Instructor Contact Information:
Name and Title: Charlene C. Ridgway, M.Ed.
Office Location: Classroom Building – CB127
Email Address: cridgway@se.edu
Office Phone #: (580) 745-2568 (Best to contact me through Email or Text)
Text #: (580) 920-5505
FAX #: (580) 745-7503
Office Hours: Monday & Wednesday
11:00 a.m. – 3:00 p.m.
Tuesday & Thursday
11:00 a.m. – 1:00 p.m.
Friday
11:00 a.m. – 12:00 Noon
Other Hours by Appointment Only
(Appointment Must Be Made in Advance)

Course Title: Computers in Society

Course Date: August 20, 2018 – December 14, 2018

Course Time: Section 1 MWF 9:00 a.m. – 9:50 a.m.
Section 2 MWF 10:00 a.m. – 10:50 a.m.
Section 5 TT 9:30 a.m. – 10:45 a.m.

Final Exam:

<table>
<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Wednesday December 12, 2018</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Section 2</td>
<td>Monday December 10, 2018</td>
<td>11:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Section 5</td>
<td>Thursday December 13, 2018</td>
<td>8:00 a.m. – 10:00 a.m.</td>
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Course Website: Blackboard and University Network

Catalog Description: Computers in Society provides an introduction to the role of computers in today's society. Basic issues concerning computers, such as legal and ethical, will be introduced and discussed. The course will involve a discussion of internet, data communications, and basic applications such as word processors and spreadsheets. (This course does not count towards a major or minor in Computer Science or Computer Information Systems degree).

Prerequisites: None
Required Materials:

Flash Drive: Used for a backup copy of student Z: drive files and/or if working outside computer lab or off campus. Student Z-drive is only available on campus lab computers.

Technical Requirements
(Available through the Southeastern Distance Education website)

Required Software: Microsoft Office 2016, Internet, and Blackboard (Bb). All required software is available on campus lab computers. You will have no excuses for not getting your homework submitted.
1. Microsoft 365 is free for students. For more information and for installation instructions, click here: IT for Students.
2. Windows 10/Windows 8/Windows 7 with Microsoft Office 2016 Suite and Internet Explorer or Edge, Chrome or Foxfire. If using an earlier version of Microsoft Office, there might be some discrepancies on the user interface, so you may have difficulty completing homework assignments. Use the campus computer lab.
3. MacOS 7 or higher with Office 365 or Office 2016 Suite; There might be some discrepancies on the user interface leading to difficulty completing homework assignments, but you should still be able to complete homework assignments. Keep in mind that campus computer labs are available for use.
4. You are not required to use the SAMS Lab software made by the publisher for this course.

Additional Technical Requirements
- You will find IT Policies & Procedures, Computer Lab locations, Student E-mail Instructions and Setup, Computer Log-on Instructions, Wireless Access Instructions and IT Help Desk information here: IT for Students.
- Make certain your personal computer has Blackboard System Requirements for CIS 1003. If you experience difficulty (such as software issues or compatibility issues), please visit the IT Help Desk in the Administration Building. System Recommendations.
- Blackboard (Bb) Technical Support: Your professors are not authorized nor trained as Blackboard Support Technicians. If you experience difficulty with Blackboard, click here: Blackboard Technical Support. The Blackboard (Bb) contact link is provided on SE’s Blackboard login page. Leave a message or chat live with support personnel.
- Blackboard Orientation: After logging into Blackboard (Bb), you will find a listing of your courses on the homepage. Learn how to comfortably navigate in Bb. Discover how to submit an assignment, take a test, participate in discussion board and more.
- Lynda website: Students have full access to Lynda.com, an online library that teaches the latest software and business skills through high-quality instructional videos. Learn how to access here: lynda.com
- General Internet Etiquette, click here: Netiquette.

SE Academic Statement & Course Objectives
Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular
experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

Using information found in Blackboard, your textbook and library, students will be able to:

1. Identify and describe some of the components found in modern computers and develop software application skills using *Microsoft Office 2016* and computers and their associated technology.

2. Develop skills to create academic, professional, and personal documents using contemporary word processing software (*Word 2016*).

3. Develop skills to organize, manipulate, and present numeric data using contemporary spreadsheet software (*Excel 2016*).

