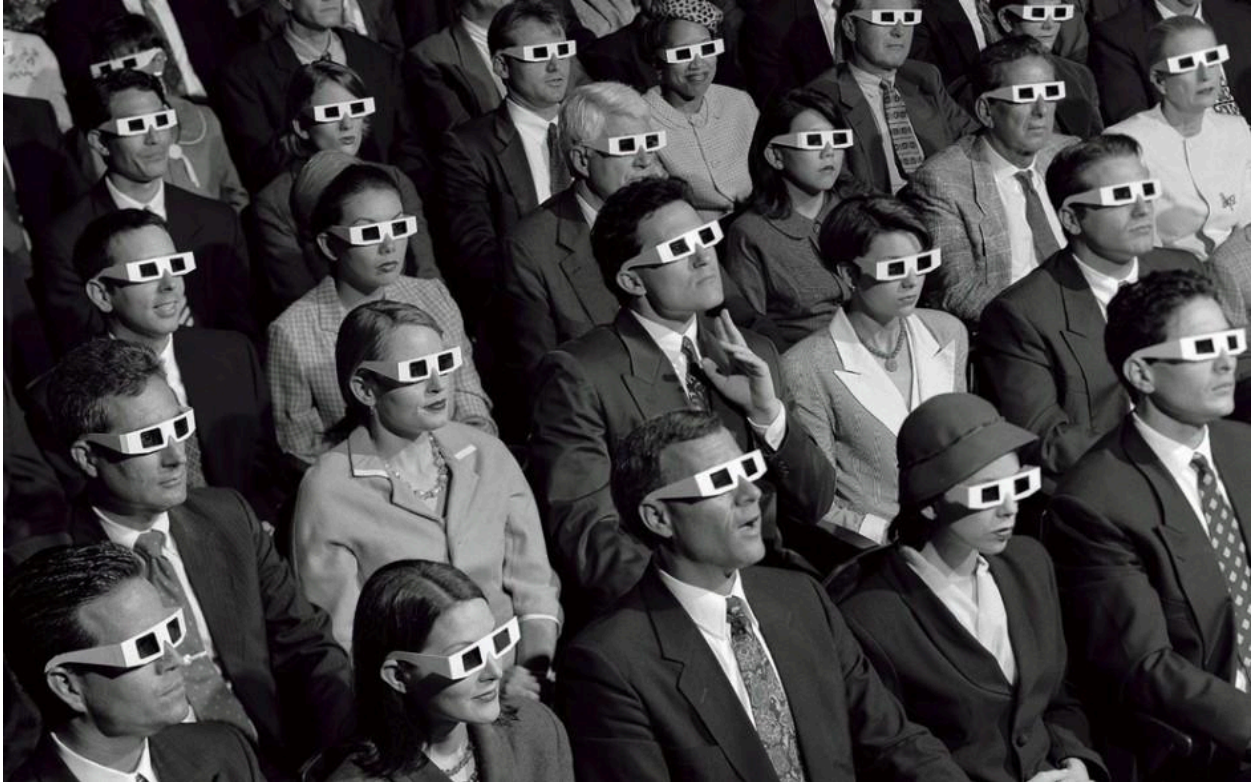


The Mass Media & Society | COMM 100N



Penn State Greater Allegheny | Spring 2024
Tues & Thurs 3:05-4:20 | Main-207 **Frable 221**

Professor: Dr. Zack Furness – *feel free to just call me Professor or Dr. Z*

Canvas Website: <https://psu.instructure.com/courses/2347483>

Course Website: <https://sites.psu.edu/comm100>

Email: zackfurness@psu.edu – *Please allow up to 24hrs for a reply, and see policy below for additional info.*

Campus Office: 106B Main Bldg

Office Hours: Tues & Thurs 12-2pm or By Appointment

Zoom 'Office': <https://psu.zoom.us/my/punkademic> (*alt link*) – *Make sure you're logged into Zoom using your Penn State credentials for all Penn State-related meetings.*

Office Phone: (412) 675-9153 – *Please email instead of calling my office.*

Top Hat: Join via 072096

Drop/Add Deadlines: Consult the [Penn State Academic Calendar](#)

Course Description

The Mass Media and Society (*Media & Society, for short*) is an introductory communications course that promotes critical media literacy through academic engagement with film, television, radio, print publishing, advertising, journalism, social media, the internet, and a variety of digital- and web-based new media. As part of that project, this course also explores the socioeconomic factors, cultural norms, and policies that shape the production, consumption, circulation, and uses of both media content and media technologies. Broadly speaking, COMM 100N is designed to facilitate critical, global, and integrative learning that connects knowledge across multiple disciplines in the humanities and social sciences.

