

Introduction to Social Studies COURSE CONTRACT

HIS 390; Fall 2007

Dr. Mark Tebeau; Cleveland State University

Class Meetings: BU 102 M/W/F 8:30-9:35

Office Hours: RT 1908; M/W 9:30-10:45 or by appointment

Phone: (216) 687-3937; Email: m.tebeau@csuohio.edu

Web: <http://academic.csuohio.edu/tebeaum/courses/social/> (for syllabus, guidelines)

Blog: <http://tristero.typepad.com/cities/> (for updates, assignments)

Initial each of the items below and sign at the bottom.

This contract is based in the instructor's experience. Most (if not all) CSU students are responsible university citizens, and indeed represent an ideal of excellence that is admirable. However, in any particular class there are several students who chose to flaunt CSU's code of conduct. Their behavior detracts from the learning experience of their peers and the instructor's ability to present materials at the highest level. In particular, I find that plagiarism has become a pressing issue.

As a result, I am now asking students to sign this contract, which will be discussed in class in the context of the obligations and responsibilities that we have to one another as part of a particular learning community (this course) and broader community (CSU).

Academic Integrity

___ I understand the definition of plagiarism. I will abide by university guidelines in this matter. Should I plagiarize a course assignment, I will receive 0 points for that assignment; if I plagiarize a course assignment for a second time during the semester, I will fail the course and be reported to the appropriate university authorities; if I plagiarize the final course project, I will fail the course and be reported to the appropriate university authorities.

Course Mechanics

___ Students can expect a response to email messages within 2 *working days* of its receipt. If an email is of critical importance, then students should also phone the professor and/or leave a written note (or copy of the assignment) in the instructor's university mailbox. Communications with the instructor are a student responsibility.

___ The syllabus is subject to change. Announcements of changes will be made in class and on the course blog (see URL above); there will be reasonable advance notice of changes to readings, assignments, and cancellations.

___ All assignments must be prepared as specified in the syllabus or by the instructor in class. Students are responsible for keeping abreast of changes to assignments (see above). Written assignments should contain NO spelling, grammar, or writing errors. Papers must include citations (where appropriate) and must be formatted correctly and employ proper citation technique: footnote/endnote formatted according to the Chicago Manual of Style. If not so formatted, the instructor will not accept them.

Readings & Assignments

___ Late assignments will result in a grade deduction. In order to receive an extension, students must have an authorized medical excuse and/or request an extension from the instructor at least 48 hours prior to due date.

___ Students are expected to come to class having prepared course readings and assignments. All books must be read by the Monday of the week in which they are assigned. Failure to do so could cause a deduction in participation/attendance grade; the instructor may administer written quizzes on course readings at any time.

Attendance

___ Students are expected to attend class and arrive on time. Chronic late arrival, early departure, and poor attendance will result in a failing grade. Conflicts in schedule are the sole responsibility of the student, as the student registered for this course with full knowledge of when it meets. To receive a passing grade in this course, students must attend at least 75 percent of course meetings and all required instructor meetings (held during office hours.)

I have read and understand the syllabus and this course contract; I am aware of CSU's Code of Student Conduct and know where to find it on the CSU website: <http://www.csuohio.edu/studentlife/conduct/index.html>.

Name (printed) _____

Signature _____