

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or less

Course Expectations and WNMU Policies for Students:**Attendance:**

Attendance in an online class is evaluated by your attendance to the material. You will get out of the course what you put into the course. You will need to be a “self-starter” and control your own calendar in order to meet the deadlines for the course.

Blackboard Down Time/ Inclement Weather:

Due to the possibility of Blackboard down time or lack of connection due to inclement weather, it is important that you not wait until the last minute to finish assignments, posting, or assessments.

Posting Assignments and Discussions:

The student is responsible for posting all discussions on discussion board and all assignments to the assignment posting area. If you are having difficulty with this, it is your responsibility to contact me so that I can get you the assistance you need to learn how to do this.

Assignment Due Dates:

If you will be late turning in an assignment, contact me before the deadline to discuss it with me.

Informed Consent:

Some individuals may choose to disclose personal information during class. Therefore, it is important that all classmates agree not to discuss or write about what others have discussed in class.

Professionalism:

Students are learning professional skills and are expected to engage in classroom discussions, complete reading assignments, and turn in assignments in a timely fashion as befitting professional behavior.

Scholarly Writing:

Use clear college level writing with correct spelling and grammar for all assignments. If you need help in writing, check with the WNMU Online Writing Center.

Communications policy statement regarding official e-mail:

WNMU's policy requires that all official communication be sent via Mustang Express. As a result, all emails related to your enrollment at WNMU and class communication – including changes in assignments and grades – will be sent to your wnmu.edu e-mail address. It is very important that you access your Mustang Express e-mail periodically to check for correspondence from the University. If you receive most of your e-mail at a different address, you can forward your messages from Mustang Express to your other address.

Example - Martin Classmember was assigned a WNMU e-mail address of classmember12@wnmu.edu but Martin would rather receive his emails at his home address of martinclass@yahoo.com Martin would follow the direction provided at <http://www.wnmu.edu/campusdocs/direction%20for%20forwarding%20email.htm>

WNMU policy on email passwords:

WNMU requires that passwords for access to all of the protected software, programs, and applications will be robust, including complexity in the number of characters required, the combination of characters required, and the frequency in which passwords are required to be changed. Minimum complexity shall include:

- Passwords shall contain at least six (6) characters
- Passwords shall contain at least one capital (upper case) letter, and at least one numeral.
- Passwords shall be changed at least every 90 days (8/6/08)

Academic Integrity:

Each student shall observe standards of honesty and integrity in academic work as defined in the WNMU catalog. Violations of academic integrity include “any behavior that misrepresents or falsifies a student’s knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain” (WNMU Faculty Handbook, 2008).

Generally violations of academic integrity include cheating and plagiarism. Refer to the catalog for definitions. Penalties for infractions are as follows:

For **Plagiarism**: “the intentional or unintentional representation of another’s work as one’s own without proper acknowledgement of the original author or creator of the work” (WNMU Faculty Handbook, 2008):

1st infraction: Grade of “0” for assignment;

2nd infraction: dismissal from the class with grade of "F".

For **Cheating**: "using or attempting to use unauthorized materials...and unauthorized collaboration with others, copying the work of another or any action that presents the work of others to misrepresent the student's knowledge" (WNMU Faculty Handbook, 2008):

1st infraction: dismissal from class with grade of "F".

Special Needs Students: Students with disabilities in need of accommodation should register with the Special Needs Office (JUANC B 210, Phone: 575-538-6498) at the beginning of the semester. With student permission, that office will notify instructors of any special equipment or services a student requires.

Integrated Use of Technology:

You will be using Blackboard Vista to take all quizzes and exams and to post all assignments. You will need to learn how to attach documents if you don't already know how to do this.

Need Help?

1. Post a question to the Discussion Board. There is no such thing as a dumb question.
2. Post a question as a Bb-Vista e-mail to your instructor.
3. If the Bb-Vista system goes down or you have other technical questions, contact the WNMU Help Desk: helpdesk@wnmu.edu or (575) 574-4357.
4. Go to the Bb-Vista Student Resources page: <http://www.wnmuonline.net/osr>

Term Access :

Access to online course materials will only be available to students until date listed for the last day of class meeting in the WNMU [Schedule of Classes](#).

Caveats:

The schedule and procedures in this course are subject to change in the event of extenuating circumstances.

Copyright:

The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained by students in any electronic form or further disseminated or distributed to anyone not enrolled in this course.

CODE OF CIVILITY

In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

Respect:

Treat all students, faculty, staff and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Let your actions reflect pride in yourself, your university, and your profession.

Kindness:

A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person's feelings.

Be nice.

Truth:

Exhibit honesty and integrity in your dealings with fellow students, faculty and staff members. Don't lie, don't cheat, and don't steal.

Responsibility:

Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

Cooperation:

Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.

Acceptance:

Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.

Professionalism:

Always conduct yourself in a manner that will bring pride to your profession, to Western New Mexico University, and, most importantly, to yourself.