

Georgia Southern University

## Digital Commons@Georgia Southern

---

Public Health Syllabi

Public Health, Jiann-Ping Hsu College of

---

Fall 2019

### PUBH 3130- Substance Use and Abuse (NET)

Jamie S. Cromley

Georgia Southern University, Jiann-Ping Hsu College of Public Health, [jcromley@georgiasouthern.edu](mailto:jcromley@georgiasouthern.edu)

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/coph-syllabi>



Part of the [Public Health Commons](#)

---

#### Recommended Citation

Cromley, Jamie S., "PUBH 3130- Substance Use and Abuse (NET)" (2019). *Public Health Syllabi*. 414.  
<https://digitalcommons.georgiasouthern.edu/coph-syllabi/414>

This other is brought to you for free and open access by the Public Health, Jiann-Ping Hsu College of at Digital Commons@Georgia Southern. It has been accepted for inclusion in Public Health Syllabi by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu).

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

PUBH 3130- Substance Use and Abuse (NET)  
Fall 2019

<b><u>Instructor:</u></b>	Jamie Cromley, MPH
<b><u>Office:</u></b>	Hendricks Hall, Room 2002
<b><u>Phone:</u></b>	(912) 478-2291
<b><u>E-Mail Address:</u></b>	jcromley@georgiasouthern.edu
<b><u>Office Hours:</u></b>	Tuesdays 10:15am-12:15pm and 2pm-3pm Thursdays 10:15am-12:15pm or by appointment
<b><u>Class Meets:</u></b>	Online

Course Catalog available at: <a href="http://em.georgiasouthern.edu/registrar/resources/catalogs/">http://em.georgiasouthern.edu/registrar/resources/catalogs/</a> under Jiann-Ping Hsu College of Public Health Programs
---

**Prerequisites:** HLTH 1520-Healthful living, sophomore status and above.

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

*Access to course materials are available for up to one year after graduation.*

**Catalog Description**

This course will explore legal and illegal drug use in modern society. Issues related to the social, cultural, political, economic impact of drug use will be addressed. The recurrent theme throughout the course will be on prevention. This will include discussions on the best ways to postpone the initiation of substance use and abuse among school aged persons as well as the cessation of use and treatment for abuse among adult populations. Substance use and its abuse effects ALL of us and does NOT discriminate on the basis of age, gender, religious affiliation, sexual orientation, race, ethnicity or income.

**Required Textbook:**

Hanson, G.R., Venturelli, P.J. & Fleckenstein, A. E. (2018). *Drugs and Society (13<sup>th</sup> edition)*. Jones & Bartlett Publishing: Sudbury, MA. ISBN-13: 9781284110876

Selected readings on Folio

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

Participation in this course will enable the student to:

1. Compare and contrast different sources of national drug use data
2. Define and correctly use the terms drug, drug abuse, addiction, prevention, intervention, and treatment
3. Explain the historical, cultural and governmental aspects of drug use and abuse in early 20<sup>th</sup> century
  - a. Compare patterns of drug abuse, changes in consumption of specific substances.
4. Assess the biological, physiological, and psychological effects of alcohol and other drugs on the human body.
5. Explain basic fundamental principles related to the physiology of addiction.
6. Analyze concepts and educational strategies for prevention of drug and alcohol misuse and abuse.
7. Summarize the multiple dimensions of prevention, and factors related to risk and resiliency.
8. Describe the different treatment options available for treating substance abuse.

### **Class Organization**

There are seven modules to complete during the course. Even though this is an online course, it is not a work at your own pace course. Each module will have a start date and an end date. It is important that you review the course schedule and deadlines regularly to complete the course. Each module has a task list for you to complete. Assignment requirements will vary from module to module. Please review the task list for EACH module to make sure you have completed the necessary coursework to proceed to the next module.