Course Goals and Objectives

By the end of the semester, each student should have an informed perspective about the dynamic nature of mass media in an information society, particularly in the United States, where our attention is primarily focused (this course is cross-listed with American Studies: AMST 106N). However, students who participate in this course will become more knowledgeable about media industries, media histories, contemporary media trends, and timely debates over the complex roles that media can or should play in any democracy. Beyond the larger goal of helping students become more informed citizens and more educated media consumers, students in Media & Society will also learn how to:

- Analyze audio-visual and written media texts using concepts and terminology derived from course readings.
- Understand the basic economics of media corporations, broadcasting, and social media.
- Examine the role that media play in shaping social forces and cultural norms.
- Interrogate how and why media representation shapes prominent ideas about race, class, gender, and politics.
- Understand the relationship between media policy, government regulation, and the media industry.
- Utilize digital learning technologies and create basic media content.

Credit Information

- There are no prerequisites for enrollment in this course.
- This course fulfills 3 credits in either Humanities (GH) or Social and Behavioral Sciences (GS) that apply to both General Education and Bachelor of Arts degree requirements at Penn State University.
- This course fulfills 3 credits of Integrative/Interdomain requirements for Penn State students - courses with an "N" designation at the end (for ex. COMM 100N).
- This course fulfills 3 credits of US Cultures requirements for Penn State students.
- This course also fulfills one of the Common Requirements for the [Communications Arts and Mass Media Minor](#).
- Honors Option (*availability may vary*): COMM 100N can typically be taken as an honors option by any student who qualifies for the honors program and is interested in doing so. All students who take this course for honors credit will complete an independent project

in consultation with the professor. Students' research will be presented in the form of a poster or website that is displayed as part of the undergraduate research conference that takes place at PSUGA during the last month of the semester. Talk to Prof Furness if the honors option is something you want to pursue and please peruse the information that's posted [online](#).

Required Materials

- All reading assignments and notes will be distributed for free via Canvas.
- Students may be required to rent a film or two online for viewing outside of class. At most, rentals will cost a few dollars each.

Technology Checklist

- **Canvas:** Students are expected to access Canvas for this class, which is the Learning Management System (LMS) where assignments are submitted, grades are posted, and online discussions are hosted. More importantly, [Canvas Modules](#) are where you can find out what we're doing each week by accessing our weekly agendas that include reading & writing assignments, lecture notes, and supplementary links. Please note that your professor is likely to make small changes and updates to the schedule throughout the semester and he will notify you of any such changes via Canvas announcements.
- **Course Website:** The course schedule, as well as a variety of supplementary course materials, are also accessible through our "[Course Website](#)" (sites.psu.edu/comm100), which you should bookmark.
- **Devices:** Students will be expected to make use of their [Penn State issued iPad](#). If you haven't received yours, or you're having trouble with your device, please visit or contact the [IT Helpdesk on campus](#) during the first week of class. Students are encouraged to access Canvas and our course website from their iPad or a computer.
- **Microsoft Office:** Make sure that you have [Microsoft Office](#) correctly installed on your devices so that you are using Microsoft OneDrive for online store & backups.
- **Web Browsers:** Students are encouraged to access both Canvas and the course website using either [Firefox](#) or [Chrome](#) (Mac users may find that Safari is inconsistent with the way it handles some of Penn State's websites). Please download both of these apps on your iPad during the first week of class.
- **Zoom:** Make sure you have downloaded [Zoom](#) on all of your preferred devices and you are logged into them via your Penn State credentials (user/password).
- **Top Hat:** Students will need to download the Top Hat app on both their phones and their iPads (see additional info below, under Attendance). *IMPORTANT: You will be responsible for bringing one of these devices with you every class to complete your attendance via Top Hat.*

ASSIGNMENTS & GRADES

Due dates and guidelines for all assignments are posted on Canvas and our course website.

Quizzes (40%)

There will be four quizzes throughout the semester, each worth 10% of your total semester grade. Quizzes will be administered in-person unless otherwise noted.