4. Develop skills to use contemporary presentation software to prepare oral presentations (*PowerPoint 2016*).

5. Develop skills to use the Internet and e-mail to retrieve and communicate information.

6. Develop strategies to address questions by searching and retrieving electronically available information. Learn to use the library effectively.

7. Recognize unethical and illegal use of technology information including copyright and privacy issues and learn legal ramifications of such improper usage.

Alignment of Objectives with Local, State, and/or National Standards: The Department of Chemistry, Computer, and Physical Sciences, working with the General Education Council, have developed measurable learning objectives (listed below) for their general education courses. No state or national standards have been adopted for this course.

The following learning objectives will realize the goal for computer proficiency when a student demonstrates the ability to:

1. Use contemporary word processing software to create a document. 1.1, 2.1
2. Use contemporary presentation software to make an oral presentation. 1.1, 1.3, 2.2, 9.1
3. Use contemporary spreadsheet software to organize, manipulate, and present numeric data. 2.3, 3.1, 3.2, 3.3, 5.4, 5.5
4. Use the Internet, social media, and e-mail to retrieve and communicate information. 2.4
5. Develop strategies to address questions by searching and retrieving information available electronically. 2.5, 4.3, 6.1, 7.1
6. Recognize unethical and illegal use of technology including copyright and privacy issues. 2.6

**General Course Information**

*Computers in Society 1003* is a blended course, which means a face-to-face course with online enhancement. You are required to participate in both the face-to-face and online portions of the course using Blackboard (Bb). This maximizes the effectiveness of your learning. Specific foundational features, concept terms, and skills are conveyed face-to-face and in the textbook, allowing student interaction. The goal of this course is exploring while learning and reinforcing concept skills. This is a group-paced class with a fixed schedule and **definite deadlines** for completing course requirements, therefore, students must have **reliable** access to a computer and the Internet.

**Assignments:** You will utilize Blackboard (Bb) and the University network for exams, quizzes, discussions, homework instructions, and student data files. Weekly Assignments are located within weekly modules. You must **stay on task to prevent yourself from becoming overwhelmed.** PLEASE do not procrastinate. Submit your assignments in a timely manner meeting all deadline dates. Weekly due dates are listed within each module, in weekly instructions, and in table format in Blackboard. See **Weekly Assignment Schedule** link on course panel.
WARNING: Do not wait until the last minute to do online assignments. Procrastinating will almost certainly create a situation where your internet provider is unavailable, University internet goes down, or your computer is inoperable!

Course Expectations of Instructor and Student

Timeframe for Participation
Your participation is critical to the success of this class. To be a successful learner, you must be self-motivated. You will be graded on your attendance, listening and following instructions in class, in-class participation, reading to be prepared for class, completing all assignments, meeting deadline dates, collaboration with other students, and meaningful contribution to discussion board forums.

Approximate Time Required for Assignments
This course uses a variety of instructional learning methods and activities, including but not limited to discussion board forums, homework assignments, quizzes, exams, and online activities. Approximately 6-9 hours per week will be required for successful completion of course requirements. This time frame varies with each student. This includes in-class time and reading time. No semester assignments will be accepted after Thursday, December 6.

Expectations for Communications
Student Email—Your student e-address is your official email address for Blackboard while attending SE. All email correspondence will be sent to your student e-address. Check your SE email daily. This is how your instructors contact you. Always respectfully add an appropriate greeting line and close with your name. Test your email by sending me an email telling me your favorite candy or snack. Doing so assures both instructor and you that your email is working properly. In your Bb course, click Student Email link on the panel.

When applicable, respond promptly to instructor emails as you would expect the same of instructors (within 24-48 hours). Please feel free to ask me questions regarding your homework. Read and re-read chapter step instructions carefully before emailing or asking for help.

Blackboard (Bb)—Check Blackboard announcements daily! This is another way instructors communicate with you regarding course homework, exam dates, class dismissals, etc. Blackboard automatically tracks and records every click. I can see the date and time you logged onto Bb, and even what you accessed once you logged on. I can see whether you participated in an assignment or not. Blackboard (Bb): https://blackboard.se.edu

Student Expectations of Instructor—

• All instructors are responsible for providing each student a written syllabus within the first three (3) days of class. A syllabus informs the student of course objectives, course content, assignments, methods by which class assignments will be made or posted, course policies, assessment procedure, grading procedure, method by which final grade is determined, and student requirements.