## **Assessment of Student Learning (See Syllabus for all Due Dates)**

### **Online Discussions: 80 points**

The Instructor will post questions, readings, or videos to drive discussion among students. There will be 6 discussion assignments throughout the semester. Students are expected to post substantive responses to these discussion prompts for a grade. Students are expected to post an initial response (**see individual due dates for initial posts**). Students must also submit a reply post to at least one classmate by the module due date at 10:00pm. Failure to complete the discussion post by the due date will result in a zero. Please reference the rubric for each post to review how your initial post and response will be graded.

<b>Discussions</b>	<b>Points</b>	<b>Due Date</b>
Introduction Post	5	Wednesday 8/21 by 10:00pm
M1 Initial Post	10	Wednesday 8/28 by 10:00pm
Reply Post	5	Friday 8/30 by 10:00pm
M4 Initial Post	10	Wednesday 10/16 by 10:00pm
Reply Post	5	Friday 10/18 by 10:00pm
M5 Initial Post	10	Wednesday 10/30 by 10:00pm
Reply Post	5	Friday 11/1 by 10:00pm
M6 Initial Post	10	Wednesday 11/13 by 10:00pm
Reply Post	5	Friday 11/15 by 10:00pm
M7 Initial Post	10	Wednesday 12/4 by 10:00pm
Reply Post	5	Friday 12/6 by 10:00pm

### **Online Assignments: 80 points**

You will have 4 online assignments throughout the semester. Please reference the syllabus for individual module due dates. Assignments will be graded out of 20 points and failure to complete the assignments by the due date will result in a zero.

<b>Assignments</b>	<b>Points</b>	<b>Due Date</b>
M2 Assignment	20	Friday 9/13 by 10:00pm
M3 Assignment	20	Friday 10/4 by 10:00pm
M5 Assignment	20	Friday 11/1 by 10:00pm
M6 Assignment	20	Friday 11/15 by 10:00pm

### **Recovery Meeting Paper: 40 points**

Students will attend one substance abuse related activity. You will have the entire semester to complete the Recovery Meeting Paper. Please do not wait until the end of the semester to complete this assignment! All papers must be submitted on Folio by Wednesday 12/4 at 10:00pm to receive credit. Late papers will be given a grade of zero.

Attend an Alcoholics Anonymous (AA), Narcotics Anonymous (NA) or Al-Anon meeting. Non-members can only attend OPEN meetings. For AA, open meetings are held on Tuesday's and Saturday's at "The Fork" (almost to the intersection of Highway 80 and Savannah Ave. at 8:00 pm. in Statesboro, GA) However, students have the option of attending an AA meeting in their respective hometown communities. Local meeting days and times are often listed in the phonebook, along with the phone number to call for more information. See Folio Dropbox for description of assignment and Folio for Savannah meeting options

### **Online Quizzes: 100 points**

There will be seven quizzes throughout the semester. Quizzes for each module will close when the corresponding module closes (Fridays at 10:00pm). Please make note of due dates listed on your syllabus. You have only one attempt for each quiz. Quizzes will have a 20 minute time limit.

Quizzes	Points	Due Date
M1 Quiz	20	Friday 8/30 by 10:00pm
M2 Quiz	20	Friday 9/13 by 10:00pm
M3 Quiz	20	Friday 10/4 by 10:00pm
M4 Quiz	20	Friday 10/18 by 10:00pm
M6 Quiz	10	Friday 11/15 by 10:00pm
M7 Quiz	10	Friday 12/6 by 10:00pm

### **Midterm and Final Examination: 100 points**

You will have a Midterm Exam (50 points) during Week 8 in the semester covering material up to that point. You will have a cumulative final examination (50 points) at the end of the semester during finals week.

### **Optional Extra Credit:**

Attendance to a (one) meeting at the **Bulloch Alcohol and Drug Council** located on Fair Road in the brick house across from the recreation department on Bennett St. This meeting is limited to 10 people per meeting and will be on a sign-up basis. The council meets on the first Thursday of the month (September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup> and December 5<sup>th</sup>) at 8:30 AM. Your contact person at the meeting is Mrs. Joyce Stubbs. Meetings generally last one hour. Please **DO NOT** miss another class in order to attend this meeting. Be professional...be on time. Being early is better than being late. \*To sign up for a meeting please email me at [jcromley@georgiasouthern.edu](mailto:jcromley@georgiasouthern.edu) by the Tuesday before the meeting date.