Online Responses (30%)

Online responses are all submitted using the discussions on Canvas. The idea is to allow everyone in class the opportunity to view each other's reactions & responses, should you and your classmates choose to do so. Completing an online assignment is easy: After you read the assignment description on Canvas and complete the tasks required, *you should first type up your response in a Word document and save it (on your device or online)*. Then, submit your response by clicking Reply, pasting your response, and pressing enter.

Media Analysis Papers (20%)

- [Media Analysis #1: Semiotic Analysis](#)
- [Media Analysis #2 - Media Technologies](#)

Class Participation (10%)

Participation is not to be confused with simply showing up and sharing space with your classmates. It means coming to class ready to ask questions, discuss readings, and engage in thoughtful, respectful conversation with your peers and the professor.

Extra Credit Opportunities

Students can earn extra credit by attending a [Teaching International lecture](#) on campus and writing up a synopsis afterward. These short papers can be submitted up to one week following the event, via Canvas. Students can take advantage of this opportunity up to three times during the semester. Extra credit points will be added to your lowest quiz score.

Grading Scale

As a general rule of thumb, the following grading scale shall apply to all assignments

A 93-100%	B- 80-82%
A- 90-92%	C+ 77-79%
B+ 87-89%	C 70-76%
B 83-86%	D 60-69%
	F Below 60%

STUDENT SERVICES & CAMPUS RESOURCES

Student Need

Any student who is having difficulty affording groceries or accessing sufficient food to eat every day, who lacks a safe and stable place to live, is experiencing a financial emergency, or has any other concern that could affect their personal well-being and/or academic success is urged to complete this [Student Needs form](#). When you submit your response you will receive an email response based upon the need or needs you've selected (if it doesn't come to your inbox, check your "junk" or "other" folder). A staff member will reach out to you.

- Contact Erica Willis (elc147@psu.edu) or Lorraine Craven (lac585@psu.edu) if you have any questions.

Center for Academic and Career Excellence (ACE)

ACE provides academic and non-academic services to students who meet federal eligibility requirements and agree to participate in the program. *This includes first generation college students, those from low-income families, and students with disabilities.* The [ACE website is located here](#) and their office is located on the Lower Level of the Kelly Library. To contact ACE, call 412-675-9491, or send an email to PSUGA-ACE@psu.edu.

The Learning Center

Clear and coherent writing is an important factor in your success in this class. Students in need of tutoring and/or extra help with study skills are encouraged to make a Zoom appointment with someone in the [John H. Gruskin Learning Center](#), located in the Kelly Library, Lower Level. To schedule an appointment, call (412) 675-9088 or visit their [website](#). One-on-one appointments are encouraged but not required.

- [Click here](#) to download info about the Learning Center.
- [Click here](#) to download info about registering for the Math 10 and Engl 5 supplemental courses.

Disability Accommodation

The Pennsylvania State University is committed to providing access to a quality education for all students. Penn State welcomes students with disabilities into the University's educational programs. If a student has a disability-related need for modifications or reasonable accommodations in this course, it is the responsibility of the student to first obtain a University accommodation letter confirming the disability and suggesting appropriate remedies. This letter should be obtained from the campus Disability Contact Liaison.

The contact person at Penn State Greater Allegheny is Siobhan Brooks, whose office is in the Lower Level of J. Clarence Kelly Library. You can also reach her via email (snb106@psu.edu) or phone (412) 675-9454. Students from other Penn State campuses can find their contact person at <http://equity.psu.edu/sdr/disability-coordinator>.

It is encouraged that students request their accommodation needs early in the semester, and once identified, a reasonable accommodation will be implemented in a timely manner. In order to receive consideration for reasonable accommodations, you must participate in an intake interview, and provide documentation: <http://equity.psu.edu/sdr/guidelines>. If the documentation supports your request for reasonable accommodations, your campus disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early as possible. For more information, visit: <http://www.equity.psu.edu/ods/>.

Counseling & Psychological Services

Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional wellbeing. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

Here is the website for [Counseling Services at Penn State Greater Allegheny](#). Our campus counselor is Kevin Debow and his office is located in the lower level of the SCC in the Student Offices Suite. You can also reach him via email (kld31@psu.edu) or phone: 412-675-9475.

Other Counseling and Psychological Services:

- Penn State Crisis Line (24 hours/7 days/week): 877-229-6400
- Crisis Text Line (24 hours/7 days/week): Text LIONS to 741741
- [Black Mental Health Services in Pittsburgh](#).