• Students should expect a timely response to email questions within 24 to 48 hours (except holidays or weekends) unless an announcement is posted indicating lack of instructor availability. Note: Correct spelling is Ridgway.

• Students should expect prompt grading and posting of assignments. Grading and posting of scores for all assignments should be completed within 2 weeks of student submission of assignments.

• Course EAR Progress reports shall be provided by email at least three times during the semester.

Instructor Expectations of Student—

• Be respectful at all times and exhibit maturity, responsibility, courtesy and integrity. An atmosphere conducive to learning will be maintained.
• Refer to your course syllabus often for answers to your questions before contacting instructor. If you have homework-related questions or comments, please do not hesitate to email me at cridgway@se.edu, by text (580) 920-5505, or by office phone at (580)-745-2568.

• Purchase required Textbook for class.

• Have access to a reliable computer that is course hardware/software compliant and access to a reliable Internet connection.

• Computers often have a mind of their own. They crash or stop working or seem to just take a break sometimes. Have a contingency plan in mind in case this happens to you during the semester. Part of success in college is the ability to plan for and deal with problems. Assignments are still due by deadline date.

• Be prepared for class each week. Read textbook chapters and applicable readings before coming to class; you must read ahead on your own time for better understanding when concepts are introduced. See Weekly Assignment Table below (available also in Bb).

• Complete assignments to the best of your ability in a timely manner; DO NOT wait until the last minute to turn in an assignment, post a discussion, or take a quiz/exam. I will not grade incomplete work so do not submit!

• Be responsible. If three assignments are assigned, three completed assignments are expected to be submitted for a grade. Any missing, unsatisfactory, or plagiarized assignments are unacceptable and will receive no points (grade of zero).

• Attend class and be attentive during class. Participate constructively in class discussions. Remain in the classroom until you are excused to leave.

• Please refrain from any academic dishonesty. There are ways to know if you have submitted another student’s work as your own work.

• Check your completed work against the Solution Book in our classroom; preview your work. This is how you find and correct errors prior to submitting. There is no excuse for unsatisfactory work.

• Texting and Instant Messaging language “jargon” is not acceptable for class assignments, discussion board postings, email communications, etc.

• Be responsible to ensure that your University function, activity, trip or event sponsor or coach sends me an e-mail or hardcopy notifying me of an upcoming absence before the day of absence. You are to provide me all documentation before the function, activity, trip or event. ALL assignments are still due by deadline date. Official notification received from a student sponsor or coach and/or documentation after the event will not be accepted or considered.

• THE USE OF CELL PHONES IN THE CLASSROOM IS PROHIBITED. This includes texting. This is disruptive to classmates and instructor. Students caught texting will be asked to leave class for the day.

Course Policies

Attendance
Enrollment in this course obligates students to attend and participate in class activities and course assignments. Regular and routine participation is required. This includes regularly logging in, turning in homework in a timely manner, and participating in discussion forums. Do not jeopardize your financial aid.
The Registrar’s office defines attendance as:

- **Stopped Attending** > Students who were participating in Blackboard and in class but have stopped attending class and stopped submitting any assignments without contacting/making arrangements with instructor.
- **Never Attended** > Students who never attended class, never accessed Blackboard to view the course, and never completed any assignments that were due for the course.
- **Excessive Absences** > Students who have submitted some work but are infrequent in class attendance and participation and/or late on assignments—leading to a failing grade.

It is the student’s responsibility to visit with the instructor about absences. At the beginning of the semester, all students start with 500 points (Grade A) for attendance. Twenty-five points will be deducted from your beginning attendance score each time you are absent. No points will be deducted for excused absences.

**Excused Absences**
The Office of Student Affairs has designated the following reasons as excused absences:

- Medical issues for student or immediate family member
- Military re-assignment
- Jury duty
- Co-curriculum activities.

In all of the previous mentioned cases, the student is required to submit the appropriate documentation to the Vice President of Student Affairs so that an excused absence notification will be sent to all semester instructors. Other excused absences may include attendance to a family member funeral. The student must notify the instructor prior to attending the funeral and documentation may be requested by the instructor. All other requests for excused absences are at the decision of the instructor. Babysitter, car, or personal computer/internet issues are not excusable.

