

Everyday

Course Website and Computer Skills Requirements

The course website is on Blackboard (<http://www.dl.utoledo.edu>) and contains assignment information, course content, grades, etc. All students should be comfortable and able to navigate on-line. If you do not have strong computer skills, I do not recommend taking this course. A basic level of computer skills is a prerequisite and I will not be teaching these skills in the course. If you have never taken an on-line course before I highly recommend visiting http://www.dl.utoledo.edu/help_desk/help.htm to learn how to work with the on-line course system.

Technical Assistance: I am not a computer expert. Therefore, if you are having technical problems, please contact the Distance Learning Department at 419-530-8835 or toll free at 866-utoledo (866-886-5336) or by email at UTDL@utoledo.edu. Please contact them when problems arise they want to help.

Notification of Technical Problems: If you are having problems with your computer and you are unable to notify me of this event by email, please contact me by phone. My contact numbers are listed on the top of our syllabus. Technical problems with your computer are not a legitimate reason for failing to complete assignments or exams by posted deadlines. There are many computer options available to you, such as the many University of Toledo computer labs and the computers at public libraries. To find out the hours of the University of Toledo computer labs, you can call this number: 419-530-4636. Each student is responsible for finding their own alternative methods or locations to complete assignments by the given deadlines.

Class Home Page

These are the areas on our home page that you need to visit and learn to use:

How to Log On to Our Class Home Page: <https://blackboard.utdl.edu/>. Once you are there, you will see the following areas/icons in our home page:

Course News This is basically the homepage to our course. If needed, it provides announcements for the course.

Syllabus This link takes you to our course syllabus.

Lecture Content

broken up into folders based on the unit/week. Each week/unit will have various materials that are relevant to the exam for that week. Typically these will involve PowerPoint lecture slide files, articles, and video links. Naturally, there will be a great deal of overlap between the text and this other material, but there will also be material unique to each. All of this material is important for exams.

Activities This link displays content related to the course activities/projects.

Exams This is where you will take your exams.

My Grades This is where course grades will be displayed

Course Policies

Absenteeism

This is a distance learning class, which means that the structure and timing are unconventional. Content will be released in small chunks and students are responsible for accessing and consuming the relevant content as it becomes available prior to the exam on such content. If you have an illness or other university-appropriate excuse that interferes with your ability to meet deadlines in this class, notify me ASAP and provide appropriate documentation. Such events may necessitate your dropping the course, particularly given the nature of the class.

Email

I will respond to student email daily. Due to the continuing COVID-19 situation, email is the best way to reach me and I will check this regularly. I am also happy to set up virtual office hours to speak with you (see above).

Course Materials

As indicated above, you will take 6 exams throughout the semester. When it comes to material for each of the 6 units (e.g., lectures, articles, chapter readings), I will release each set of materials for a particular exam one at a time just like the exams (see above). This is to allow you to pace yourself throughout the course and permit you to create habits of consuming the material and demonstrating your knowledge. The content is released first and then the exam is released later during the unit period.

Course Readings

Each unit you will have selected chapters from your textbook as well as 1-2 journal articles to read. The schedule below lists the readings (textbook chapters and articles) assigned for the given week. The selected journal

University of Toledo Policy Pertaining to Academic Integrity

Academic dishonesty is not tolerated. Among the aims of education are the acquisition of knowledge and the development of skills necessary for success in any profession.

Activities inconsistent with these aims are not permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what

academic dishonesty include, but are not limited to:

Plagiarizing or representing the words, ideas or information of another person as

Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;

Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;

Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;

Giving or receiving substantive aid during the course of an examination;

Starting an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;

Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research, or exams;

Submitting the same written work to fulfill the requirements for more than one course.

Other Policies

Your safety and well-being as a University of Toledo student is important to the faculty, staff, and administration; as such please take time outside of class to review the code of conduct and non-discrimination policies that apply to you as a student:

<https://www.utoledo.edu/title-ix/policies.html>. You can use this URL to view a more comprehensive list of student policies:

<https://www.utoledo.edu/policies/audience.html/#students>.

Academic and Support Services

Please follow this link (<http://www.utoledo.edu/studentaffairs/departments.html>) to view a comprehensive list of [Student Academic and Support Services](#) available to you. UT also provides a variety of academic and support services on campus to help you succeed and reach your fullest potential. Whether you need to ask a question, get help with an assignment, seek advice from a counselor, find a job or join a club, UToledo offers some help:

Tutoring: <http://www.utoledo.edu/success/lec/>

Library: <http://www.utoledo.edu/library/>

Success Coaching: <https://www.utoledo.edu/successcoach/>

Student Affairs: <http://www.utoledo.edu/studentaffairs/>

Career Services:

Safety and Health Services for UT Students

Please use the following link to view a comprehensive list [Campus Health and Safety Services](#) available to you.

COVID-19 pandemic remains a top priority. UT Toledo continues to follow the guidance of the U.S. Centers for Disease Control and Prevention and Ohio Department of Health to keep our campus safe.

ATTENDANCE

The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Before coming to campus each day, students should take their temperature and complete a self-assessment for symptoms of COVID-19, such as cough, chills, fatigue or shortness of breath. Anyone with a temperature at or above 100.0 degrees Fahrenheit or who is experiencing symptoms consistent with COVID-19 should not come to campus and contact their primary care physician or the University Health Center at 419.530.5549. For more information on the symptoms of COVID-19, please go to <https://www.cdc.gov/corvir2019-ncov/symptoms-testing/symptoms.html>

COVID-19 testing for sick students is available on both Main Campus and Health Science Campus. Call 419.383.4545 for an appointment. Absences due to COVID-19 quarantine or isolation requirements **are** considered excused absences. Students should notify their instructors and follow the protocols summarized in this document on [Navigating COVID-Related Course Concerns](#).

In the event that you have tested positive for COVID-19 or have been diagnosed as a probable case, please review the [CDC guidance](#) on self-isolation and symptom monitoring, and report the disclosure to the Division of Student Affairs by calling 419.530.6127 or emailing studentaffairs@utoledo.edu.

should contact their accessibility specialist to discuss their specific needs.