COURSE POLICIES (OUR CONTRACT)

These policies are very important, please read them

COVID Related

While COVID-19 ceased to be considered a public health emergency by the Department of Health and Human Services (HHS) in May 2023, the virus still poses distinct short-term dangers to people who are unvaccinated and/or immunocompromised, and it also poses long-term threats of [debilitating illness](#) via "long covid." You are neither required nor expected to wear masks in class or on campus, but it's important to understand the risks and act accordingly. For what it's worth, experts across the globe recommend [wearing an N95 or K95 mask to help reduce the chance for Covid transmission](#), especially when you're sharing a classroom space with dozens of people, for hours at a time.

- Students who are experiencing symptoms of COVID-19 or think they were exposed *should not attend class or participate in campus activities*. Visit <https://virusinfo.psu.edu> for the latest COVID guidance from Penn State, and if you have any health-related questions or concerns, please contact our campus nurse Jennifer Ross at jur396@psu.edu or (412) 675-9490.

Email

All students are required to make use of their Penn State email accounts. While I recognize that you all have your preferred modes of digital communication (social media, messaging apps, Gmail, etc.), you will still be expected to check your school email account on a daily basis, and I will use that address to discuss all class related business throughout the semester. *If your email requires a long reply I will ask you to see me. If you have a question that is easily answered on the course website or in course materials, I will direct you there.*

- Here are [some useful tips](#) for communicating with your professor via email.

Attendance

Students are expected to attend classes and read the assignments in order to be prepared for class discussion. Experience shows that there is a direct relation between attendance and performance in the course. Absences hurt your ability to learn and they hurt your grade.

Students who miss an unreasonable number of classes during a given semester run the risk of earning a failing grade.

Penn State's official policy on attendance is located [here](#). The policy recognizes students may miss a class meeting to participate in a regularly scheduled university-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or [religious observance](#). However, if you know from the outset of the course that your PSU-related schedule (such as participation in a sport) is going to significantly impede your ability to regularly attend our classes, then I *strongly* recommend that you enroll in this course during another semester when you don't have a conflict.

When you are going to miss a class:

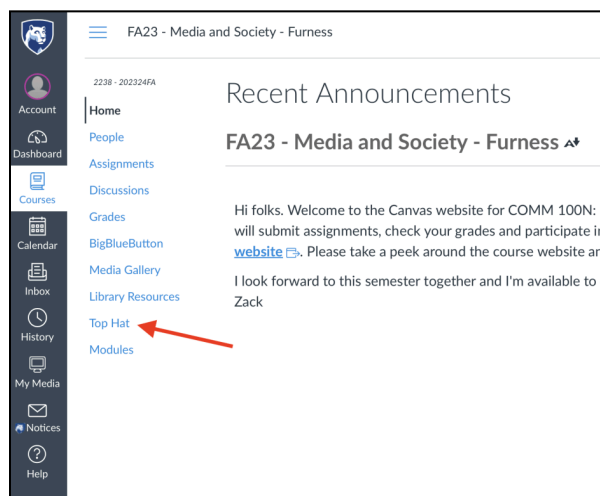
- Please *do not* email your professor to find out what you are going to miss (or what you already missed). Instead, please just check our schedule for notes and make a point to speak with him during office hours.
- You are still responsible for whatever material was covered in lecture and discussion that day, including film screenings (which you can watch on your own time).
- Any in-class assignments we complete can be made up with an excused absence.
- **Missing an in-class assignment due to an unexcused absence will result in a grade of zero for that assignment.** This applies to speeches, presentations, quizzes, group work, and graded participation activities.

