

Syllabus Subject to Change

Information contained in the course syllabus, other than the grade policies, may be subject to change with reasonable advance notice as deemed appropriate by the instructor. If any changes are made, they will be provided immediately in writing to students.

Copyrighted Materials

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the University's Code of Conduct and/or liable under Federal and State laws.

Nondiscrimination and Educational Equity

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Office, (814) 863-0471 or refer to the Affirmative Action Office for more information.

Furthermore, Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, harassment, and/or incivility due to age, ancestry, color, disability, gender, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through [Educational Equity at the Report Bias](#). Note, please do not use the Report Bias Web Form if you are currently in a situation where immediate medical, police, psychological, or other emergency services are needed. In case of an emergency, call 911 to get the appropriate services.

Disability Accommodations

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The [Student Disability Resources](#) (SDR) Web site provides contact information for every Penn State campus.

For further information, please visit the [Student Disability Resources Website](#).

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and [provide documentation](#).

If the documentation supports your request for reasonable accommodations, your campus's 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 in your courses as possible. You must follow this process for every semester that you request accommodations.

Military Accommodations

Veterans and currently serving military personnel and/or spouses with unique circumstances (e.g., upcoming deployments, drill/duty requirements, disabilities, VA appointments, etc.) are welcomed and encouraged to communicate these to the instructor - in advance if possible - in the case that special arrangements need to be made. Please review these [Services for Military and Veteran Students](#).

Counseling and Psychological Services

Staff at Penn State's Counseling and Psychological Services (CAPS) work with thousands of Penn State students per year in group therapy, individual counseling, crisis intervention, and psychiatric services as well as providing prevention, outreach, and consultation services for the University community. Services at CAPS are designed to enhance students' ability to fully benefit from the University environment and academic experience. Call CAPS at 814-863-0395 or visit them at 501 Student Health Center during regular office hours (8 am-5 pm, Monday-Friday).

As specialists in working with undergraduate and graduate students, staff at CAPS can help you address your concerns in a caring and supportive environment. CAPS can

help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating, or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

Visit the Student Affairs website for information on [services at CAPS](#) and learn how to [schedule an appointment at CAPS](#).

If you or someone you know is experiencing a [crisis situation](#), information on resources at CAPS and other local groups that can help.

University Statement of Academic Integrity (Policy 49-20)

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, 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. You must complete this work entirely on your own.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet 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, etc. Students charged with a breach of academic integrity, can locate additional information on policies and procedures on the [Academic Administrative Policies and Procedures website](#).

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. Students who are found

responsible for academic integrity violations face academic outcomes, which can be severe.

Artificial Intelligence

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.” 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. If your instructor allows you to use ideas, images, or word phrases created by another person (e.g., from Course Hero or Chegg) or by generative technology, such as ChatGPT, you must identify their source. You may not submit false or fabricated information, use the same academic work for credit in multiple courses, or share instructional content. Students with questions about artificial intelligence and/or academic integrity should ask their instructor **before submitting work**.

Example Violations of Academic Integrity Policy

Students should be aware that academic integrity covers a wide array of actions. Sanctions can range from a reduction in your grade on the assignment (for minor offenses) to an F for the course and referral for disciplinary sanctions including permanent recording of an academic integrity violation on your academic transcript (for major offenses). Violations of the University’s Academic Integrity Policy include, but are not limited to, the following:

- **Cheating:** Using crib sheets of any kind, preprogrammed calculators or cell phones, use of notes during a closed book exam.
- **Copying on tests:** Looking at other students’ exams, copying with a plan with another student, passing notes during exams; exchanging exams with another student.
- **Plagiarism:** Fabricating information or citations; copying from the Internet or submitting the work of others from journals, articles and papers, or books; submitting other students’ papers as one’s own. Any material, regardless of length, that is the work of somebody else or generative technology, and who is not given explicit credit by citation, submitted as one’s own, is plagiarized material.
- **Artificial Intelligence:** You may not assist other students or use any online sites (e.g., Course Hero or Chegg), technologies (e.g., ChatGPT, language translators), tools, or sources that have been identified as prohibited by the

instructor. Students should check with the instructor for clarification or with any questions prior to submission of an assignment.

- **Tampering with work:** Changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work.
- **Acts of aiding and abetting:** Facilitating academically dishonest work by others; unauthorized collaboration on work; permitting another to copy from one's exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited.
- **Unauthorized possession:** Buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission.
- **Submitting previous work:** Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor. This includes a student's own work; submitting one's own work from another course (prior or current) without permission can be considered self-plagiarism.
- **Ghosting or misrepresenting:** Taking a quiz or exam or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class for another student or having another student do the same in one's place.
- **Altering exams:** Changing incorrect answers and seeking favorable grade changes when instructor returns graded exams for in-class review and then collects them; asserting that the instructor make a mistake in grade. Other forms include changing the letter and/or numerical grade on a test.
- **Technical Difficulties:** Falsely claiming technical difficulties to extend submission deadlines or for any other reason.
- **Computer theft:** Electronic theft of computer programs or other software, data, images, art, or text belonging to another.

Sanctions depend on the nature of the violation. Please refer to the University's [Sanctioning Guidelines for Violations of Academic Integrity](#) for complete information. You may also refer to the [Procedures for processing Academic Integrity Violations](#).

Finally, you may also refer to the [College of Health and Human Development Statement About Academic Integrity, Policies, and Procedures](#) for information specific to students within the College of Health and Human Development.

Penn State Values

While this is not a “policy” statement, please note the official “[Penn State Values](#)” and note that students and instructors will be expected to adhere to these.

- **INTEGRITY:** We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.
- **RESPECT:** We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.
- **RESPONSIBILITY:** We act responsibly, and we are accountable for our decisions, actions, and their consequences.
- **DISCOVERY:** We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.
- **EXCELLENCE:** We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.
- **COMMUNITY:** We work together for the betterment of our University, the communities we serve, and the world.