

Georgia Southern University

Digital Commons@Georgia Southern

Public Health Syllabi

Public Health, Jiann-Ping Hsu College of

Fall 2021

PUBH 3231 – Epidemiology and Biostatistics

Jackie Mesenbrink

Georgia Southern University, Jiann-Ping Hsu College of Public Health, jmesenbrink@georgiasouthern.edu

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



Part of the [Public Health Commons](#)

Recommended Citation

Mesenbrink, Jackie, "PUBH 3231 – Epidemiology and Biostatistics" (2021). *Public Health Syllabi*. 466.
<https://digitalcommons.georgiasouthern.edu/coph-syllabi/466>

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.

Georgia Southern University
Jiann-Ping Hsu College of Public Health

PUBH 3231 – Epidemiology and Biostatistics
Fall 2021

<u>Instructor:</u>	Jackie Mesenbrink MPH, CHES
<u>Office:</u>	109 Solms Hall
<u>Phone:</u>	TBD; more information will be provided shortly
<u>E-Mail Address:</u>	jmesenbrink@georgiasouthern.edu
<u>Office Hours:</u>	M W 12:15-1:15 PM; T R 2-5 PM; Flexible by appointment
<u>Class Meets:</u>	TR 5:00-6:15 PM; Solms 110

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

Prerequisites: A minimum grade of "C" in [PUBH 2131](#).

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 introduces the student to the principles and practice of epidemiology and biostatistics. Students will be exposed to the historical development of epidemiology, concepts of causality, definitions of health and disease, and sources of community health data. Current principles and practices in the cause, prevention and control of diseases in various community settings will be emphasized.

Required Textbook:

Merrill (2021). Introduction to Epidemiology w/Access (8th Edition). Jones and Bartlett Publishers: Sudbury, MA. ISBN: 9781284170702

Required Resource:

Non-Programmable Calculator, preferably up to 10 digits

Optional Textbook:

The Cartoon Guide to Statistics" by Larry Gonick

BSPH Core Student Learning Outcomes

1. Students will develop a health promotion program plan to assess needs and capacities that affect a selected community's health.
2. Students will apply public health evidence-based strategies to the development of health programs.
3. Students will demonstrate the ability to apply cultural competence strategies in public health practice and communication.
4. Students will create strategies for promoting health improvement and disease prevention.

CEPH Concentration Competencies

At the completion of the B.S.P.H. degree program all students will be able to:

1. Identify and assess public health problems to develop appropriate public health education programs based on sound theoretical foundations of health behavior.
2. Design, implement and evaluate public health educational programs for identified health problems for at-risk populations and communities.
3. Analyze evidence-based and innovative best practices of healthy behaviors to appropriate audiences
4. Demonstrate effective communication and advocacy skills for populations.
5. Apply the basic methodology and research design, data collection and data analysis for identification of health trends and public health problems.

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)

Course Learning Objectives:

1. The student will be able to identify the basic concepts and principles of epidemiology and vital statistics (Assessment Approaches: Exams, Quizzes, Tasks).
2. The student will be able to apply epidemiological concepts to diverse health problems and in various health settings (Assessment Approaches: Exams, Quizzes, Tasks).
3. The student will be able to understand the basic components of collecting, organizing, interpreting, and summarizing vital statistics (Assessment Approaches: Exams, Quizzes, Tasks).

4. The student will be able to operate within the information superhighway in order to obtain and utilize current epidemiological health data (Assessment Approaches: Exams, Quizzes, Tasks).
5. The student will be able to review disease and epidemiological cases in order to solve current, relevant epidemiological case study problems (Assessment Approaches: Exams, Quizzes, Tasks).