Late Arrivals and Early Departures

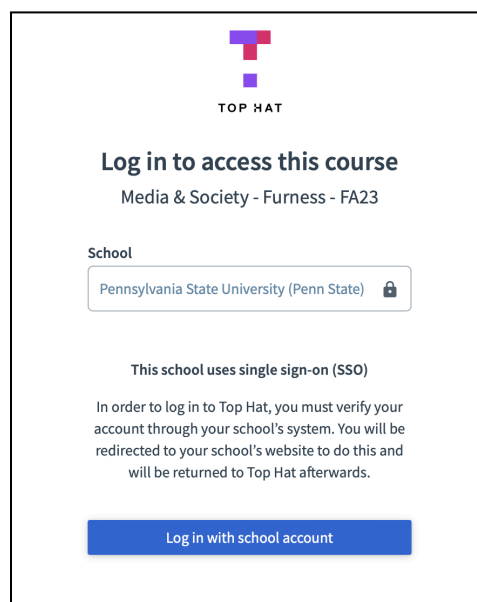
Your professor finds people entering and leaving the classroom during lecture to be unpleasant and distracting. Please be on time for class, and if you know that you must leave early on a given day, please let me know *before* the class starts. Also, walking in and out of class repeatedly is distracting, so please make any required visits to the bathroom and drinking fountain before and after class, if possible. If it can't wait, then please just leave and re-enter the classroom quietly.

Top Hat

Attendance will be taken near the beginning of class via the Top Hat app. To sign up for Top Hat and access our course, you first need to join via code 072096 or click on the link on our Canvas website:



This will take you to a page where you can sign-in using your Penn State credentials:



Once you have established your account, *download the Top Hat app on both your phone and your iPad*. When your professor takes attendance, you'll just open the Top Hat app on your preferred device and enter the attendance code that will be shown on the projector screen.

Assignments and Extensions

Completing your assignments is a vital part of succeeding in this course. Information about all course assignments - including weekly readings, papers, speeches and/or presentations - will be provided well in advance of due dates.

- **All assignments must be completed and submitted on time for full credit.**
- **Students have a limited window in which to submit late work for a passing grade.** There will be a full grade deduction for each day that assignments are submitted late, meaning that the highest possible grade one can earn a day late is a B, the highest possible grade after two days is a C, etc. Assignments submitted more than 3 days after the due date will *not* be accepted without permission from your professor, and the highest possible grade one can earn on assignments submitted more than 3 days late is 50%. With that being said, students are strongly encouraged to submit late or missing assignments since anything is better than a zero grade.
- ***The "Shit Happens" Clause.*** If, for whatever reason, you are unable to submit a written assignment on time, you can submit the assignment up to three days late for full credit without any additional explanation or justification. You may only use this freebie *one time* throughout the semester and it only applies to written assignments.

Grading Policy

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement. Grades are final and I grade exams and assignments based on your performance, not your intentions. Effort will be recognized in your participation grade for the course. I am eager to help you do well on exams and assignments before they are due. Please visit me during office hours to ask questions when you are working on an assignment or reviewing material. Here are the circumstances under which I would change a grade: (a) if I have made an error, or (b) if I have failed to hold you to the same standard as everyone else. In the event that you feel you received an undeserved grade, you should make your case in writing to your instructor within two weeks of receiving the grade. Finally, there are very few circumstances in which the professor will award a grade of "incomplete" for the course. If you feel like such circumstances apply, please discuss it with me before the end of the semester.

Academic Integrity

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. It is a basic guiding principle for all academic activity at Penn State, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal

integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

According to Penn State policy [G-9: Academic Integrity](#), an academic integrity violation is “an *intentional, unintentional, or attempted violation of course or assessment policies to gain an academic advantage or to advantage or disadvantage another student academically.*” Such acts of dishonesty include cheating or copying, plagiarizing, submitting another person’s work as one’s own, using sources without citation, fabricating field data or citations, “ghosting” (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students’ acts of academic dishonesty, or using websites (Course Hero, Chegg, etc.) and/or prohibited artificial intelligence technologies (ChatGPT, etc.) to complete your work. Unless your instructor tells you otherwise, you must complete all course work entirely on your own, using only sources that have been permitted by your instructor, and you may not assist other students with papers, quizzes, exams, or other assessments. ***Any perceived academic integrity violation will be submitted by your professor to the university.***

Students charged with a breach of academic integrity will receive [due process](#) and, if the charge is found valid, they can face academic sanctions that can be severe, depending on the offense. *Students facing allegations of academic misconduct may not drop/withdraw from the affected course unless they are cleared of wrongdoing* (see [G-9: Academic Integrity](#)). Attempted drops will be prevented or reversed, and students will be expected to complete course work and meet course deadlines.

A bit of clarification about *plagiarism* is worthwhile given that it’s one of the most common violations of academic integrity. Simply put, plagiarism consists of using someone else’s ideas or language as your own in formal writing or speeches. In other words, if you use someone else’s ideas in your work, you are expected to cite them. And if you use someone else’s exact words - *even if it is just part of a sentence* - then you must put quotation marks around the phrase or sentence and properly cite the author.

