

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 class discussions, complete reading assignments, and meet deadlines as befits professional behavior.

Scholarly Writing:

Use clear college-level writing with correct spelling and grammar for all assignments. If you need help with your writing consult a **Smarthinking** writing tutor at <http://www.wnmu.edu/univ/smarthinkins.shtml>.

Communications policy statement regarding official e-mail:

WNMU's policy requires that all official communication with the University, other than your in-class Canvas communications, be sent via Mustang Express. Emails sent to you by various WNMU departments related to your registration, financial account balance, changes in schedule, etc., will be sent to your **wnmu.edu** email address. It is very important that you access your Mustang Express email periodically to check for correspondence from the University. If you receive most of your email at a different address, you can forward your messages from Mustang Express to your personal address. To forward your WNMU e-mail to a personal e-mail address:

1. Log in to **Mustang Express**.
2. From the **My E-mail Inbox** in the center of the screen, select the small **E-mail** hyperlink (beside the envelope icon).
3. Select **Options**.
4. Select **Settings**.
5. Below **Mail Forwarding** at the bottom of the screen, type in your personal e-mail address.
6. Select **Save Settings**.

WNMU policy on email passwords:

WNMU requires that passwords for access to all protected software, programs, and applications 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 includes:

- 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

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.

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

For **Plagiarism**: Intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work:

- *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:

- *1st infraction: Dismissal from class with grade of F.*

Integrated Use of Technology:

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

Disability Support Services:

Services for students with disabilities are provided through the Student Health Center's Disability Support Services office. Some examples of the assistance provided are audio materials for the blind or dyslexic, note takers, readers, audio recorders, and special tutors. In order to qualify for these services, documentation must be provided by certified health care professionals. Disability Support Services information and forms are available by calling 575.538.6014 or emailing dss@wnmu.edu. The Disability Support Services office serves as Western New Mexico University's liaison for students with disabilities.

Need Help?

- Post your question to the Discussion Board in your online course.
- Send a question via Canvas email to your instructor.
- For **24/7 Canvas Help** call: **888.332.6994**
- Contact the WNMU **Help Desk** at helpdesk@wnmu.edu or **575.574.4357**.
- Register for **IPS 010, Canvas Orientation**. This is a short, free, non-credit introduction to Canvas; no textbook is required. Once you complete the orientation activities, you can re-enter the course at any time during the semester to get additional help from the instructor as needed.

- Consult **Student Online Resources** at <http://learn.wnmu.edu/support/resstu.shtml> for an online readiness assessment, Technical Requirements, Canvas tutorials and Canvas Student Guide.

Course Access:

Access to online course materials will be available to students between the start and end dates listed in the class schedule.

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.