Course Syllabus

PubH 3004-01
Basic Concepts of Personal and Community Health
Fall 2014

Credits: 4
Meeting Days: Mondays, Tuesdays, Wednesdays and Thursdays
Meeting Time: 12:20pm—1:10pm
Meeting Place: Phillips-Wangensteen Building 2-470
Instructors: Sarah Sevcik, MPH, M.Ed
Harry Lando, PhD
Office Address: S. Sevcik: McNamara Alumni Center, Suite 350-1
Dr. Lando: West Bank Office Building, Suite 300
Office Phone: S. Sevcik: 612-626-7107
Dr. Lando: 612-624-1877
Fax: 612-625-0315
E-mail: S. Sevcik: sevci010@umn.edu
Dr. Lando: lando001@umn.edu
Office Hours: S. Sevcik: Wed: 2:00pm—3:30pm; Th: 10:30am—11:30am, or by appointment
Dr. Lando: by appointment

Teaching Assistants

<table>
<thead>
<tr>
<th>Health Content:</th>
<th>Drug Content:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mae Hanzlik</td>
<td>Jenna Penrod</td>
</tr>
<tr>
<td><strong>Office</strong>: McNamara Alumni Center, Suite 350-1 (call 6-9929 at the door to Ste 350-1)</td>
<td><strong>Office</strong>: McNamara Alumni Center, Suite 350-1 (call 6-9929 at the door to Ste 350-1)</td>
</tr>
<tr>
<td><strong>Email</strong>: <a href="mailto:hanzl037@umn.edu">hanzl037@umn.edu</a></td>
<td><strong>Email</strong>: <a href="mailto:penro019@umn.edu">penro019@umn.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours</strong>: Mondays and Wednesdays from 1:45pm—3:15pm, or by appointment</td>
<td><strong>Office Hours</strong>: Mon: 11:30am—12:30pm; Tues: 1:30pm—2:30pm; Wed: 11:30am—12:30pm, or by appointment</td>
</tr>
</tbody>
</table>

Additional TA: Jaquelyn Chagnon

**Office**: McNamara Alumni Center, Suite 350-1 (call 6-9929 at the door to Ste 350-1)

**Email**: chag0009@umn.edu

**Office Hours**: Tuesdays and Thursdays 2:30pm—4:00pm, or by appointment
I. Course Description

This course will explore the fundamental principles of health conservation and disease prevention, and provide an introduction to scientific, socio-cultural, and attitudinal aspects of alcohol and drug problems.

Acknowledgments

The contents of PUBH 3001 have been developed with the contributions of numerous instructors. Dr. Harry Lando and Sarah Sevcik, the current instructors, have been involved with the majority of recent content and modifications. Former faculty/instructors, including Jim Rothenberger and Dana Farley, had roles in either the conceptual development or actual content of the current course, and are acknowledged for their contributions.

II. Course Prerequisites

There are no prerequisites for this course.

III. Course Goals and Objectives

The basic objectives of this course — indeed of all courses and of the university itself are engraved in stone over Northrop Auditorium. Glance at them from time to time. The instructors of this course take them seriously and have designed the lectures and examinations to meet these objectives. In a more practical sense, we can identify six major educational objectives:

1. To understand the impact of human health on history, cultures, religion, a community's sense of values — even politics, law, and community's organization — as an orientation to the “scholarly” aspect of personal and community health.

2. To understand enough about one’s physical self — structure and function — so that one can communicate intelligently about health and disease, treatment and quackery.

3. To teach University students enough about health services, health products, and the health delivery system so that they will be able to function effectively as consumers in the health marketplace.

4. As an individual, students will know basic physiological, psychological, social, and economic effects of drugs for the purpose of making informed decisions.

5. As a member of the community of scholars, students will be able to communicate intelligently about physiological, psychological, social, and economic effects of drugs; and be able to analyze common substance abuse issues that may be relevant to their majors and careers.

6. As a citizen of one’s local community and the world, students will know the impact of drugs, both legal and illegal, on history, cultures, law, and community.

IV. Methods of Instruction and Work Expectations

This class is largely lecture based; it is imperative to attend lectures, including any guest lectures that will be presenting throughout the semester. It is our intention to generally make PowerPoint slides available on Moodle, but this will not always be possible and the slides may not be available before class.

COURSE WEBSITE:

Please make sure that you are accessing Moodle 2.6 and not 2.2 or 2.4. Go to http://www.oit.umn.edu/moodle/login-instructions/ for instructions.

