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Fall 8-3-2018

## PUBH 4231- Health Aspects of Aging

James Thomas

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**Georgia Southern University**  
**Giann-Ping Hsu College of Public Health**

PUBH 4231- Health Aspects of Aging  
Fall 2018

<b><u>Instructor:</u></b>	James Thomas, MPH
<b><u>Office:</u></b>	Hendricks Hall, Room 2027
<b><u>Phone:</u></b>	(912) 478-0713
<b><u>E-Mail Address:</u></b>	jamestomas@georgiasouthern.edu
<b><u>Office Hours:</u></b>	Mondays & Wednesdays 1:00-4:00 p.m. and by appointment
<b><u>Class Meets:</u></b>	Tuesday and Thursday 2:00-3:15pm IT Building 1206

Course Catalog available at: <a href="http://em.georgiasouthern.edu/registrar/resources/catalogs/">http://em.georgiasouthern.edu/registrar/resources/catalogs/</a> under Giann-Ping Hsu College of Public Health Programs
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**Prerequisites:** HLTH 2130 (co-requisite) or permission of instructor.

**FOLIO Access:** <https://my.georgiasouthern.edu/portal/portal.php>

**Catalog Description**

This course examines the aging process from a health education perspective. Students will become acquainted with the process of and problems associated with aging in order to effectively manage this important public health issue. Knowledge and understanding of biological, psychological, and sociological aspects of aging as related to health and wellness will also be addressed. (2018-2019, Georgia Southern University Undergraduate and Graduate Course Catalog)  
*Access to course materials are available for up to one year after graduation.*

**Required Textbook:**

Health In the Later Years by Rebecca and Armeda Ferrini (2013), 5th edition. ISBN: 978-0-07-802849-6

**Folio readings:** Additional readings are posted under each learning module

**BSPH Core Student Learning Outcomes**

## **CEPH Concentration Competencies**

### **CEPH BSPH Competencies**

#### **Public Health Communication**

The ability to communicate public health information, in both oral and written forms, through a variety of media and to diverse audiences

#### **Information Literacy**

The ability to locate, use, evaluate and synthesize public health information

### **Performance-Based Objectives Linked to Course Activities (Note: Assessment Activities Described in Next Section)**

#### **Performance Outcomes:**

At the end of this class, the student will:

- Describe the impact of healthful aging on the individual, family, and society.
- Identify health implications of living longer, as well as the physiological and psychological aspects of aging and health promotion issues.
- Articulate attitudes toward the elderly of discrimination, sexuality, and institutionalization.
- Examine inherent medical and social problems encountered by the aged, including the dynamics of poverty and elder abuse.
- Describe retirement trends and its implications for the health of older person.
- Discuss the effects of increased longevity on healthy aging, as well as the effects of death and terminal illness on the family.
- Compare and contrast living arrangements in later life, including those for the healthy, frail, and mentally ill.
- Describe trends in primary, secondary, and tertiary elder health care, including managed care and Medicare.

### **Assessment of Student Learning**

*Students may vary in their ability to achieve levels of competence in this course. Students can expect to achieve course competence only if they honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of them as students.*

### **Overview of the content to be covered the semester:**

**Abbreviations key:** *Health in the Later Years* textbook- **HLY**; Folio readings– **Folio**

<b>Week/Date</b>	<b>Topic</b>	<b>Reading Assignment</b>	<b>Important Dates and Reminders</b>
<b>Week 1 8/13-8/17</b>	<b>Class Introduction</b>	<b>HLY:</b> Intro & Chapter 1	