Course Schedule  
Fall 2019

\*Please note individual due dates for discussions, assignments and quizzes in your syllabus

Week Module	Tentative Class Topic	Reading Assignments	Due Dates
Week One 8/19-8/23  Module 1	Course Introductions (discussion post)- due Wednesday 8/21 by 10:00pm  <i>Begin Module 1</i> Introduction to Drugs and Society	Chapter 1	Get a copy of the textbook!
Week Two 8/26-8/30  Module 1	Explaining Drug Use and Abuse  <i>Module 1 closes Friday 8/30</i>	Chapter 2	M1 due Friday 8/30
Week Three 9/2-9/6  Module 2	<i>Begin Module 2</i> Homeostatic Systems and Drugs	Chapter 4	
Week Four 9/9-9/13  Module 2	How and Why Drugs Work  <i>Module 2 closes Friday 9/13</i>	Chapter 5	M2 due Friday 9/13
Week Five 9/16-9/20  Module 3	<i>Begin Module 3</i> Major Drugs of Abuse Part 1	Chapter 6 and 9	
Week Six 9/23-9/27  Module 3	Major Drugs of Abuse Part 1	Chapter 10, 12, 14 (selected reading)	
Week Seven 9/30-10/4  Module 3	Major Drugs of Abuse Part 1 <i>Module 3 Closes Friday 10/4</i>  <i>Begin Module 4</i> Begin Major Drugs of Abuse Part 2	Chapter 13  Chapter 7 and 8 (selected reading)	M3 due Friday 10/4

Week Eight 10/7-10/11 Module 4	Major Drugs of Abuse Part 2  Midterm Examination	Chapter 11	
Week Nine 10/14-10/18  Module 4	Major Drugs of Abuse Part 2  <i>Module 4 closes Friday 10/18</i>	Chapter 15	M4 due Friday 10/18
Week Ten 10/21-10/25  Module 5	<i>Begin Module 5</i> Risk and Protective Factors of Drug Abuse	Chapter 16	
Week Eleven 10/28-11/1  Module 5	Risk and Protective Factors of Drug Abuse <i>Module 5 closes Friday 11/1</i>	Readings on Folio	M5 due Friday 11/1
Week Twelve 11/4-11/8  Module 6	<i>Begin Module 6</i> Drug Control Policy, Regulation, and the Law	Chapter 3	
Week Thirteen 11/11-11/15  Module 6	Drug Control Policy, Regulation and the Law <i>Module 6 closes Friday 11/15</i>	Readings on Folio	M6 due Friday 11/15
Week Fourteen 11/18-11/22  Module 7	<i>Begin Module 7</i> Prevention, Treatment and Education	Chapter 17	
11/25-11/29	Thanksgiving Break		
Week Sixteen 12/2-12/6  Module 7	Prevention, Treatment and Education <i>Module 7 ends Friday 12/6</i>	Chapter 18	Recovery Meeting Paper Due by Wednesday 12/4 M7 due Friday 12/6
12/9-12/13  Finals Week	<b>Final Examination</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.. 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 This course is heavily dependent on group work. It is expected that each group member contribute 100% and come prepared to class each day.*

### **Course Grading Scale**

<b>Online Discussions</b>	80 points
<b>Online Assignments</b>	80 points
<b>Recovery Meeting Paper</b>	40 points
<b>Online Quizzes/Assessments</b>	100 points
<b>Midterm Examination</b>	50 points
<b><u>Final Examination</u></b>	<u>50 points</u>
<b>TOTAL</b>	400 points

<b>Point Scale*</b>	<b>Percent</b>	<b>Grade</b>
360-400	90 – 100%	A
320-359	80 – 89%	B
280-319	70 – 79%	C
240-279	60 – 69%	D
Below 240	0 – 59%	F

### **Student Expectations and Course Policies:**

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. You are responsible for all course content and communication (grade feedback, news announcements, and emails) for the course. Please check Folio and your Georgia Southern email address regularly.