**Computers for Class**
You DO NOT need to have a computer at home in order to pass this class because computers are available for you to use in labs on campus. If you have your own computer, telling me that it quit working is NOT a good excuse. Please let me know immediately if you borrow someone’s computer to do your homework; flags arise alerting instructors when submitting assignments from another person’s computer.

**Course Issues**

- **Homework Issues**—Please contact instructor or tutor when homework difficulties arise for you. I will be happy to help with or answer homework questions. I have an "open door" policy welcoming you anytime I am in my office. Tutors are also available to help you succeed in class. Click "Tutor Help" link on Bb panel for tutor information. Seek help immediately before you get behind on your work. Unlike some colleges, tutor service is FREE. Take advantage of this help in the classroom building, writing center, library, and student services.

- **Computer Lab Issues**—Report computer lab issues only. Please do not burden me with your personal computer issues. Personal computers or your internet issues are not my concern. Southeastern has several computer labs on campus as your backup plan. Computer labs (CB 102, 104, 106) are available for use throughout the day.

  IMPORTANT NOTE: Past students have discovered issues by partially working an exercise at home and then finishing the same exercise in class. I recommend you work each exercise from start to end either at home or in the lab.

- **Campus Internet Network Issues**—Contact the IT Help Desk Center on the first floor of the Administration Building if having campus network issues (especially if unable to access your email or on-campus Z: drive). Check this before classes begin.

- **Blackboard Issues**—Contact Blackboard Support Center or navigate to Blackboard Log-in screen for technical support. Chat Live is available. Blackboard Technical Support is housed in the Center for Instructional Development Technology (CIDT) Office on third floor of the Russell Building, Room 317A.
• **Software Issues**—See page 2 of this syllabus. Bb does not allow me to submit a comment without a grade. If I am unable to open submitted work, you will receive a grade of zero along with a comment. Click blue comment bubble next to assignment grade in gradebook to read comment.

**Discussion Board Policy**

Discussion Board assignments are a **required** class activity. To receive credit for participation, you must make meaningful contribution to the discussion board forum. **Simply stating “I agree” is not meaningful.** For each topic, you are not only required to Post but are **required to Comment on at least 2 classmate posts.** Each forum will have its own instructions before entering the discussion forum.

**Assignments**

Weekly Assignments will be issued Mondays and are to be submitted the following week Monday by **11:59 p.m.** Any changes to the assignment schedule will be posted in Bb **Announcements.** Check this daily.

**Extra Credit**

Do **not contact me at the end of the semester regarding extra work to improve your course grade**; you are given ample opportunity throughout the semester. Work diligently from beginning to end of semester completing each assignment as if each is worth extra points that will raise your grade! **Take advantage of bonus assignments for bonus points.** Additionally, you are given opportunity to correct and resubmit one graded assignment each week to improve your grade. Once the week module closes, you lose this privilege.

**Late Assignments**

It is your responsibility to meet assignment deadlines. All work is due on the specified due date! A grade of “0” (zero) will be given for each assignment after the due date. Excuses such as “I don’t have a computer,” “My computer got a virus,” “My computer crashed,” and “My internet wasn’t working” **ARE NOT** considered extenuating circumstances. **DO NOT** share these circumstances with me. We have computer labs on campus. Have a backup plan to complete assignments. Complete assignments early to prevent facing these types of problems.

**Makeup Assignments or Exams**

There will be **no makeup assignments or exams given except in cases of emergencies or excused absences.** You may take a makeup exam at a time convenient for both instructor and student. Please contact me to set up an appointment.