<b>Module 1</b>	<b>Demographics of Elders</b>  <b>Activity:</b> State of Aging and Health in the U.S. Case Studies	<b>Folio-</b> “When does old age begin?”	Bring book (HLY) to class Thursday 8/16
<b>Week 2</b> <b>8/20-8/24</b>  <b>Module 2</b>	<b>Quality of years vs. Quantity lived</b> What is healthy aging? – Biological theories and longevity  <i>How to Live Forever</i> by Mark Wexler	<b>HLY-</b> Chapter 2  <b>Folio-</b> Georgia Centenarian Study pages 1-5 only  <b>Go to:</b> <a href="http://www.livingto100.com/">www.livingto100.com/</a>	Print and Bring <b>Resource Notebook Guidelines</b> to class - 8/23  Complete the living to100 online assessment by Thursday 8/23 (bring in printout)
<b>Week 3</b> <b>8/27-8/31</b>  <b>Module 3</b>	<b>Physical Health Issues &amp; Changes in the Body</b>	<b>HLY-</b> Chapter 3  <b>Folio-</b> Katz ADL handout	Print and review KATZ ADL, bring to class 8/30
<b>Week 4</b> <b>9/3-9/7</b>  <b>Module 3</b>	<b>Age Associated Changes</b>  <i>Aging Simulation Activity</i>	<b>HLY-</b> Chapter 3	
<b>Week 5</b> <b>9/10-9/14</b>  <b>Module 4</b>	<b>Chronic Disease</b> The big 5 and other chronic diseases.	<b>HLY-</b> Chapter 4 & 5  <b>Folio:</b> Read patient education website description of the Stanford Chronic Disease program	
<b>Week 6</b> <b>9/17-9/21</b>  <b>Module 5 &amp; 6</b>	<b>Prevention &amp; Health Promotion</b>  <b>Physical Activity for Older Adults</b>	<b>HLY-</b> Chapter 12 & 9  <b>Visit:</b> <a href="http://www.silversneakers.com/">www.silversneakers.com/</a> <b>Folio--</b> SOPHE Healthy Aging Guide PG 6-8 AARP Exercise	<b>9/20: RN Draft #1 Due</b>

<b>Week 7</b> <b>9/24-9/28</b>  <b>Module 6</b>	<b>Nutrition for Older Adults</b>  <b>Exam over Unit 1 (Modules 1-6)</b>	<b>HLY- Chapter 10</b>  <b>Folio-CDC mental health</b>	<b>Exam #1 –Thursday 9/27</b>
<b>Week 8</b> <b>10/1-10/5</b>  <b>Module 7</b>	<b>Mental Health in Older Adults</b>	<b>HLY: Chapter 7</b>	
<b>Week 9</b> <b>10/8-10/12</b>  <b>Module 7 &amp; 8</b>	<b>Alzheimer’s Disease</b>  <b>Sexuality, Beauty and Aging:</b>	<b>HLY- Ch. 11</b>  <b>Folio:</b> Sex life of older adults & STDs	<b>Last day to drop without penalty – Oct.8<sup>th</sup></b>  <b>Beauty and Aging Activity due 10/11 (details on Folio)</b>
<b>Week 10</b> <b>10/15-10/19</b>  <b>Module 9</b>	<b>Long-term Care &amp; Caregiving</b>	<b>HLY- Chapter 14</b>  <b>Folio:</b> National Institute on aging Nursing home choice & Elder abuse	
<b>Week 11</b> <b>10/22-10/26</b>  <b>Module 10</b>	<b>Acute Illnesses, Accidents &amp; Medications</b>	<b>HLY- Chapters 6 &amp; 8</b>	<b>Aging Interview –due 10/25 online and in class</b>
<b>Week 12</b> <b>10/29-11/2</b> <b>Module 11</b>	<b>Community Resources for the Elderly</b>  <b>Exam #2</b>	<b>Folio:</b> Coastal Regional Commission Agency on Aging	<b>Exam #2-Thursday 11/1</b>
<b>Week 13</b> <b>11/5-11/9</b>  <b>Module 12 &amp; 13</b>	<b>Retirement</b>  <b>Health Aspects of Legal Issues</b>	<b>HLY: Chapter 15</b>  <b>Folio:</b> AARP 10 steps to retirement AARP website and Georgia Advance Directive	<u><b>RN-DUE by Thursday 11/8</b></u>

<b>Week 14</b> <b>11/12-11/16</b> <b>Module 14</b>	<b>Dying, Death and Grief</b>	<b>HLY: Chapter 15</b> <b>Folio: Understanding Hospice Care</b>	
<b>11/19-11/23</b>	<b>NO CLASS - Thanksgiving Holidays</b>		
<b>Week 15</b> <b>11/26-11/30</b> <b>Module 15</b>	<b>Social Policies, Programs and Services</b> <b>Course Wrap Up</b>	<b>HLY- Chapter 13</b>	
<b>Final Exam</b>	<b>Tuesday, December 4<sup>th</sup> 3:00pm-5:00pm</b>		

### **Portfolio Inclusion**

Samples of your work may be reproduced for search purposes and/or inclusion in the professor's teaching portfolio. You have the right to review anything selected for use, and subsequently ask for its removal.