Internet and Moodle Help:

- Students can contact the Technology helpline at 612-301-4357 (1-HELP on campus) for help with internet and Moodle access problems
- Student Support - http://it.umn.edu/services/all/academic-technology-tools/course-management/

E-mail: We will use your University e-mail address to notify you of important announcements such as examinations and forced cancellation of classes due to weather. If you use a different e-mail address than the University has assigned, please go to: https://www.umn.edu/validate and forward your University e-mail account to the one you are using. You can also get to this site via: www.onestop.umn.edu
V. Course Text and Readings

1. There are two textbooks for this course:

2. iClicker: We will be using the iClicker technology in this course. You can buy or rent the iClicker 2 from the UMN Bookstore. For more information, visit: http://z.umn.edu/iclickerstudent

3. Additional required readings are listed in the schedule below and can be accessed via Moodle.
   Due to the nature of the topics, additional required readings may be added throughout the semester. All of these will be accessible via the Moodle course page.

VI. Course Outline/Weekly Schedule

This is a tentative course schedule listing the subjects to be covered during the lectures, as well as the reading assignments. This schedule is subject to change.

Tuesday, Sept. 2nd: Welcome to Fundamentals of Alcohol and Drug Abuse
Reading: N/A

Wednesday, Sept. 3rd: Welcome to Personal and Community Health
Reading: Schneider, Chapter 1

Thursday, Sept. 4th: Substance Use as a Public Health Problem
Reading: Buzzed; Introduction, Just Say Know, and Test Your Drug Knowledge

Monday, Sept. 8th: Introduction to Public Health: Basic Concepts and Principles
Reading: Schneider, Chapters 2, 3
On Moodle: Sharing a Common Vision

Tuesday, Sept. 9th: Brain Basics
Reading: Buzzed, Chapter 13 (Brain Basics)

Wednesday, Sept. 10th: Epidemiology: The Basic Science of Public Health
Reading: Schneider, Chapters 4, 5
On Moodle: Final Forms, Schulz, K. The New Yorker (April 7, 2014)

Thursday, Sept. 11th: Pharmacology: Drug Basics
Reading: Buzzed, Chapter 14 (Drug Basics)

Monday, Sept. 15th: Statistical Framework
Reading: Schneider, Chapters 6, 7 [review chapter 5]

Tuesday, Sept. 16th: Addiction Science & Psychology of Intoxication
Reading: Buzzed, Chapter 15 (Addiction)
BAC ASSIGNMENT DUE

Wednesday, Sept. 17th: The Public Health Approach + Sources of Information
Reading: N/A

Thursday, Sept. 18th: Substance Use Disorders and Mental Health
On Moodle: DSM 5 Substance Use Disorder + Substance Use Disorder Fact Sheet
Monday, Sept. 22nd: Unnatural Causes
On Moodle: Vehicle pollution greater in minority neighborhoods

Tuesday, Sept. 23rd: Less Effective Prevention Strategies + Risk and Protective Factors + Domains
On Moodle: NIDA Lessons from Prevention Research + IOM Model of Prevention

Wednesday, Sept. 24th: Social and Behavioral Factors (Theories)
Reading: Schneider, Chapters 13, 14
On Moodle: Theories and Models Frequently Used in Health Promotion

STATISTICAL FRAMEWORK DUE

Thursday, Sept. 25th: Population-Based Strategies
Reading: N/A

Monday, Sept. 29th: Employer-based Insurance and Wellness Programs
Guest Speaker: Jean Abraham
Reading: Schneider, Chapters 26, 27

Tuesday, Sept. 30th: Drugs and Legal Enforcement Strategies
Reading: Buzzed, Chapter 16 (Legal Issues)

Wednesday, October 1st: Infectious Disease: Chain of Infection
Reading: Schneider, Chapter 9
On Moodle: Chain of Infection—Breaking the Chain

Thursday, Oct. 2nd: DRUG EXAM #1 Please bring a #2 pencil and your student ID

Monday, Oct. 6th: Infectious Disease: Current Challenges Locally and Globally
Reading: Schneider, Chapter 10

Tuesday, Oct. 7th: Tobacco and Tobacco Control
Reading: Buzzed, Chapter 8 (Nicotine)

Wednesday, Oct. 8th: HEALTH EXAM #1 Please bring a #2 pencil and your student I.D.

Thursday, Oct. 9th: Alcohol
Reading: Buzzed, Chapter 1 (Alcohol)
On Moodle: Alcohol Kills 1 Person Every 10 Seconds + Tipsy or Hammered?