If you have any questions about plagiarism, citations, or academic integrity, you should discuss them with your instructor *before* completing a given assignment.

Tech Issues

Problems related to computers, printers, devices, software and email are *your* responsibilities to address; they are *not* legitimate excuses for late work or incomplete assignments. As a responsible student, you should always anticipate potential issues and plan accordingly:

- ***Always keep backup copies of your papers and regularly backup your devices.*** Penn State students have free online storage space via [OneDrive](#) that I strongly suggest using for this purpose, in conjunction with updated Microsoft Office software.

- External hard drives are also relatively cheap and don't require an Internet connection or third party support. I suggest sticking to reputable brands like Western Digital, Toshiba, Samsung, HP, etc.
- Another easy way to ensure the safety of your written assignments is to write them using [Google Docs](#). Documents composed in these ways are saved in real time and can be accessed from any device with an internet connection.
- **Avoid doing course work on your smartphone.** Beyond the obvious visual benefits of working on a computer or tablet, some smartphones (and, occasionally, some tablets) can limit the functionality and/or features of certain applications or course management systems you are required to utilize as a Penn State student – for example, comment attachments on Canvas are sometimes not visible on iPhones. Such problems can be avoided by simply working on a computer, or your iPad, or using a computer located in a campus computer lab. If you don't have much experience operating a regular computer, it's especially important to learn how while you are in college since you will undoubtedly be required to use one regularly in your post-graduate career.
- **Make it easy to work on your iPad.** If you mostly work on your iPad, I strongly advise investing in a Bluetooth mouse, a Bluetooth keypad, and a stand, or find a keypad that has one built-in. You can find any of these items cheap online ([such as these](#)).
- **Seek help when you need it!** Take your devices to the IT Helpdesk on campus if you need assistance with anything, or get in touch with them directly via email or phone.

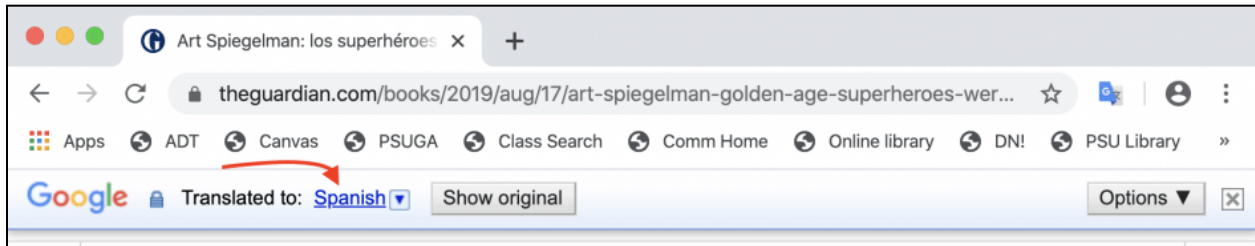
Using Zoom (Web Courses & Class Meetings)

Having normal conversations via Zoom can be as easy, productive, and enjoyable as doing it face-to-face. Here are some useful guidelines to help facilitate good communication in your remote meetings and courses:

- *Make sure you are logged into Zoom with your [Penn State account](#).*
- It's preferable to keep your camera turned on for class meetings, but not required.
- Update your Zoom profile with a selfie so that people can easily put a face to a name if or when your camera is turned off.
- Keep your audio muted when you are not speaking and utilize the Raise Hand feature when you want to talk. Be mindful that there can sometimes be slight lag times during synchronous meetings, so try to avoid interrupting others to keep conversations flowing smoothly.
- Keep the chat window open to see messages and utilize gallery view (instead of speaker view) if you want to see all meeting participants.
- Dogs and cats who enter the chat are always welcomed, and also fun to look at!

Translation Assistance

If you are a non-native English speaker and you would like to access online course materials in your native language, I suggest using Google Chrome as your main web browser and downloading the [Google Translate extension](#). After installing the extension, you will see the extension icon which you can use to translate any web page you wish.



Students With Children

If you are a parent and for some unexpected reason you are unable to secure your regular child care on a day we have class in-person, please feel free to bring your kid with you to class, so long as they are comfortable entertaining themselves or being held (*and complying with any Covid safety protocols, if they're in effect*). Having your child with you during our synchronous remote classes is obviously 100% fine.

