DEPARTMENT:

COURSE PREFIX: COURSE NUMBER:CREDIT HOURS:

1. TITLE:
2. COURSE DESCRIPTION AND PREREQUISITE(S):

**Prerequisite(s):**

1. COURSE OBJECTIVES:

The student will be able to

1. CONTENT OUTLINE:
2. INSTRUCTIONAL ACTIVITIES:
3. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:
4. TEXT(S) AND RESOURCES:
5. EVALUATION AND GRADING PROCEDURES:
6. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

1. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

**Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized com­munication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take ap­propriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).

2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.

3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of *E* in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integ­rity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

1. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:

**Policy Statement**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the “Policy Prohibiting Sexual Harassment” which can be accessed via the link referenced in Appendix I.

For more information concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: [msu.titleix@murraystate.edu](mailto:msu.titleix@murraystate.edu).

**Students with Disabilities**

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students with disabilities should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. Telephone: 270-809-2018 (Voice) 270-809-5889 (TDD). **Email: msu.studentdisabilities@murraystate.edu. Our office will contact professors directly regarding any specific accommodation needs that may be applicable to their particular classroom setting.**

1. STARFISH:

***Your success is important!*** This course is part of the Murray State University student success initiative that utilizes the Starfish Student Success Network. Starfish may be used to communicate with you about your academic progress and get you help if you need it. Throughout the term, you may receive emails regarding your attendance, course grades or academic performance. To benefit, it is important that you check your Murray State email regularly and follow through on recommended actions. You may also be contacted directly by others on campus who care about your academic success and personal well-being. This may include your academic advisor and staff from Student Engagement and Success and other student support offices across campus. Starfish provides you with the opportunity to “Raise Your Hand” if you need help. Take advantage of this and other features by logging into your Starfish account through myGate. More information can be found at murraystate.edu/starfish.)

1. OTHER REQUIRED DEPARTMENTAL OR COLLEGIATE COMMITTEE INFORMATION

**Syllabus Language Additions for Fall 2021 (Revised Aug 2021)**

**Faculty need to include the following new or expanded sections in all course syllabi: 1) Student Face Covering/Mask Policy; 2) Counseling Resources on Campus; 3) Students with Disabilities; 4) Class Absence due to COVID-19; and 5) Starfish Student Success Network; and 6) Racer Safe and Healthy Guidelines. Instructions/explanations are in italics.**

**Face Covering/Mask Policy**

Guidance and requirements for face masks may be revised as conditions change in the state and region. All students are required to abide by the University’s guidance and/or requirements for face coverings throughout the term of this course. Please visit the [Racer Restart](https://www.murraystate.edu/racerrestart/) (<https://www.murraystate.edu/racerrestart/>) page for the latest guidance on face coverings.

**Counseling Resources on Campus**

Murray State University has two centers on campus that offer free and confidential mental health services for students. The University Counseling Center is located in Suite C104 in Oakley Applied Science and will be offering both in-person and remote services this year. On-call counselors are available 9:00-3:00 Monday through Friday for walk-in sessions. To schedule an appointment, email them at [msu.counselingcenter@murraystate.edu](mailto:msu.counselingcenter@murraystate.edu). For more information, call them at 270-809-6851 or visit their website at [www.murraystate.edu/CounselingCenter](http://www.murraystate.edu/CounselingCenter). The Psychological Center is located in Wells Hall and **will be offering primarily in-person sessions**. You can reach them at 270-809-2504 or visit their website at [www.murraystate.edu/PsychologicalCenter](http://www.murraystate.edu/PsychologicalCenter).

Free mental health self-help resources are available through TAO Connect. To access them, simply go to [us.taoconnect.org/register](http://us.taoconnect.org/register) and sign in using your Murray State email address.

In a crisis situation, or after hours, please contact Murray State Police at 270-809-2222 or call 911 if you are off campus. You can also call the 24-hour crisis hotline at 800-592-3980 or contact the Crisis Text Line at 741-741.

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**Email:** [msu.studentdisabilities@murraystate.edu](mailto:msu.studentdisabilities@murraystate.edu)**. Our office will contact professors directly regarding any specific accommodation needs that may be applicable to their particular classroom setting.**

**Class Absence due to COVID-19**

The University will observe the guidance provided by the CDC for the need to quarantine following exposure.  Information will be made available on the Racer Restart webpage (<https://www.murraystate.edu/racerrestart/>).  **Students diagnosed with COVID-19 will contact their instructors and**[msu.studentcovidpositive@murraystate.edu](mailto:msu.studentcovidpositive@murraystate.edu)**immediately. Students instructed to quarantine due to exposure should also contact their instructors, and**[msu.studentcovidquarantine@murraystate.edu](mailto:msu.studentcovidquarantine@murraystate.edu)**immediately.** Instructors may make adjustments to due dates or other course requirements to accommodate the severity of the illness and/or the availability of resources needed to complete tasks. If possible, students will continue to check Canvas regularly, and maintain regular communication with their instructors.

**Starfish Student Success Network**

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**Racer Safe and Healthy Guidelines**

Check the Racer Restart webpage (<https://www.murraystate.edu/racerrestart/>) for the updated Racer Safe and Healthy Guidelines.

# Non-Discrimination Statement

**The following statement shall serve as the official nondiscrimination statement of Murray State University for its Affirmative Action Plan and for all other purposes. This statement supersedes and replaces all others that may have previously existed in any other form or by any other title in University policies, governance and other documents, internal and external communications, correspondence, and all other official materials:**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the “Policy Prohibiting Sexual Harassment” which can be accessed via the link referenced in Appendix I.

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