Assessment of Student Learning

1. Exams: There will be three exams (two during the semester, plus the final exam), each worth 100 points. Exams may be any combination of true/false, multiple choice, matching, short answer, calculations & discussion. (300 points total). **Make-up exams will only be given in extenuating circumstances and these decisions are made on a case-by-case basis.**
2. Quizzes: Quizzes will account for 10 points each (110 total points). Note: Quizzes are designed to encourage you to read the chapters in the required textbook, so they will be administered prior to covering content for a specific chapter. **Make-up quizzes will only be given in extenuating circumstances and these decisions are made on a case-by-case basis.**
3. Module Tasks: Module tasks will consist of problem sets and short writing assignments constructed to allow the student to demonstrate competence in epidemiologic measures through both word problems and direct calculations. Problem sets will also be presented within the framework of various epidemiologic study designs in order to provide the opportunity to integrate concepts across topic areas. **Late assignments will only be accept if there are extenuating circumstances or University official documentation.**

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:
PUBH 3231: Epidemiology and Biostatistics
 Tentative Course Schedule*
 Fall 2021

Dates for Topics		Topic or Activity	Activity
Begin	End		Due Dates and Times
8/11	8/17	Introduction - Learning Module 1 - Foundations of Epidemiology	
		Merrill Chapter 1	
		Complete Module 1 Task	Task 1: 8/17, 11:59PM Optional Quiz: 8/17, 11:59PM
8/18	8/24	Learning Module 2 - Historic Developments in Epidemiology	
		Merrill Chapter 2	Ch 2 Quiz: 8/24, 11:59PM
		Complete Module 2 Task	Task 2: 8/24, 11:59PM
8/25	8/31	Learning Module 3 - Practical Concepts in Epidemiology	
		Merrill Chapter 3	Ch 3 Quiz: 8/31, 11:59PM
		Complete Module 3 Task	Task 3: 8/31, 11:59PM
9/1	9/7	Learning Module 4 – Describing Variation in Data	
		Chapter 9 Posted on Folio	Ch 9 Quiz: 9/7, 11:59PM
		Complete Module 4 Task	Task 4: 9/7, 11:59PM
9/9	9/14	Review (Thurs 9/9) and Examination #1 (Tues 9/14)	
9/15	9/21	Learning Module 5 - Design Strategies and Statistical Methods in Descriptive Epidemiology	
		Merrill Chapter 4	Ch 4 Quiz: 9/21, 11:59PM
		Module 5 Task	Task 5: 9/21, 11:59PM
9/22	9/28	Learning Module 6 - Descriptive Epidemiology According to Person, Place and Time	
		Merrill Chapter 5	Ch 5 Quiz: 9/28, 11:59PM
		Module 6 Task	Task 6: 9/28, 11:59PM
9/29	10/5	Learning Module 7 - General Health and Population Indicators	
		Merrill Chapter 6	Ch 6 Quiz: 10/5, 11:59PM
		Module 7 Task	Task 7: 10/5, 11:59PM

10/6	10/12	Learning Module 8 - Design Strategies and Statistical Methods in Analytic Epidemiology	
*10/7 Last day to withdraw without Academic Penalty		Merrill Chapter 7	Ch 7 Quiz: 10/12, 11:59PM
		Module 8 Task	Task 8: 10/12, 11:59PM
10/13	10/19	Learning Module 9 – Statistical Inference and Hypothesis Testing	
		Chapter 10 Posted on Folio	Ch 10 Quiz: 10/19, 11:59PM
		Module 9 Task	Task 9: 10/19, 11:59PM
10/20	10/26	Learning Module 10 – Experimental Designs in Epidemiology	
		Merrill Chapter 8	Ch 8 Quiz: 10/26, 11:59PM
		Module 10 Task	Task 10: 10/26, 11:59PM
10/28	11/2	Review (Thurs 10/28) and Examination 2 (Tues 11/2)	
11/3	11/9	Learning Module 11 – Causality	
		Merrill Chapter 9	Ch 9 Quiz: 11/9, 11:59PM
		Module 11 Task	Task 11: 11/9, 11:59PM
11/10	11/16	Learning Module 12 – Screening	
		Merrill Chapter 12	Ch 12 Quiz: 11/16, 11:59PM
		Module 12 Task	Task 12: 11/16, 11:59PM
		Thanksgiving Break	
11/17	11/30	Learning Module 13 – Special Topics/Review	
		TBD	
Final Examination – Thursday, December 2nd, 2021, 3:00-5:00PM.			

