
Syllabus stuff

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All,

Another faculty member got caught by the fact that students can see their grades as soon as you post them and they had posted some preliminary grades. Since none of us want to wait until the last minute to post our grades I suggest we include something in our syllabi about that.

There are also some other things we need to include beyond the information about the course and how to contact us. The syllabus is close to a contract between the instructor and the student regarding what is necessary to complete the class successfully so we need to be complete and careful in how we write it.

Based upon feedback from several of you, I think we need to be very clear in our expectations around attendance including punctuality in arriving for class. Whatever policy you choose to use, make sure it is clearly listed on the syllabus and you go over it with the students. My 70% minimum is based upon a group decision by the ME/MET faculty that this needs to be the minimum (along with 100% in labs – this course does not have a lab).

Here is the boilerplate information I use. Feel free to use all or part of it. If there are things that you feel need to be added or changed please let me know as well.

Marty

≥90% Excellent work, above and beyond the minimum requirements, 3.5 – 4.0

≥80% & <90% Good work, meets minimum requirements and may have minor errors, 3.0 – 3.4

≥70% & <80% Acceptable work, does not meet all of the minimum requirements or has significant errors, 2.0 – 2.9

≥60% & <70% Poor work, significant errors and/or well short of the minimum requirements, 0.7 – 1.9

<60% Failing work, the lowest passing final grade in this course is a 0.7.

The instructor anticipates curving the grades at the end of the course so that it requires less than the typical 95% to

earn a 4.0, but that it will still take a 60% to earn a 0.7. However, to pass the course you must do the following three things:

- Attend at least 70% of the lectures
- Earn an aggregate average score of at least 60% on the short on-line Canvas quizzes that cover each of the topics
- Earn a score of at least 60% on the final comprehensive on-line Canvas exam.

I post scores and grades on Canvas periodically. Canvas generally does not include a missing grade in its calculations so your percentage and estimated final grade will be higher than reality until I fill it in with a zero. Please let me know if you find any errors in the posting. I may also post preliminary grades at the end of the term in EagleNet that are subject to adjustment as additional late grading is completed. Please do not contact me about your grade until final grades are due – typically noon Tuesday after finals.

Attendance:

Students must attend minimum of 70% of classroom sessions and sign in on the attendance sheet in order to pass the course regardless of their score on the tests, homework, and other assignments. Failure to attend at least 70% of the classroom sessions will result in earning a zero (0) for the course.

Failure to account for typical late fall, winter, early spring travel conditions is not an acceptable reason for either missing a class or turning in an assignment late.

- ***Punctuality*** is extremely important. It is very disrupting for students to come late and/or leave early. Make sure you arrive before the start of the class or inform the instructor when this is not possible. ***If we have an issue with late arrivals I will close and lock the door at 1:05 pm – do not bother to knock since I will not disrupt class to admit you.*** However, I will extend this if there is a good reason to expect a significant fraction of the class to be late such as very bad weather or an accident on the roads to Cheney.
- ***Cell Phones and Pagers*** are disruptive. Except for public safety (police, fire, paramedic), please make them silent. Cell phones may not be used or on students' desks during any test.

Equal Opportunity Statement, Affirmative Action, and American Disability Act

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University.

Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager DSS or call 509-359-6871. ***If you have a documented need for accommodations please see me a minimum of 4 class days in advance of the due date so we can make the necessary arrangements.***

Academic Integrity:

I anticipate that students will discuss and work together on assignments. However, the work that you turn in must represent your efforts and not those of a classmate. If you collaborate enough with another student that I would see the duplication then you should state that fact – i.e. “analysis of the laboratory data done and graphs created with Joe Smith and Karen Allen”.

Violations of academic integrity involve the use of any method or technique enabling a student to misrepresent the quality and integrity of his or her own academic work or the work of a fellow student. Students committing academic dishonesty will be reported to the appropriate university officials and the appropriate sanction up to recording an XF grade for this course on the student's transcript. In cases where a student has an existing record of academic dishonesty, a more severe penalty may be applied, such as suspension or dismissal from the university. For further information, please refer to the Student Academic Integrity Policy posted on the Eastern Washington University web site.