### **Instructional Methods**

Class meetings will be a combination of lecture, class discussion, and active participation. Computer-generated presentations will be used in the lecture portion of this course. Prior to each lecture, the student is encouraged to complete the recommended readings and actively participate in class discussions. In this way, it is hoped that the learner will be better prepared to successfully accomplish the learning objective of each lecture experience.

### **Grading**

### **Student Performance Evaluation:**

- Examinations (200 points)** Examinations may consist of any or all of the following: multiple choice, true-false, matching items, and short answer and/or essay questions covering course material presented in the four units. **You will need an AccuScan Benchmark scantron #29240 (maroon colored).**
  - Two in-class examinations given over the semester (50 points each)
  - Comprehensive final exam given at the university assigned final exam period (100 points)
- Beauty and Aging activity (25 points)**-Assignment description is posted on Folio.

3. ***Interview with a “senior adult” (50 points)***. Guidelines for the Interview with an older adult available on Folio. Print a copy for your reference. Although AARP begins sending information on membership at age 50, your interview guidelines specify that your older adult be **62 or older**.
4. ***Resource Notebook (100 points-)*** RN guidelines are available on Folio. Refer to the topic schedule/assignments due page of the syllabus for information on due dates.
5. ***Class Participation (50 points)***– Active participation in discussions and group work. It is imperative that students keep up with reading assignments to participate fully in discussions and activities.
6. ***Quizzes (25 points)***- Quizzes will be given at the beginning of 5 class meetings throughout the semester.

### **Course Evaluation:**

Exams (2 @ 50 points each.) .....	100 pts.
Final Exam .....	100 pts.
Aging/Gerontology Resource Notebook.....	100 pts.
Aging interview .....	50 pts.
Beauty and Aging advertising activity .....	25 pts.
Class Participation .....	50 pts
Quizzes .....	<u>25 pts.</u>

**Total points possible .....450 pts.**

### **Course Grading Scale**

<b>Point Scale*</b>	<b>Percent</b>	<b>Grade</b>
405-450	100 – 90%	A
360-404	89 – 80%	B
315-359	79 – 70%	C
270-314	69 – 60%	D
≤ 270	59 – 0%	F

### **General Expectations**

1. For every one-credit hour, you should expect to work roughly two hours outside the classroom each week. For example, for a three credit hour course, during a regular fifteen week semester, you should expect approximately ninety hours of work outside of class.
2. Students are expected to keep up with the class, to read the required material, and to submit assignments and activities by due dates and times.
3. Students are expected to independently complete all activities, exercises, assignments, and assessments including exams.
4. Students are expected to produce quality work. Typos and grammar errors should be kept to a minimum. The format and readability of submissions will be taken into consideration when assigning a grade.

5. Remember to check when assignments are due. It is recommended that you stay ahead of schedule on the assignments, so if an emergency happens, your assignment will be completed and ready to submit within the designated time frame. It is your responsibility to keep track of the due dates for each assignment.

### **Response Times**

During a normal work week (i.e., Monday 9:00 AM through Friday 5:00 PM) students can expect responses as follows:

- Email: within 48 hours
- Discussion posts: within 72 hours
- Assignment grades: within 72 hours of submission date.

Exceptions: I may not check FOLIO or GSU email over the weekends. If you send me an email after 5:00 PM on Friday, please do not expect a response until the following Monday.

All assignments will be graded promptly so that students may accurately calculate their grades at any point in time during the semester. There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, and/or if you need additional time to satisfactorily complete any course requirement, please consult with the instructor within a reasonable amount of time. Extensions are not guaranteed and will be granted solely at the discretion of the instructor.

### **Course Expectations**

1. Students are to be in class on time. After 5 minutes the door will be closed, if you are late please do not enter. You are responsible for all notes, classroom discussion, oral announcements, etc of what was covered on the day of your absence. IF you miss exams, quizzes or other assignments because of a missed class, then you will receive a "0".

2. There will be no make-up exams given. Exams are the property of the professor, any exams removed from the classroom by students will result in the score of a "0" be assigned for that exam, and an "F" for the entire course. You must notify the professor IN ADVANCE if you have a university excused absence or a make-up test will not be offered. Any person not showing up for an exam without prior notification automatically receives an "F".