Monday, Oct. 13th: Infectious Disease and Epidemiology
Guest Speaker: Carrie Klumb
Reading: TBD

Tuesday, Oct. 14th: Marijuana
Reading: Buzzed, Chapter 7 (Marijuana)
BIG BUCKS BIG PHARMA DUE

Wednesday, Oct. 15th: Culture and Health
On Moodle: The Indian sanitary pad revolution

Thursday, Oct. 16th: Stimulants
Reading: Buzzed, Chapter 2 (Caffeine) and 12 (Stimulants)

Monday, Oct. 20th: Stress and Disease
Reading: How Anxiety Influences Your Health
AFFORDABLE CARE ACT ASSIGNMENT DUE
Tuesday, Oct. 21st: Depressants  
Guest Speaker: Angela Cortese  
Reading: Buzzed, Chapter 10 (Sedatives)

Wednesday, Oct. 22nd: TBD  
Reading: TBD

Thursday, Oct. 23rd: Societal Issue: Alcohol, Drugs and Birth Defects  
On Moodle: Preconception Health Promotion + FASD NIH + Alcohol and Drugs Impact on Pregnant Women fact sheet + Understanding FASD Behaviors

Monday, Oct. 27th: Societal Issue: Tobacco  
Reading: Schneider, Chapter 15

Tuesday, Oct. 28th: Societal Issue: Opiate Abuse  
Guest Speaker: Ian McLoone  
Reading: Chapter 9 (Opiates)  
PUBLIC HEALTH APPROACH TO SUBSTANCE ISSUE DUE

Wednesday, Oct. 29th: Societal Issue: Obesity and Physical Activity  
Reading: Schneider, Chapter 16  
On Moodle: Sitting is the Smoking of our Generation

Thursday, Oct. 30th: Tobacco: International  
On Moodle: Combating the Global Tobacco Epidemic

Monday, Nov. 3rd: Nutrition  
Reading: N/A

Tuesday, Nov. 4th: Societal Issue: Herbal Drugs + Steroids  
Reading: Buzzed, Chapter 5 (Herbal Drugs) and Chapter 11 (Steroids)

Wednesday, Nov. 5th: Maternal and Child Health  
Reading: Schneider, Chapter 18

Thursday, Nov. 6th: DRUG EXAM II. Please bring a #2 pencil and your student ID

Monday, Nov. 10th: Chronic Disease: Cancer, Diabetes, etc.  
Reading: Schneider, Chapter 11

Tuesday, Nov. 11th: Hallucinogens  
Reading: Buzzed, Chapter 3 (Ecstasy) and Chapter 4 (Hallucinogens)

Wednesday, Nov. 12th: HEALTH EXAM II: Please bring a #2 pencil and your student I.D.

Thursday, Nov. 13th: Inhalants  
Reading: Buzzed, Chapter 6 (Inhalants)

Monday, Nov. 17th: Public Health Ethics + Science and Technology  
On Moodle: Rethinking our ‘Rights’ to Dangerous Behaviors + Health of the People: The Highest Law?

Tuesday, Nov. 18th: Chemical Dependency, Intervention and Treatment  
On Moodle: SAMHSA’s Working Definition of Recovery

Wednesday, Nov. 19th: Environmental Health: Classic Concerns  
Reading: Schneider, Chapters 20, 21  
HEALTH PAPER PART 1 DUE
Thursday, Nov. 20th: Harm Reduction  
Guest Speaker: Brian Warden  
On Moodle: Principles of Harm Reduction

Monday, Nov. 24th: Environmental Health: Climate Change  
Reading: Schneider, Chapters 23, 25  
On Moodle: Increasing CO2 levels threaten human nutrition + Ruminants, climate change and climate policy + Taking on Climate Change

Tuesday, Nov. 25th: TBD  
Reading: TBD  
ANALYZING DEBATABLE SUBSTANCE ISSUE DUE

Wednesday, Nov. 26th: Violence and Relationships  
Guest Speaker: Aurora Center  
On Moodle: Prevention Institute Prevention of Violence + Public Health Approach to Preventing Violence

Thursday, Nov. 27th: THANKSGIVING BREAK

Monday, Dec. 1st: Local and Global Health Issues: Water Issues  
Guest Speaker: Peggy Knapp  
Reading: Schneider, Chapter 22  
LAST DAY TO TURN IN EXTRA CREDIT FOR HEALTH PORTION

Tuesday, Dec. 2nd: Global Drug War  
LAST DAY TO TURN IN EXTRA CREDIT FOR DRUG PORTION

Wednesday, Dec. 3rd: Sexually Transmitted Infections  
Guest Speaker: Julie Sanem  
HEALTH PAPER PART 2 DUE

Thursday, Dec. 4th: Young Adults and Drug Abuse  
On Moodle: CBHSQ SAMHSA report on “A Day in the Life of Young Adults”