Educational Equity, Reporting Bias, and Title IX

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the [Report Bias](#) webpage. Consistent with University Policy AD29, students who believe they have experienced or observed a hate crime, an act of intolerance, discrimination, or harassment that occurs at Penn State are urged to report these incidents.

- Penn State's Code of Conduct can be found at the following link: <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>.

Penn State University is committed to fostering an environment free of harassment and discrimination. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in public and private educational institutions that receive Federal funds. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, and stalking, please know that help and support is available.

- If you are in need of immediate assistance due to a sexual assault, call the police and the Pittsburgh Action Against Rape Sexual Assault Hotline: (866) 363-7273.

Faculty members are not required to disclose information to the Title IX Coordinator. However, Penn State strongly encourages all members of the community to take appropriate action by providing support and encouraging those impacted by such incidents to submit a report to the

Title IX Coordinator. You may also submit a report online by using the incident form found here: [Office of Sexual Misconduct Prevention & Response Incident Report Form](#). If the University Title IX staff receives information about an incident, they will reach out to offer information about resources, rights, and procedural options available to you.

- **Greater Allegheny Title IX Resource Person:** Lorraine Craven, Director of Student Services & Engagement - (412) 675-9034 / lac585@psu.edu.
- **Penn State's Title IX Coordinator:** Chris Harris - (814) 867-0099 / Titleix@psu.edu.
- **Penn State Title IX website:** <http://titleix.psu.edu>.

Respectful College Classroom Behavior

One of the ways that college differs dramatically from high school or the workplace is that you are all here by your own choice. As tuition-paying adults who have made the conscious decision to take a course that either sparks your curiosity or is required for your major (or both), I presume that you want to be here and that you are eager to learn. As your professor, you can presume that I also want to be here and that I am eager to teach you everything I can about the subject matter. In order to get the most out of that experience, it's important for everyone to keep the following things in mind:

- **Treat people with care and respect.** In both our face-to-face meetings and online discussions, it's important to treat others with care and respect, regardless of whether you share the same beliefs or hold the same opinions. While debates or disagreements can be a part of any healthy class discussion, they should never be occasions for rude or insulting behavior. Harassment will not be tolerated, as such behavior violates Penn State's [Student Code of Conduct](#). Furthermore, any such incidents that include the use of racist, sexist, homophobic, transphobic or other abusive, discriminatory language will be grounds for disciplinary action and/or expulsion from the course.
- **Practice good netiquette.** If you don't know what the term netiquette means, here is a useful [primer](#). In a nutshell, it means paying attention to the manner in which you engage people online, particularly if you're not in the habit of doing so. Whereas face-to-face communication provides us with myriad opportunities to read other people's body language and nonverbal cues in real time, online communication does not afford us such luxuries. This is compounded by the fact that all of us have spent years inadvertently reading tons of nasty online comments that have partly conditioned us to be more antagonistic and more defensive with our online behaviors.
 - As a *writer*, you need to recognize how your statements, responses, and arguments can potentially be interpreted by people...and you should make an effort to write accordingly. Do your best to explain yourself, clarify your ideas, make succinct points, and support your positions.
 - As a *reader*, you should be similarly generous with other people's writing – give people the benefit of the doubt, don't assume the worst, and try not to read too much emotion into peoples' statements simply because they agree or disagree with you.

- **Bring the readings with you to class.** We can't have productive, intelligent conversations about course material if you don't bring copies of the readings to our classroom.
- **Be mindful of your communication practices.** This includes some of the following things:
 - *Device management.* Please turn off your phone's ringer before class and don't text or use social media in the classroom. If you are required to be on-call for any reason, please let your professor know at the beginning of the semester.
 - *Please avoid chatting with your friends during lectures and film screenings.*
 - *Only use laptops or tablets for note-taking.* Class is not the place to screw around online - it's distracting and disrespectful to your professor. FWIW: [Recent research](#) shows that students who take notes by hand retain more information than those who use a laptop for the same purpose.
 - *Please don't put your professor in the awkward position of having to reprimand you in front of your peers.* College educators shouldn't have to remind anyone about the behavior in the classroom.

