

**School of Public Health**  
Syllabus and Course Information



**PubH 1003: Alcohol & College Life**

Fall 2017

**General Information**

- Credits:** 1 credit
- Meeting Day, Time & Place:** This course is entirely web-based, delivered via a Moodle course site
- Instructor:** Emily Matson, MPH, MCHES
- Email:** [emilym@umn.edu](mailto:emilym@umn.edu)
- Phone:** 612-626-4215
- Office Address:** We are located in Suite 350-1 in the [McNamara Alumni Center](#)
- Fax:** 612-625-8950
- Office hours:** By appointment. We are happy to meet with students and are here to help you succeed! Contact information is shared below.

**Instructional Team:**

Alcohol & College Life is taught by a team of people, including undergraduate Teaching Assistants (TAs), a tech administrator, and an instructor. We work together to provide all students with a positive learning experience. Your TA will guide you through the course and is a great resource; we are confident in your TA’s ability to provide accurate answers and valuable feedback. TAs have completed Peer Educator training, which addresses confidentiality as well as listening, responding, referral, and other skills.

**Tips for Contacting Us:**

- Use only your official University of Minnesota account for email correspondence with us.
- Include the name of your course and section number in the subject heading. The course team works with and teaches multiple classes on multiple campuses and it may help us get back to you faster.

	Contact info	Role	Contact about...
<b>Teaching Assistant:</b>	Name and contact information will be announced via the Moodle course site	Assigns grades and provides individual feedback on each assignment. Connects students to campus, community, and national resources and services.	Questions or concerns about the class, assignments, deadlines, etc. Your TA will respond promptly and is your first line of contact!
<b>Tech Support:</b>	Via <a href="#">tech help form</a> or <a href="mailto:ritech@umn.edu">ritech@umn.edu</a>	Troubleshoots technical issues related to the Moodle site or course content.	Issues with the Moodle site, the online lessons, or quizzes or assignments. But be sure to check the <a href="#">*TECH HUB*</a> first where we have info on frequent questions/issues.

<b>Instructor:</b>	Emily Matson, <a href="mailto:emilym@umn.edu">emilym@umn.edu</a> or 612-626-4215	Creates course content and facilitates the class.	Questions about the course content, to submit a letter from the Disability Resource Center, to request an extension or approval to submit work late (be sure to look at the <i>Late Work</i> policy on page 8 of this syllabus), or anything else!
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\*Please record (or print) this Instructional Team contact information. That way, you can still contact us in the event that you have difficulty connecting to the Internet or otherwise don't have access to this syllabus.

<b>Mailing Address:</b> The Rothenberger Institute 350-1 McNamara Alumni Center, 200 Oak St. SE Minneapolis, MN 55455-2008	<b>Intercampus Mail Code:</b> 2004B
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**Communication**

Communication is especially important in an online course. The course site announcement forums and email will be used to communicate with students. **You are responsible for reading all course-related emails sent to your University email account and contacting us in a timely manner with any questions you may have.** We strongly recommend that you **check your U of M email daily**. Our goal is to respond to emails within one-two business days and instructional staff does not reply to emails outside of business hours.

**I. Course Description**

Alcohol & College Life is offered through the Rothenberger Institute (RI). RI provides a suite of wellness-based courses focusing on the knowledge and skills students need to lead healthy, productive, and balanced lives. For more information, visit the [Rothenberger Institute website](#).

Alcohol & College Life was developed to address some of the issues many students face in college and reinforce personal prevention strategies to maximize student and campus safety. The course provides college students with factual information about how alcohol and other drugs affect college life. It highlights stories and information pertinent to all students, regardless of whether or not they choose to drink. Students are encouraged to think about how the lessons apply to their own experiences.

The goals of this course are to:

- Build students' awareness about important issues related to alcohol and other drugs.
- Counter dangerous myths regarding alcohol and other drugs. There are significant gaps in students' knowledge, and these gaps can result in dangerous and deadly consequences. We want to present students with unbiased information to help them make responsible decisions.
- Support students who do not drink. Nearly thirty-seven percent of college students have not drunk alcohol in the previous 30 days (Monitoring the Future National Survey, 2016). We want to reinforce the responsible behaviors of students who choose not to drink, and provide them with tips for thriving in an alcohol-saturated environment.

