success but a highly-productive and positive four-year experience. Students who are not performing to their potential can be referred to the *Student Success Intervention Team (Early Alert Committee)*, which is a group of individuals from Student Affairs, Academic Affairs, and Enrollment Management. This group will guide you through any difficult situation, whether academic or personal. You should, consider it your assignment to follow through and accept assistance from the appropriate source(s). Don't be afraid or hesitant to seek help from these individuals: supporting you is their job! Be proactive and take control of your success. Of note, these specific offices may be of help: [Tutoring](#), [Center for Accessibility Resources](#), [Counseling Services](#), and [Advising](#). For additional assistance, view this full listing of [Student Resources](#).