Classroom Civility Statement

The Pennsylvania State University is committed to creating a culture of respect and civility that is free of harassment, where all members of the community share a commitment to academic freedom, open inquiry, and the pursuit of knowledge. Incivility and disrespect in or out of the classroom can be a barrier to effective learning, communication, and performance. The impact can be severe as it may result in poor performance, reduced morale, suppressed communication, and physiological impacts such as stress and depression that can lead to increased absenteeism. Incivility can escalate and may lead to more severe behaviors including harassment and violence.

Civility requires treating others with dignity, respect, and making a "good faith effort" to respect others' feelings. Civility requires that even the most critical feedback and discussion be delivered respectfully, appropriately, and courteously.

Civil conduct includes:

- Treating others with dignity, courtesy, respect, politeness, and consideration
- Engaging in productive and respectful classroom behaviors
- Speaking in tones of voice that are appropriate for the circumstances
- Using courteous and respectful language in all oral and written communications
- Being respectful of others' right to express their views, even if you disagree
- Managing conflict with others in a respectful way rather than a confrontational way

Incivility deals with a broad range of behaviors including, but not limited to, unprofessional behavior; rudeness; shouting or swearing; intimidation or bullying; threatening comments or

behaviors/actions; unsolicited and unwelcome conduct, comment (oral or written including email communication), gestures, actions or contact that cause offense, humiliation, physical or emotional harm to any individual. Incivility can be subtle or overt. It may be a single event or may involve a continuing and escalating pattern of incidents. Uncivil behavior may be unintended, or it can be deliberately directed at another individual. Regardless of intentionality, incivility can create a toxic classroom environment *and it won't be tolerated*.

Uncivil conduct includes:

- Shouting
- Disrupting class by chronic tardiness
- Disrespectful oral, written, or non-verbal communication. This includes in-person, text, email, written responses to assignments, and any other comments or responses
- Inappropriate technology usage (iPads, laptops, mobile phones not used for sanctioned class-related activities)
- Using profanity, abusive, aggressive, or violent language directed at an individual or individuals
- Using props suggestive of violence
- Slamming doors
- Throwing objects
- Humiliating, degrading, demeaning, belittling, insulting, frightening, or intimidating another person
- Distributing comments about an individual, whether verbally or in writing, including on-line, that are unjustified and are likely to have a negative impact on the individual if that person were to see them
- Telling inappropriate jokes
- Disallowing divergent points of view from being heard—including observations about performance and collegiality

Concern, Grievance, or Complaint

Students who believe they have been treated with disrespect or in an uncivil manner should contact me with their concerns. I will take action to correct it. If I feel a student is engaging in uncivil behavior, I will give a verbal warning at the first occurrence. If a second incident occurs, the student will be required to leave the classroom. *At that time, a formal complaint will be filed with the Office of Student Conduct and you, the student, will be asked not to attend class until both the Office of Student Conduct, Chief Academic Officer or Assistant Chief Academic Officer, and I believe the situation has been appropriately resolved.*

Non-Discrimination Statement

As a Penn State professor, I value equality of opportunity, human dignity, and diversity. In addition to Penn State's official [nondiscrimination policy](#), I also do not discriminate on the basis of one's personal opinions. In the simplest terms possible, this means that you don't have to agree with me in order to do well in this course. So long as you demonstrate an understanding of, and informed engagement with, the course material, you are under no obligation to agree

with your professor, your classmates, or anything we read - you don't even have to agree with yourself all the time! If there is something I can do to make the class more hospitable, please let me know.

No Reproduction, Distribution, or Sale of Course Materials

Students are encouraged to take notes and utilize the course materials that I provide to the class in the form of lecture notes, slide presentations, and the like. However, *course materials may not be reproduced, distributed online, sold, or in any way monetized for personal gain by students or third parties* without your professor's expressed, written prior consent.

No Recordings of Class Proceedings

Photos, audio recordings, and video recordings of class proceedings are explicitly prohibited without the professor's expressed, written prior consent. Under no circumstances may they be posted online or made available to the public or to third-parties. This is not simply an ethical matter, it's also a legal issue: Pennsylvania law requires "[two-party consent](#)," making it illegal to record a conversation without the other person's consent.

Compliance

By staying enrolled in this class, you acknowledge that you understand and agree to abide by my policies, as well as Penn State's official regulations (i.e. the accepted codes of conduct and academic integrity). Failure to follow the letter and the spirit of these reasonable guidelines can result in a reduction of your final grade, failure of the course, and/or other penalties set by the university.