- Reinforce safety skills among students who do drink. We recognize that a portion of college students choose to drink. We want to encourage safe and responsible behaviors to prevent negative outcomes.

**Acknowledgments**

The contents of Alcohol & College Life have been developed with the contributions of numerous instructors. Laurie Lucachick, the former instructor, has been involved with the majority of recent content and modifications. Former faculty/instructors, including James Rothenberger, Jolynn Gardner, and Jerri Kjolhaug had roles in either the conceptual development or actual content of the current course, and are acknowledged for their contributions. Tayne DeNeui was also involved in the conceptual development and actual content of the course. We acknowledge Paul Bernhardt and Xiong Xy for their contributions as well.

**II. Course Prerequisites**

There are no prerequisites for this course and it is intended for first- and second-year undergraduate students.

**III. Course Objectives**

<b>Course Objective</b>	<b>Activity</b>	<b>Assessment Method</b>
Critique basic scientific, medical, and legal aspects of alcohol and other drugs	Read and/or listen to course lessons	Lesson quizzes & essays
Assess socio-cultural aspects of alcohol use as they relate to undergraduate college students	Read and/or listen to course lessons	Lesson quizzes, essays, and reflection assignments
Describe personal prevention skills regarding alcohol and other drugs, which maximize safety, academic achievement, and self-growth	Write reflection essays	Lesson quizzes, essays, and reflection assignments
Examine expectations regarding alcohol use from a personal viewpoint, as well as the viewpoints of other students, parents, and the University	Read and/or listen to course lessons, review optional reading	Lesson quizzes, essays, and reflection assignments
Examine personal attitudes about alcohol and other drugs	Contemplate the question	Alcohol eCHECKUP TO GO assessment and reflection, essays
Recognize warning signs of an alcohol or other drug abuse problem and take appropriate action to address the problem	Read and/or listen to course lessons	Lesson quizzes & essays

**IV. Methods of Instruction and Work Expectations**

**Course Workload Expectations**

Alcohol & College Life is a one (1) credit course. The University expects that for each credit, you will spend a minimum of three hours per week attending class, reading, studying, completing assignments, etc. over the course of a 15-week term. Thus, this course requires approximately 45 hours of effort spread over the course of the term in order to earn an average grade.

This course is entirely online. Therefore, your time will be spent interacting with online lessons, reading online articles, and completing assigned coursework via the Moodle course site.

### **Moodle Course Site**

All course-related materials are on our Moodle course site. You are expected to access the course site at least once per week; be sure to check the announcements and discussion forums often for the most up-to-date course information.

To access the course site:

1. [Log into your MyU](#) using your UMN Internet ID and password
2. Click on “Key Links” in the maroon horizontal menu bar toward the top of the page
3. Click on “Moodle”
4. Once the Moodle homepage opens, scroll down to the link for this course; click it to access the course site.

If it has been more than 24 hours since you have registered and you have problems accessing the Moodle course site, email [Moodle Support](#) for help.

### **Computer and Internet Expectations and Access**

Alcohol & College Life requires use of the Internet for access to the course site and University email. You are assumed to have reliable access to a computer and high-speed Internet. If you don't have reliable computer and/or Internet access at home, the [University has many free, public computer labs](#) on campus.

Additionally, computers with reliable Internet for general use are available at most campus and community libraries.

### **Computer Skills and Online Course Readiness:**

You are expected to have basic computing skills, such as using a word processing program like MS Word or Google Docs, uploading files, opening and sending email, etc. If you are concerned about your computer readiness to complete this online course, we encourage you to review the [U of M Resources and Tips and Training for students](#), the [Tech Hub Website](#), or contact your instructor.

### **U of M Technology Support**

The U of M provides technical support services to students through the Office of Information Technology (OIT). [U of M tech support](#) can help with any questions about your University accounts (Email/Google Apps, Moodle access, MyU Portal, passwords, etc.); you can also search for answers or chat live with a support staff member. You can also call the Help Desk (612-301-4357 or 1-HELP on campus) or stop by Tech Stop ([locations and hours](#)).

**Note:** U of M Tech and Moodle support are not able to access or make any changes to our Moodle course site. If you have issues within the course site, visit “Technology Issues with Course Materials” below for more information.

## **V. Course Text and Readings**

This course does not have an assigned textbook. All of the course lessons and readings can be accessed via the Moodle course site.