No make-up tests are given except for **an university excused absence with full documentation**. If you miss a test, you have one week to make the exam up. If it is not made up **within one week**, you will receive 0 points for the exam. **You have 24 hours** after a test is taken by the class to contact me via email to schedule your make-up exam.

3. The final exam is mandatory (cumulative) and will be given during finals week. Early final exams will not be given. If this scheduled time is a problem, please consider dropping this course.



4. Late work assignments are not accepted. Most assignments will be submitted through Folio (a day and time will be posted), but some will be turned in during class time. For assignments turned in during class, please place on the front desk as you walk in. These assignments are due within the first five minutes of class, after that they are considered late and will not be accepted.

5. All assignments must be given to the professor directly, unless otherwise directed. Assignments should not be given to the Office secretary, slipped under my office door, left in my mailbox, etc.

6. Please consult the STUDENT CONDUCT CODE 2018-2019 for course policy concerning issues related to academic dishonesty. Anyone caught violating any of these regulations will be immediately reported to GSU's Judicial Board, and be assigned a "F" for the course.

7. Last day to withdraw from class without academic penalty is **October 8<sup>th</sup>, 2018**. Students who stop attending class without officially withdrawing from the class will receive a final grade of "F".

8. Samples of your work may or may not be reproduced for research purposes and/or inclusion in the professor's teaching portfolio. You have a right to review anything selected for use, and subsequently ask for its removal.

9. On the first day of class all students must sign an acknowledgement and consent form that they have received a copy of the syllabus and understand the course policies, expectations and grading procedures.

10. This syllabus, my lectures, and all materials distributed and presented by me during this course are protected by copyright law. You are authorized to take notes in this class but that authorization extends only to making one set of notes for your personal use and no other use. You are not authorized to sell, license, commercially publish, distribute, transmit, display, or record notes from this class unless you have my written consent to do so.

11. If you are receiving services from the Student Disability Resource Center (SDRC), please come and see me, as soon as possible, to schedule an appointment and to present me with an official accommodation letter.

12. This course is on Folio. You are responsible for downloading notes BEFORE you come into class. Please regularly check Folio for any messages that I might have for you.

13. When you need to contact me, please do so through the **jamesthomas@georgiasouthern.edu** email account for I check this one more frequently than the Folio mail messages. I will do my best to respond within 48 hours (with the exception of weekends and holidays).

14. Cell Phone Policy: Cell phones are expected to be OFF (or on silent) and OFF your desk (in your purse or bookbag) at all times during all classes. If your cell phone goes off during class, you are using the phone (i.e. texting) or cell phone is on your desk/ person at any time during any lecture you will be asked to leave the class. If completing an in class activity and you are asked

to leave you will not receive credit for participation. In case of an emergency, please notify me prior to class.

15. Please do not email the last week of classes asking to round up your grade. You have the entire semester to earn your grade and extra credit opportunities will not be given the last week of class or finals week.

### **Class Attendance and Participation Policy**

Federal regulations require attendance be verified prior to distribution of financial aid allotments. Regular attendance is expected. Your attendance will be verified at the first regular class session.

It is the policy of the University to permit students, faculty, and staff to observe those holidays set aside by their chosen religious faith. The faculty should be sensitive to the observance of these holidays so that students who choose to observe these holidays are not seriously disadvantaged. It is the responsibility of those who wish to be absent to make arrangements in advance with their instructors.

Students participating in authorized activities as an official representative of the University (i.e., athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances, and **JPHCOPH funded**) will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) at least 10 days prior to the date for which the student will be absent from the class. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a disagreement regarding this policy, an appeal may be made by either the student or the instructor of record to the corresponding college dean. (*University Undergraduate & Graduate Catalog*)

### **Academic Misconduct**

As a student registered at this University, it is expected that you will adhere to only the strictest standards of conduct. It is recommended that you review the latest edition of the *Student Conduct Code* book, as well as the latest *Undergraduate & Graduate Catalog* to familiarize yourself with the University's policies in this regard. Your continued enrollment in this course is an implied contract between you and the instructor on this issue; from this point forward, it is assumed that you will conduct yourself appropriately.