Instructional Methods

Information will be presented in the classroom, through the required readings, and through various assignments. Class meetings will be a combination of lecture, class discussion, and group activities. The instructor will attempt to cover all of the assigned readings; however, failure to cover assigned readings does not alleviate the student's responsibility of knowing the material. Furthermore, students are responsible for all miscellaneous information discussed during the assigned class periods. If you miss a class, you are responsible to find a fellow classmate to get all notes and materials missed.

Attendance (50 maximum points) Attendance will be taken randomly throughout the semester, with in-class polls on Socrative. Each day is worth 5 points, to receive points you will need to answer two questions – answers do not need to be correct.

Grading

<i>Assignments</i>	<i>Points</i>
Exams 3 @ 100 points each	300
Quizzes 11 @ 10 pts each	110
Tasks 12 @ 20 points each	240
Attendance 10 @ 5 points each	50
Total	700

<u>Percent</u>	<u>Grade</u>
90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
00 - 59%	F

Grading policies: In this course, students do not compete against each other for grades. Each student's grade will be based on the number of points earned during the semester. There is no curve grading or rounding.

One-Week Rule: Grades are always the ultimate responsibility of the student. After any grade has been posted to the Folio grade book, there is a one-week (7 days) time limit to make any grade appeals in person and via Folio to the instructor. After the one-week period, the grade becomes permanent and indisputable.

Inclusive Excellence at Georgia Southern University

At Georgia Southern University, we are committed to supporting our students and fostering an environment that is free of bias, discrimination, and harassment in the classroom and in the broader University community. As such, we have an expectation that our learning community is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity, ability, political beliefs, socioeconomic background, and myriad other social identities and life experiences. The goal of inclusiveness, in a diverse community, encourages and appreciates expressions of different ideas, opinions, and beliefs, so that conversations and interactions that could potentially be divisive turn instead into opportunities for intellectual and personal enrichment.

We are a faculty that strives to model reflection, advocacy, and care for the community in order to work toward an equitable, democratic, and sustainable society. We value your participation in this process. If you believe that our courses, programs, or department fall short of this commitment, we encourage you to engage in dialogue with us.

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.
6. 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".
7. There will be no make-up exams or quizzes given. Exams and quizzes 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 a university excused absence with full documentation. If you are excused from missing 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.
8. The final exam is mandatory (cumulative) and will be given during finals week. Early final exams will not be given. The Final Exam for the course will be **Thursday, December 2nd, 2021, 3:00-5:00PM.**
9. Late work assignments are not accepted. Most assignments will be submitted through Folio (a day and time will be posted), but attendance points will be assessed during class time.
10. 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.
11. Please consult the STUDENT CONDUCT CODE 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 an "F" for the course.

12. Last day to withdraw from class without academic penalty is noted on the schedule. Students who stop attending class without officially withdrawing from the class will receive a final grade of "F".
13. 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.
14. 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.
15. 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.
16. When you need to contact me, please do so through Folio mail messages. I will do my best to respond within 48 hours (with the exception of weekends and holidays).
17. Cell Phone Policy: Cell phones are expected to be OFF (or on silent) and OFF your desk (in your purse, bookbag, pocket, etc) 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.
18. 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.
19. **The last day to withdraw from class without academic penalty is October 7, 2021.**

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, 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.

Attendance: Georgia Southern believes that significant student learning occurs in the classroom and recognizes the importance of in-class experiences, and if missed by a student even for legitimate reasons, cannot be fully recovered.

Attendance is highly recommended; however, if the student is unable to attend class please contact the instructor via email prior to class. The student is also responsible for the work missed during the day of absence. The instructor will be willing to meet with the student if clarification of missed material is needed; however, lecture will not be repeated. In-class assignments missed by the student will receive a grade of zero. If a medical/family emergency occurs on the day of a scheduled assignment or exam the student must contact the instructor immediately (see make-up exam policy).

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).

****COVID-19** Caveat-**Students who submit documentation indicating they have received accommodations to join class remotely, OR students who complete a CARES form based on the criteria for not attending class (quarantine for active COVID-19 infection, testing positive (with or without symptoms), or being identified as a close contact and therefore needing to quarantine) will be provided with a LINK to the class.

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.

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. PUBH3231), and
 - what you would like me to do.
 - please do not use emoji's or other characters often used in text messages to communicate with me.

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 with a warning for the first offense. If failure to improved 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/>

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.

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