Monday, Dec. 8th: Gun Violence and Public Health  
On Moodle: Priorities for research to reduce the threat of firearm-related violence

Tuesday, Dec. 9th: Current Issues in Drug Abuse  
Reading: TBD

Wednesday, Dec. 10th: Aging Population  
On Moodle: Global Health and Aging WHO Report

FINAL EXAM: Friday, Dec. 12th from 6:30pm to 9:30pm  
Room TBD

Note: An alternate final exam will not be offered unless at least one of the following criteria is met:
1) Student has three or more exams scheduled within a 24-hour period.
2) Student has two or more exams scheduled for the same time on the same day.
VII. Evaluation and Grading

Final grades are calculated using the following points (400 points total). Details of these assignments/exams will be available on Moodle.

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 16th</td>
<td>BAC</td>
<td>(10 points)</td>
</tr>
<tr>
<td>Sept. 24th</td>
<td>Statistical Framework</td>
<td>(10 points)</td>
</tr>
<tr>
<td>Oct. 2nd</td>
<td>Drug Exam 1</td>
<td>(40 points)</td>
</tr>
<tr>
<td>Oct. 8th</td>
<td>Health Exam 1</td>
<td>(40 points)</td>
</tr>
<tr>
<td>Oct. 14th</td>
<td>Big Bucks Big Pharma</td>
<td>(15 points)</td>
</tr>
<tr>
<td>Oct. 20th</td>
<td>ACA assignment</td>
<td>(10 points)</td>
</tr>
<tr>
<td>Oct. 28th</td>
<td>PH Approach to Drug Issue</td>
<td>(15 points)</td>
</tr>
<tr>
<td>Nov. 6th</td>
<td>Exam 2</td>
<td>(40 points)</td>
</tr>
<tr>
<td>Nov. 12th</td>
<td>Health Paper Part 1</td>
<td>(20 points)</td>
</tr>
<tr>
<td>Nov. 19th</td>
<td>Debatable Substance Issue</td>
<td>(20 points)</td>
</tr>
<tr>
<td>Nov. 25th</td>
<td>Health Paper Part 2</td>
<td>(20 points)</td>
</tr>
<tr>
<td>Dec. 3rd</td>
<td>Final Exam</td>
<td>(80 points)</td>
</tr>
<tr>
<td>Throughout</td>
<td>iclicker questions</td>
<td>(40 Points)</td>
</tr>
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Points needed to receive the following grades:

- **A** 94-100 % = 374 – 400 points
- **A-** 90-93 % = 358 – 373.5 points
- **B+** 87-89 % = 346 – 357.5 points
- **B** 84-86 % = 334 – 345.5 points
- **B-** 80-83 % = 318 – 333.5 points
- **C+** 77-79 % = 306 – 317.5 points
- **C** 74-76 % = 294 – 305.5 points
- **C-** 70-73 % = 278 – 293.5 points
- **D+** 65-69 % = 258 – 277.5 points
- **D** 60-64 % = 238 – 257.5 points
- **F** 59 % and below = 0 – 237.5 points

Assignments

All assignments require you to upload your assignment to Moodle by the due date and time. If you have any questions or concerns about how to upload to Moodle, contact Moodle at moodle@umn.edu well in advance of the due date.

**NOTE:** It is your responsibility to make sure the assignment has been uploaded to Moodle by the due date. Double-check to make sure you have uploaded the correct document(s). Failure to upload the correct documents on time will be subject to the late assignment policy.

Late Assignment Policy

Unless you have been granted an extension on an assignment for a compelling reason, for each day past the original due date, 10% of the maximum grade will be deducted per day late. **NOTE:** Whether 1 minute late or 19 hours late, this policy stands. Therefore, be sure to give yourself enough time to upload your assignments to Moodle by the due date and time. If you have any questions or concerns about how to upload to Moodle, contact Moodle at moodle@umn.edu well in advance of the due date. Assignments will not be accepted after the 5th day overdue.

One day late = the max you will be able to earn is 90%
Two days late = the max you will be able to earn is 80%
Three days late = the max you will be able to earn is 70%
Four days late = the max you will be able to earn is 60%
Five days late = the max you will be able to earn is 50%

Extra Credit

Students can choose from several extra credit options to submit for up to 20 extra credit points (10 points for the HEALTH section and 10 points for the DRUG section of the class). All extra credit must be submitted no later than **noon on Monday, December 1st for Health content** and **noon on Tuesday, December 2nd for Drug content**. Details are provided on the course Moodle site.
Make-up exams policies and procedures

Excusable absences
(http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html#100)
If you are prevented by illness or other emergency from taking an exam at the regularly scheduled time, you must:
1. Notify your TA before the start of the exam
2. Provide proper documentation of illness/circumstance for the TA.
Note that the instructor has primary responsibility to decide if an absence is due to unavoidable or legitimate circumstances, and you must provide proper documentation of the issue. Failure to do so may result in a score of 0 on the exam.