### **Plagiarism:**

According to the Academic Dishonesty Policy of Georgia Southern University, Plagiarism includes (but is not limited to):

A. Directly quoting the words of others without using quotation marks or indented format to identify them.

B. Using published or unpublished sources of information without identifying them.

C. Paraphrasing material or ideas without identifying the source.

D. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

If you are accused of plagiarism by a JPHCOPH, the following policy, as per the Judicial Affairs website: (<http://students.georgiasouthern.edu/judicial/faculty.htm>) will be enforced:

## PROCEDURES FOR ADJUDICATING ACADEMIC DISHONESTY CASES

### **First Offense - In Violation Plea**

1. If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is a first violation of academic dishonesty. The incident will be reported via the following website: <http://students.georgiasouthern.edu/judicial/faculty.htm>

2. If it is a first violation, the professor should talk with the student about the violation. **If the student accepts responsibility in writing and the professor decides to adjudicate the case, the following procedures will be followed:**

a. The student will be placed on disciplinary probation for a minimum of one semester by the Office of Judicial Affairs.

b. The student will be subject to any academic sanctions imposed by the professor (from receiving a 0 on the assignment to receiving a failing grade in the class).

c. A copy of all the material involved in the case (Academic Dishonesty Report Form and the Request for Instructor to Adjudicate Form) and a brief statement from the professor concerning the facts of the case and the course syllabus should be mailed to the Office of Judicial Affairs for inclusion in the student's discipline record.

### **First Offense - Not in Violation Plea (student does not admit the violation)**

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is the first or second violation of academic dishonesty. The student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case. If the student is found responsible, the following penalty will normally be imposed:

a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Office of Judicial Affairs.

b. The student will be subject to any academic sanctions imposed by the professor.

### **Second Violation of Academic Dishonesty**

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, and if it is determined this is the second violation, the student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case.

**If the student is found responsible, the following penalty will normally be imposed:**

a. Suspension for a minimum of one semester or expulsion.

b. The student will be subject to any academic sanctions imposed by the professor.

### **NOT RESPONSIBLE FINDING**

When a student is found not responsible of academic dishonesty, the work in question (assignment, paper, test, etc.) would be forwarded to the Department Chair. It is the responsibility of the Chair to ensure that the work is evaluated by a faculty member other than the individual who brought the charge and, if necessary, submit a final grade to the Registrar. For the protection of the faculty member and the student, the work in question should not be referred back to the faculty member who charged the student with academic dishonesty. In the case of a Department Chair bringing charges against a student, an administrator at the Dean's level will ensure that the student's work is evaluated in an appropriate manner.

### **CONFIDENTIALITY**

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 and the Georgia Open Records Act, any information related to a violation of academic dishonesty or the outcome of a judicial hearing regarding academic dishonesty, is prohibited and must be treated as confidential by members of the faculty."

### **Disability-related Accommodations**

Georgia Southern University is committed to providing reasonable accommodations to students with documented disabilities as required under federal law. Disabilities may include ADD or AD/HD, autism spectrum disorder, brain injury, chronic medical conditions, communication disorders, hearing loss, learning disabilities, mobility impairment, psychological disorders, visual impairment or temporary injuries. The purpose of disability accommodation is to provide equal access to the academic material and equal access to demonstrate mastery of the material. If you have a disability and need accommodations, please contact the Student Accessibility Resource Center (SARC). You will need to meet with a SARC staff member who can help you gather documentation of your disability or refer you to an appropriate resource for assessment. Once documentation of the disability is approved, SARC staff will provide you with an accommodation letter detailing the approved accommodations which you should present to me so we can discuss and implement your accommodations. Disability accommodations work best starting at the beginning of the semester, but can be approved and started at any point in the semester. Accommodations start at the time the accommodation letter is presented to faculty within reasonable timelines; accommodations are not given retroactively. SARC on the Statesboro campus is located on the second floor of Cone Hall and the phone number is (912) 478-1566. SARC for Savannah and Liberty campuses is located on the second floor of Memorial College Center and the phone number is (912) 344-2572.

### **University Calendar for the Semester**

The University Calendar is located with the semester schedule, and can be found at: <http://em.georgiasouthern.edu/registrar/resources/calendars/>

### **My Commitment to You:**

As a student in my class, you are important to me. I am committed to your continued learning and college experience. You are never an interruption of my work. You are the purpose of it. Students are the most important people at Georgia Southern University. I am honored that you entrust your education to me. I encourage all of you to stop by during my office hours or make an appointment to discuss your progress, review your exams or assignments or discuss your

career choices. Furthermore, I believe that the collegiate learning experience must involve collaboration. Students and the professor have reciprocal obligations to each other that must be fulfilled, if the learning process is to be mutually beneficial and successful. Please feel free to visit my office, call, or e-mail me at any time.