**Official Withdrawal**

If you are having any difficulty with the course, please talk with your instructor **before** you decide to either stop coming to class or withdraw. If, for any reason, it becomes impossible for you to continue this course, it is your responsibility to officially withdraw. If you simply quit the course and do not withdraw, you will automatically receive an “F” for the course. The last date to drop this course with a grade W is **November 9, 2018.**

**Incomplete Course Policy**

A grade of “I” (incomplete) is permitted for the course based on military orders or hospitalization. Both of these require official documentation that must be dropped off or received by postal mail to my office prior to the end of semester. **NO EXCEPTIONS.**

**Testing Out of CIS 1003**

A student may test out of CIS 1003 by passing 70% on three individual exams—Word, Excel, and PowerPoint. A fee of **$7.50 per semester credit hour** will be charged for the administration of advanced standing examinations. The fee must be paid in the Business Office prior to testing. See test administrator Mrs. Dena Rymel (CB 125) to schedule a convenient test date and time for both instructor and student.
Recommended Study Methods

- Refer to helpful study and test taking methods by clicking the Quick Links button on Bb panel and navigating to the Study Skill & Study Organization Guidelines folder. See Quick Tips on the following topics:
  - How to Study
  - How to Take Notes
  - How to Take Tests
- Manage your time wisely to avoid last-minute work.
- Plan to spend approximately 5-9 HOURS on coursework each week. This includes reading and 3 hours in class each week. Allot at least 1 hour to reading and 2-3 hours to homework time each week. This timeline will vary with each student.
- Refer to your chapter often to help you recall concept skills while working exercises at the end of each chapter.
- TRY TO ENJOY LEARNING THE COMPUTER SOFTWARE—THE COURSE IS REQUIRED FOR YOUR DEGREE, SO YOU MAY AS WELL TRY TO ENJOY LEARNING IT.

Assessment Recommended Study Methods
(Grading System)

Evaluation Summary:

1. Pre-Exam
   All students will take three Pre-Exams—Word, Excel, and PowerPoint—for general education outcome assessment purposes. **Pre-exam scores are not calculated in your course grade.** Pre-exams measure knowledge of subject matter at the beginning of the semester.

2. Self-Assessment Tests
   There will be short multiple-choice self-assessment exams at the end of some chapters. You will be allowed to take self-assessment exams up to three attempts to pass at **70%**, and each attempt must finish in one sitting. The highest attempt score will be your final exam grade.

3. Unit and Final Exams
   Microsoft Office 2016 Word, Excel, and PowerPoint—**three-unit exams administered during the semester. Unit Exams** will be three-part: 1) a skill assessment exam, 2) a multiple-choice concept exam, and 3) an interface window matching exam. **Unit Exams** measure knowledge and skill application learning. You will be given a **one attempt** in the classroom. A Final Exam will be administered during finals week. Exam reviews & homework show the instructor which skill concepts need to be reviewed again.

4. Exam Policies
   a. It is your responsibility to meet exam deadlines.
   b. **It is your responsibility** to contact the instructor, prior to the exam, if you know you will miss an in-class exam so that arrangements may be made.
   c. Chapter self-assessment exams may be taken in or outside the classroom.
   d. Unit & Skill Assessment exams are required to be taken in class on designated dates.
   e. If an exam is missed without a valid excuse during the time it is available, a **zero** will be recorded.
   f. If the final exam is not taken during finals week for any reason, a **zero** will be recorded.
   g. Makeup tests will be given for **excused absences only** and will be offered at a time that is convenient for both instructor and student.
The grading scale for this course is:

All class activities are important and are graded. Simply submitting “something” for the assignment does not mean you will receive a full grade value for the submission.

<table>
<thead>
<tr>
<th>TOTAL POINTS EARNED</th>
<th>PERCENTAGE</th>
<th>STANDARD</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4101 – 4556 Points</td>
<td>90 – 100 %</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>3645 – 4100 Points</td>
<td>80 – 89.9%</td>
<td>Above Average</td>
<td>B</td>
</tr>
<tr>
<td>3189 – 3644 Points</td>
<td>70 – 79.9%</td>
<td>Average</td>
<td>C</td>
</tr>
<tr>
<td>2734 – 3188 Points</td>
<td>60 – 69.9%</td>
<td>Below Average</td>
<td>D</td>
</tr>
<tr>
<td>2278 &amp; Below</td>
<td>Below 60%</td>
<td>Unacceptable</td>
<td>F</td>
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GRADING SYSTEM
Each activity will incur points. See table with assigned points above. You should check your grades regularly and stay in touch with me concerning submitted assignments that are not reflected in your course grade. Your grades and instructor comments will be posted in Blackboard for you to view. Grades will not be discussed in class, over the telephone nor through email. Please make an appointment to visit in my office.

