

Class Attendance and Participation:

- All students are expected to attend all classes. Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend regularly and punctually all classes in which they are enrolled. **Excessive unexcused absences for any reason will result in either a low grade or course failure. All students will be considered excessively absent from class if they miss class more than three hours during the semester.**
- Participation means class attendance and active in class discussions. Asking questions is expected but it is not considered participation. Answering questions correctly, staying ahead and on-top of the classroom discussions, are examples of participation.
- Eating, drinking, or chewing gum is not permitted in the classroom.
- Your cell phone has to be turned off and be kept in your handbag or pocket while you are in the classroom.
- If you cannot attend class, a courtesy call or an email to the professor is required and appropriated.

Course Requirements:

All materials submitted for evaluation (i.e., homework, quizzes, and etc.) must have the following identification:

- Student's name and ID number,
- Course name,
- Date on which the assignment is due,
- Homework, Problem or Quiz number.

This information must be placed in the **upper right-hand corner of the First sheet submitted**. All work should be submitted electronically whenever possible or be placed on regular notepaper. No assignment will be accepted if written on legal or jagged edged sheets.

All students' work submitted for grading is pledged to be done without any unauthorized help. Students may study together but are required to do their own work for graded material. **All work is individually pledged.**

Students whose names do not appear on the official class roster will not be allowed to attend the class after the add period ends.

Instructions for Student Athletes:

Any student athlete enrolled in class must make an appointment within the first week of the semester to meet with the instructor so that game schedules and travel schedules can be discussed and the instructor can clarify for the athlete procedures and policy on make-up work. Student athletes are reminded that absences (whether excused or unexcused) do not relieve them of their responsibility to complete course assignments. Instructors must know in advance that absences related to athletic events will occur so that early planning can take place. (See attached policy on class attendance)."

Dress Code:

Students are expected to exercise good judgment concerning appropriate dress for the classroom.

Dressing appropriately in an environment that is conducive to learning requires that clothing not be distracting and is sufficient in quality and quantity to cover and protect the body (particularly in laboratories). Individual freedom of dress is upheld at UMES, but students should be respectful of sensitivities of others and recognize that dressing professionally is a part of training the university desires to provide. Attire that is more appropriate for the bedroom or night clubs should not be worn in the classrooms, as such may be distracting or offensive to others.

Student Professional Code of Conduct:

This Student Code of Conduct was created to support a productive and stimulating learning environment in all School of Business and Technology classes. The code is designed to help ensure a positive atmosphere for the vast majority of students who currently exhibit the professional standards detailed below.

- Students should exhibit professional classroom values and behavior by:
 - Engaging in appropriate communication and interaction.
 - Demonstrating trust, respect and civilities.
 - Approaching course content as important and necessary for success in business.
 - engaging in responsible classroom activities such as:
 - * turning off cell phone ringers
 - * avoiding unnecessary talking
 - * not reading outside material or doing other work during class
- Students should contribute to a positive learning environment by:
 - Arriving, attending, and departing class in a professional manner.
 - Taking responsibility for team and individual assignments.
 - Developing cooperative relationships with other students and faculty.
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- Students should support a professional environment within the School of Business and Technology by:
 - Avoiding inappropriate language in and near classrooms and offices.
 - Refraining from unrealistic expectations in dealing with administration, faculty, and staff.
- Students must uphold the academic integrity standards. Academic integrity is conceptualized as doing and taking credit for one's own work. Violations of the university's academic integrity standards include, but are not limited to:
 - Cheating in the classroom. Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work.
 - Examples of cheating include giving answers to others in a testing situation without permission of the instructor; taking or receiving answers from others in a test situation without permission of the instructor; having possession of test materials without permission; taking, giving, or receiving test materials prior to tests without permission; having someone else take a test or perform an assignment for you; submitting as your own work, work done by someone else; permitting someone else to submit your work under that person's name; falsifying research data or other research material; copying

with or without permission any work, e.g., essays, short stories, poems, etc., from computer, hard drive or discs and presenting them as your own.

- Plagiarism. Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment.
- Examples of plagiarism include taking ideas from a source without clearly giving proper reference in a way that identifies the original source of the ideas and distinguishes them from your own; indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference in a way that identifies the original source and distinguishes the paraphrased material from your own compositions; directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.
- Unauthorized Possession or Disposition of Academic Materials. Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.
- Falsification. Falsification encompasses any untruth, either verbal or written, in one's academic work.
- Facilitation of Cases of Academic Dishonesty. Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the university's academic integrity.

Academic Honesty and Integrity

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor receive assistance during quizzes, examinations, or other class exercises. Because the university takes academic honesty seriously, penalties for violations may be severe, including failing the course and possibly being dismissed from the university. Students accused of academic dishonesty will be given due process before disciplinary action is taken. **The most current policy and procedure is followed when academic dishonesty accusations are lodged against students from the faculty member, the academic adviser, or the department chair.**

Disability Statement

Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be within three years and provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please

contact Dr. Dorling Joseph at (410) 621-3446. The Student Disability Services office is located in the Student Services Center (SSC), Suite 2169.

Precautionary Disclaimer

The instructor reserves the right to amend the course syllabus during the term. If changes must be made, students will be notified. Notice given during class is considered proper notice. Office hours are subject to change depending on the instructor's schedule.