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. All assignments will be submitted through Folio (a day and time will be posted).
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. You are responsible for downloading notes BEFORE you come into class. Please regularly check Folio for any messages that I might have for you. Late assignments will not be accepted.
6. 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" 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.

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.

7. The final exam is mandatory 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.
8. The first week of classes (by Wednesday at 10:00pm) all students must complete an introduction of themselves to be counted as University attendance verification. Failure to complete the instruction post the first week of class will result in the student being automatically dropped.
9. Last day to withdraw from class without academic penalty is **October 14<sup>th</sup>, 2019**. Students who stop attending class without officially withdrawing from the class will receive a final grade of "F".
10. When you need to contact me, please do so through the **jcromley@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).
11. 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.

12. Please consult the STUDENT CONDUCT CODE 2019-2020 for course policy concerning issues related to academic dishonesty. Anyone caught violating any of these regulations will immediately be reported to GSU's Judicial Board, and assigned an "F" for the course.

### **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.

### **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 to one week (excluding weekends)
- Assignment grades: within 72 hours to one week of submission date (excluding weekends)

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**

#### **Texting and Use of Cell Phones (and Other Technologies)**

Please do not text in class or use your cell phone during class! Texting during class (or in a meeting) is disruptive and rude...at least to me. My preference is that you put cell phones away during class meetings so they are not a source of temptation. Offenders will be asked to leave.

### **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*)

### **Professional Dispositions:**

BSPH are expected to graduate the program with competent professional skills. Professional skills and dispositions are also expected while completing the internship experience. As a student in this course, you are expected to exhibit professionalism at all times. The following is a list of skills BSPH majors are expected to demonstrate:

- Written communication skills: Student uses appropriate professional title, grammar, structure, punctuation, spelling, tone, etc.
  - Email and other media communication: Student uses appropriate professional title, grammar, structure, punctuation, tone, etc. To write a professional email, please include the following:
    - a salutation,
    - identify who you are,
    - what the contact is in reference to (i.e. PUBH4132), and
    - what you would like me to do.

At the bottom of the email, please type out your name.

- Oral and non-verbal communication skills:
  - In interpersonal communication, student uses or maintains appropriate tone, language, attitude, interpersonal space, etc.

- In public speaking, student uses or displays appropriate volume, speed, enunciation, eye contact, structure, etc.
- Organization: Student keeps track of assignments and materials, is prepared for presentations, etc.
- Initiative: Student can begin tasks and work independently, initiate tasks/projects, etc.
- Reliability: Student is punctual, completes assignments, meets deadlines, and is prepared for class etc.
- Collegiality: Student exhibits appropriate exhibits appropriate, positive, helpful interactions with others
- Collaboration: Student collaborates with others on tasks or projects accepts others' suggestions and criticisms, participates in and provides constructive inputs to discussion and debate, etc.
- Judgment: Student considers options and their implications when making decisions, does not act impulsively, etc.
- Respectful: Student respects confidentiality, treats others with respect, etc.
- Self-Presentation: Student is well groomed, dressed appropriately, well rested, etc.
- Interpersonal interactions: Students will practice civility when interacting with faculty and fellow students; in cases of disagreement or conflict, students will make every effort to resolve such matters in a respectful manner with a goal towards mutual resolution.

**\*\*If a student fails to comply with the list of professional skills, the faculty will provide the student a warning for the first offense. If failure to improve behavior or to make progress in the relevant skills, the faculty member will immediately report the student to the University Student Conduct Board for violating the Student Code of Conduct.**

## **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/>

### 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.

---

Student Name (print)

---

Student Signature

---

Date

**\*For online classes you will need to post in your first week introduction post the following statement:**

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