Rounding to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor. All grades are flexible except the “A” grade. Borderline grades will be determined by the instructor on the basis of attendance, participation, meeting deadlines, and effort. The final course grade is earned by YOU relative to points. Weighted grading techniques give greater importance to items, such as homework and skill assessments, more than multiple choice exams.

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Weighted Percentage</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>47.00%</td>
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<tr>
<td>Attendance</td>
<td>5.00%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>2.00%</td>
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<tr>
<td>Self-Assessment Tests</td>
<td>10.00%</td>
</tr>
<tr>
<td>Unit Skill Assessment Exams</td>
<td>20.00%</td>
</tr>
<tr>
<td>Unit Concept Exams</td>
<td>16.00%</td>
</tr>
<tr>
<td>Total Grade Percentage</td>
<td>100.00%</td>
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# GENERAL COURSE OUTLINE

Instructor Reserves the Right to Change

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments</th>
<th>Total Points</th>
<th>Due Date</th>
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<tr>
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<td>11:59 p.m.</td>
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</table>
| WEEK 1| Syllabus & Test (100)  
Discussion Board--Introduce Yourself (25)  
Discussion Board--Time Management (25)  
Academic Integrity—Honor Pledge (100) | 250 Points   | August 27 (Mon) |
| WEEK 2| Managing Your Files (100)  
Self-Assessment Test (100)  
WordPress Social Media (200) | 400 Points   | September 3 (Mon) |
| WEEK 3| Library Literacy (100)  
Computer Ethics/Ergonomics Q/A (200) | 300 Points   | September 10 (Mon) |
| WEEK 4| Essential Computer Concepts Q/A 1 & 2 (200)  
Self-Assessment Exam (100)  
Internet Basics & Information Literacy Q/A (100)  
Copyright/Fair Use/Public Domain/Plagiarism | 400 Points   | September 17 (Mon) |
| WEEK 5| Word Unit  
Word Module 1  
Creating and Editing a Document (Business Letter and Flyer) | 150 Points   | September 24 (Mon) |
| WEEK 6| Word Unit  
Word Module 2  
Navigating and Formatting a Document (List Document and MLA Academic Document)  
MLA Self-Assessment Test | 250 Points   | October 1 (Mon) |
| WEEK 7| Word Unit  
Word Module 3  
Creating Tables and a Multipage Report (Business Report) | 150 Points   | October 8 (Mon) |
| WEEK 8| Word Unit  
Word Module 4  
Enhancing Page Layout and Design (Newsletter) | 150 Points   | October 15 (Mon) |
| WEEK 9| Word Unit Exam  
Skill Assessment | 325 Points   |                  |
| WEEK 9| Excel Unit  
Excel Module 1  
Getting Started with Excel | 150 Points   | October 22 (Mon) |
| WEEK 10| Excel Unit  
Excel Module 2  
Formatting Workbook Text & Data | 200 Points   | October 29 (Mon) |
| WEEK 11| Excel Unit  
Excel Module 3  
Performing Calculations with Formulas and Functions | 200 Points   | November 5 (Mon) |
| WEEK 12| Excel Unit  
Excel Module 4  
Analyzing and Charting Financial Data | 200 Points   | November 12 (Mon) |
Southeastern Oklahoma State University expects you to understand and follow basic standards of academic honesty and integrity. Common violations are, but not limited to, plagiarism, cheating, and forms of dishonest performance on university assignments such as copying or preparing another student’s work. These forms of dishonesty undermine the value of an education for everyone and especially for the person who cheats. The policies regarding academic misconduct are set forth in the Student Handbook.

There is a Zero-Tolerance Policy concerning plagiarism or duplication of another individual’s work. Besides making you feel horrible, you will receive a zero on the assignment. Students are expected to behave honestly in their learning by turning in their own work. Violations can result in penalties ranging from grade reductions to suspension, dismissal, or expulsion from the University. The policies regarding academic misconduct are set forth in the institution’s Student Code of Responsibilities and Conduct.

Plagiarism means the use of the thoughts, ideas, words, phrases, or research of another person as your own without explicit and accurate credit to the original author. Plagiarism is a serious violation offense in the academic and professional communities. All rules and standards of academic integrity apply equally to all electronic media.

