

Course policies for this class are governed by the College of Liberal Arts and Sciences, as follows:

Availability of Modifications: The instructor of this class needs to hear from anyone who has a disability which may require some modification of seating, testing, or other class requirements so that appropriate arrangements may be made. Please contact me during office hours. It is your responsibility to contact Student Disability Services, 3100 Burge Hall (335-1462) and obtain a Student Academic Accommodation Request form (SAAR), if you believe you would benefit from a specific accommodation. The form will specify what course accommodations are judged to be reasonable. We are happy to work with SDS for alternate exam arrangements, but it is YOUR responsibility to get the arrangements taken care of well in advance (at least one week for each exam), and to **remind the instructor** of any special arrangements.

Complaint Procedures: A student who has a complaint against any member of the college's teaching staff is responsible for following the procedures described in the Student Academic Handbook, which is available on the web site of the College of Liberal Arts and Sciences: www.clas.uiowa.edu/students/academic_handbook/ix.shtml. You should first attempt to resolve the issue with the faculty member or teaching assistant involved. If the issue involves a TA and this attempt is unsuccessful, contact the teaching assistant's course supervisor listed on this syllabus. If that attempt is also unsuccessful, you should contact the department chair, Kristine Fitch, in 105 BCSB. If a satisfactory outcome still is not obtained, the student can turn to the College of Liberal Arts and Sciences and submit a written complaint to the Associate Dean for Academic Programs, 120 Schaeffer Hall, (335-2633). In complaints involving the assignment of grades, it is college policy that grades cannot be changed without the permission of the department concerned.

Academic Misconduct: Plagiarism, the unacknowledged use of another's words, ideas, or work, and cheating, in any form, constitute academic misconduct. Never turn in a paper that you did not write yourself. Never turn in a paper for this class that you wrote for another class. Never collaborate on an exam or facilitate someone else's efforts to do so. Further examples of behavior that is considered academic misconduct are given in the Student Academic Handbook: www.clas.uiowa.edu/students/academic_handbook/ix.shtml. Instructors who detect cheating or plagiarism may decide, in consultation with the course supervisor or department chair, to reduce the student's grade on the assignment or the course or to assign an F. Plagiarism or cheating will be reported in writing to the Associate Dean for Academic Programs. A copy of the report will be sent to the student.

Your Responsibilities: Your responsibilities to this class, and to your education as a whole, include attendance and participation. This syllabus details specific expectations the instructor may have about attendance and participation. You have a responsibility to help create a classroom environment where all may learn. At the most basic level, this means you will respect the other members of the class and the instructor and treat them with the courtesy you hope to receive in return. Specifically, racist, sexist, homophobic or other discriminatory language or behavior will not be tolerated.

Plus-Minus Grading: All the department's instructors can append plus or minus grades to the letter grades they assign for the course. If the instructor does not specifically indicate in the syllabus that he or she will not assign plusses or minuses, students should assume that this form of grading will be used.

Homework Expectation: For each semester hour of credit that a Communication Studies course carries, students should expect to spend approximately two hours per week outside of class preparing for class sessions. That is, in a three-credit-hour course, instructors design course assignments on the assumption that students will spend six hours per week in out-of-class preparation

Department of Communication Studies policy on extra credit for research participation: If the instructor of this course chooses to offer extra credit for research participation, you will be offered equal non-research opportunities for extra credit. If more than one option for research participation becomes available, it will be announced to the class in a manner that allows students to choose among all available options. Participation in a given study cannot be counted for extra credit in more than one course. .