**Open Door/ Closed Door Office Policy:** Most of the time, when I am in my office, my door is open. Please feel free to come in and visit any time when the door is open. When my office door is closed, it means that I am not there or I am working on something and can't be disturbed. Please respect this and don't knock unless it is a dire emergency.

### **University Calendar for the Semester**

The University Calendar is located with the semester schedule, and can be found at:  
<http://em.georgiasouthern.edu/registrar/>

### **Requirements for Written Work**

1. Papers must be typed. Please use 10-12 point font (Arial or Times New Roman), set all margins to 1 inch, and double space.
2. Grammar, spelling, and punctuation are expected to meet the same standard as are required in English classes. There is never any excuse for spelling errors. Use a dictionary. If you have the slightest doubt about the use of grammar, punctuation, or capital letters consult a good reference book.
3. All submitted work is expected to be free from errors that would be detected in a careful proofreading, i.e., a word omitted, a word inserted twice, or out of place, a typographical error, omission of the "s" from plural word, etc. Do not rely on the spell-checking utility of your word processing program to detect all spelling errors. The program cannot detect the inappropriate use of correctly spelled words..
4. Written work is expected to be organized to read smoothly and fluently without skipping from point to point and back. The use of appropriate introductory and concluding statements or paragraphs is a necessary part of this organization.
5. You are expected to be able to use terms encountered in class or in your readings in appropriate contexts, thus demonstrating that you understand them. If you are using other highly specific terms, explain or define them the first time you use them, and after that, use them in the proper way.
6. Use non-sexist language in all papers. Consult the APA Publication Manual (6<sup>th</sup> edition) for guidance in the use of non-sexist language.
7. Use quotation marks when quoting directly from written works of others, Use reference notes when you discuss information or ideas that have been expressed by others. Plagiarism is unethical and illegal. Any form of plagiarism will result in a grade of "0" for the assignment for the entire group if it is a group project and may result in a failure for the course. Refer to Georgia Southern's Student Handbook for information about Academic Dishonesty.
8. Attach a separate reference list including all works referenced in the paper. Refer to the APA Publication Manual (6<sup>th</sup> edition) if you have any questions regarding how to format APA reference citations or preparation of a reference list.

**One Final Note**

The contents of this syllabus are as complete and accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material to ensure better student learning. The instructor will announce any such changes in class. It is the responsibility of the student to know what changes have been made in order to successfully complete the requirements of the course.

This syllabus, my lecture notes, and all materials distributed and presented during this course are protected by copyright law. You are authorized to take notes in this class but that authorization extends to only making one set of notes for your personal use and no other use. You are not authorized to sell, license, commercially publish, distribute, transmit, display, or record notes from this class unless you have my written consent to do so.

## STUDENT CONDUCT CODE

The Student Conduct Code is the official University publication governing student conduct and behavior. It is the responsibility of each student to become familiar with the rules and regulations governing student life. Student conduct procedures, appeal procedures, and disciplinary sanctions are found in the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand this statement referencing the Student Conduct Code.

## ACADEMIC DISHONESTY

The University goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Conduct Code. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. Plagiarism occurs when a person passes in another person's work as his or her own, borrows directly from another person's work without proper documentation, and resubmits his or her own work that has been previously submitted without explicit approval from the instructor. For example, academic dishonesty occurs whenever a student participates in any of the following: Cheating submitting material that is not yours as part of your course performance; using information or devices that are not allowed by the faculty; obtaining and/or using unauthorized materials; fabricating information, research, and/or results; violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; collaborating with others on assignments without the faculty's consent; cooperating with and/or helping another student to cheat; demonstrating any other forms of dishonest behavior. Plagiarism directly quoting the words of others without using quotation marks or indented format to identify them; using sources of information (published or unpublished) without identifying them; paraphrasing materials or ideas without identifying the source; self-plagiarism - resubmitting work previously submitted without explicit approval from the instructor; unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material. NOTICE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty. For more information about academic honesty, see the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand the Academic Dishonesty Policy.

I have read the syllabus and understand the contents and course requirements.

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Student Name (print)

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Student Signature

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Date