Cheating on examinations of any kind (quizzes, tests, midterms, finals, etc.) includes copying another student’s answers, exchanging information, using notes or books unless expressly permitted to do so by the instructor, or gaining access to examinations prior to the actual taking of such examinations.

Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.
University and School Policies

Equity and Non-Discrimination Statement
Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

Privacy Policy
All information received will be protected according to the University's Privacy Policy which is detailed in the Student Handbook.

Disability Accommodations
Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745–3090 (TDD# 745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Clinical Counseling (Mental Wellness)
Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact SE’s Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday – Friday, 8:00 AM to 5:00 PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1-(800) 522-1090.

Inclement Weather or Other Emergencies
Please call the following phone number to determine if classes are cancelled: 580-745-7272 (off campus); ext. 7272 (on campus). Generally, a decision by University officials will be made for morning classes by 6:30 a.m. Check Bb Announcements. Please do not rely on television or radio listings or announcements because these are frequently incorrect. This class will continue to be available in Blackboard so that no assignments will be missed. Check: SE Alert. I highly recommend you download 911 Shield App to your cell phone and check it out.

Emergency Evacuation
Your safety is our top priority. If fire alarms sound, evacuate to the outside through the nearest exit doors. Meet in the north parking lot of building at least 40 feet away from the building. Stay together as a class so that all students can be accounted for during roll call.

In case of a building lockdown, we shall quickly evacuate to safety outside away from our building through the nearest exit door if possible. If not possible, we shall shut, lock, and take appropriate measure to prevent classroom intrusion. It is important that all cell phones and electronic devices remain silent so not to sound when concerned family and friends call. Additional instructions will be given during lockdown.

Other University and/or School Policies
The instructor reserves the right to adjust the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified by instructor of any adjustments to the syllabus.
## Fall 2018
### Semester Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20 (Monday)</td>
<td><strong>Southeastern Classes Begin</strong></td>
</tr>
<tr>
<td>August 24 (Friday)</td>
<td>• Last Day to Enroll In or Add Classes&lt;br&gt;• Last Day to Drop a Class with No Grade Recorded&lt;br&gt;• Last Day to Drop a Class with Refund/No Charges</td>
</tr>
<tr>
<td>August 31 (Friday)</td>
<td>Attendance Certifications from Faculty to Registrar</td>
</tr>
<tr>
<td>September 14 (Friday)</td>
<td>EAR/Progress Report #1 to Students</td>
</tr>
<tr>
<td>September 14 (Friday)</td>
<td>IT Maintenance Friday</td>
</tr>
<tr>
<td>October 12 (Friday)</td>
<td>EAR/Progress Report #2 to Students</td>
</tr>
<tr>
<td>October 12 (Friday)</td>
<td>IT Maintenance Friday</td>
</tr>
<tr>
<td>October 19 (Friday)</td>
<td>Assessment Testing Day</td>
</tr>
<tr>
<td>November 7 (Wednesday)</td>
<td>EAR/Progress Report #3 to Students</td>
</tr>
<tr>
<td>November 9 (Friday)</td>
<td>Final Day to Drop a Class (Full Semester Course)</td>
</tr>
<tr>
<td>November 16 (Friday)</td>
<td>IT Maintenance Friday</td>
</tr>
<tr>
<td>November 19-25 (Monday-Sunday)</td>
<td>Thanksgiving Holiday—No Class</td>
</tr>
<tr>
<td>December 10-14 (Monday-Friday)</td>
<td>Finals Week</td>
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<tr>
<td>December 14 (Friday)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>December 14 (Friday)</td>
<td>IT Maintenance Friday</td>
</tr>
<tr>
<td>December 15 (Saturday)</td>
<td><strong>Commencement</strong></td>
</tr>
<tr>
<td>December 18 (Tuesday)</td>
<td>Grades due in Registrar’s Office&lt;br&gt;12 Noon Deadline</td>
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</tbody>
</table>

SE Information Technology has scheduled maintenance days scheduled each month. Please keep this in mind while meeting classwork deadlines. The maintenance period begins is 5:00 PM in an effort to minimize impact on campus computer users. In case of technical errors, assignments will not be counted late until 10:00 a.m. the next business day. In order for this to apply, you must take a screen shot or video of the error and immediately email it to your instructor to provide verification, error codes, and a time stamp. If this email documentation is not provided, the extended deadline will not apply.