In the case of make-up exams, it is your responsibility to contact the TA to set up a time to retake an exam. Make-up exams must be conducted within one week of the original exam date.
NOTE: You must provide documentation that is verified BEFORE the makeup exam is scheduled. You CANNOT take the exam if you do not provide verified documentation.

The University utilizes plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>Represents achievement that is outstanding relative to the level necessary to meet course requirements</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>Represents achievement that meets the course requirements in every respect</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>Represents achievement that is worthy of credit even though it fails to meet fully the course requirements</td>
</tr>
<tr>
<td>S</td>
<td>Represents achievement that is satisfactory, which is equivalent to a C- or better.</td>
<td></td>
</tr>
</tbody>
</table>

For additional information, please refer to: http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html.

Course Evaluation
The SPH will collect student course evaluations electronically using a software system called CoursEval: www.sph.umn.edu/courseval. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grades just as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not. Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered.
Incomplete Contracts
A grade of incomplete “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an “I” requires that a contract be initiated and completed by the student before the last official day of class, and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student’s college). For more information and to initiate an incomplete contract, students should go to SPHGrades at: www.sph.umn.edu/grades.

University of Minnesota Uniform Grading and Transcript Policy
A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Grade Option Change (if applicable):
For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester courses) can be found at onestop.umn.edu.

Course Withdrawal:
Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Office of Admissions and Student Resources at sph-ssc@umn.edu for further information.

Student Conduct Code:
The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University you are expected adhere to Board of Regents Policy: Student Conduct Code. To review the Student Conduct Code, please see: http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf.

Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."

Use of Personal Electronic Devices in the Classroom:
Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom. For complete information, please reference: http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html.

Scholastic Dishonesty:
You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data,
research procedures, or data analysis. (Student Conduct Code: http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf) If it is determined that a student has cheated, he or she may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please see: http://policy.umn.edu/Policies/Education/Education/INSTRUCTORRESP.html.

The Office for Student Conduct and Academic Integrity has compiled a useful list of Frequently Asked Questions pertaining to scholastic dishonesty: http://www1.umn.edu/oscai/integrity/student/index.html. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class—e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Makeup Work for Legitimate Absences:
Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see: http://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html.

Appropriate Student Use of Class Notes and Course Materials:
Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see: http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html.

Sexual Harassment:
"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents Policy: http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf.

Equity, Diversity, Equal Opportunity, and Affirmative Action:
The University will provide equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy: http://regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf.

Disability Accommodations:
The University of Minnesota is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center Student Services is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact DRC at 612-626-1333 or drc@umn.edu to arrange a confidential discussion regarding equitable access and reasonable accommodations.

If you are registered with DS and have a current letter requesting reasonable accommodations, please contact your instructor as early in the semester as possible to discuss how the accommodations will be applied in the course.

For more information, please see the DS website, https://diversity.umn.edu/disability/.
Mental Health and Stress Management:
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: http://www.mentalhealth.umn.edu.

The Office of Student Affairs at the University of Minnesota:
The Office for Student Affairs provides services, programs, and facilities that advance student success, inspire students to make life-long positive contributions to society, promote an inclusive environment, and enrich the University of Minnesota community.

Units within the Office for Student Affairs include, the Aurora Center for Advocacy & Education, Boynton Health Service, Central Career Initiatives (CCE, CDes, CFANS), Leadership Education and Development – Undergraduate Programs (LEAD-UP), the Office for Fraternity and Sorority Life, the Office for Student Conduct and Academic Integrity, the Office for Student Engagement, the Parent Program, Recreational Sports, Student and Community Relations, the Student Conflict Resolution Center, the Student Parent HELP Center, Student Unions & Activities, University Counseling & Consulting Services, and University Student Legal Service.

For more information, please see the Office of Student Affairs at http://www.osa.umn.edu/index.html.

Academic Freedom and Responsibility:
Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college (Dr Kristin Anderson, SPH Dean of Student Affairs), or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.

* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".

Student Academic Success Services (SASS): http://www.sass.umn.edu:
Students who wish to improve their academic performance may find assistance from Student Academic Support Services. While tutoring and advising are not offered, SASS provides resources such as individual consultations, workshops, and self-help materials.