### Interactive Lessons

We have designed the interactive lessons to meet all three learning styles: visual, auditory, and tactile/kinesthetic. You can control the way in which you access the material. We encourage you to [explore which learning style](#) works best for you and offer the following options:

- Click through the lesson pages while at the computer, stopping to read and/or listen to each page and complete the interactions.
- Download the lesson transcripts using [Adobe Reader](#) and read the text from the computer or print the file to read from hard copy.
- Download the lesson .mp3 and listen to it from an iPod or other .mp3 player.

If you choose to read the transcripts or download the lesson .mp3s, you're still expected to revisit the online lessons to engage with the interactive activities.

Access to interactive online lessons will end after the term is over; if you think you would like to refer back to lesson content after the term is over, download the lesson transcripts and/or audio files.

### Browser Recommendations for the Online Interactive Lessons

The Rothenberger Institute recommends using newer versions of Mozilla Firefox or Google Chrome as your web browser when accessing the online interactive lessons through the Moodle course site. Both of these web browsers can be downloaded for free:

- [Download the latest version of Firefox](#)
- [Download the latest version of Google Chrome](#)

**Note:** We do **not** recommend using Internet Explorer as your web browser to view the online interactive lessons.

### Videos in Interactive Lessons

The interactive lessons feature unscripted videos of real students from Minnesota college campuses discussing their opinions and experiences related to topics covered in the course lessons. While valuable and relevant to the course, the views expressed by students featured in these videos may not necessarily represent the views or recommendations of the Rothenberger Institute. For this reason, content within student videos will not be assessed in quizzes. However, all other videos, unless otherwise noted, contain required content that may be assessed in quizzes and assignments.

### Supplemental Readings

Many of the supplemental readings are accessible via web links, but others are posted to the course site in PDF format; in order to open them, you will need Adobe Acrobat Reader, which can be [downloaded for free](#).

## VI. Course Outline/Weekly Schedule

**Alcohol & College Life has specific deadlines.** All coursework must be submitted via the Moodle course site before the date and time specified below. **Note: Quizzes and Assignments are due by 9:00pm CST every Tuesday throughout the term.**

Deadline – 9:00pm CST	Quiz or Assignment	Material Covered	Pts.
Sept. 5	<i>First day of term – course opens!</i>		
<b>Module 1</b>			
Sept. 7 (Thurs)	Course Orientation Quiz	Syllabus, How-To Tutorial Videos, Tech Hub Website	0
Sept. 7 (Thurs)	Introductory Post	You!	0
Sept. 12	Module 1 Quiz	Lessons 1-3	20
Sept. 19	Reflection: Alcohol eCHECKUP TO GO 1		10
<b>Module 2</b>			
Sept. 26	Module 2 Quiz	Lessons 4-7	20
Oct. 3	Reflection: Freedoms of College		10
Oct. 10	Reflection: Social Life		10
<b>Module 3</b>			
Oct. 17	Module 3 Quiz	Lessons 8-11	20
Oct. 24	Reflection: Communication		15
<b>Module 4</b>			
Oct. 31	Module 4 Quiz	Lessons 12-14	20
Nov. 7	Reflection: Alcohol & Sex		10
Nov. 14	Reflection: Campus Prevention		10
<b>Module 5</b>			
Nov. 21	Module 5 Quiz	Lessons 15-17	20
Nov. 28	Reflection: Alcohol eCHECKUP TO GO 2		15
<b>Finishing the Course</b>			
Dec. 5	Final Course Reflection	Cumulative	25

You may submit work early. However, we cannot guarantee that it will be graded early because priority will be given to work that's already been due. Our goal is to grade assignments within 7 days of their due date.

## VII. Evaluation and Grading

### Assessments Overview

Your performance in this course will be assessed through quizzes, short essays/activities, and personal reflections. A brief summary of each category is included here. More specific instructions are located in the submission descriptions in the Moodle course site.

It is expected that you do your own work and that you work individually. Academic dishonesty will not be tolerated and will be dealt with according to University policy.

### **Quizzes**

Moodle Support recommends that you complete quizzes using a wired, high-speed Internet connection (not a wireless connection) to limit potential issues with Internet connectivity that could result in quizzes not submitting properly. If you typically use a wireless router, we strongly recommend that you plug your computer/laptop directly into your router using a LAN cable while taking quizzes.

While we understand that technical problems could still occur, it is your responsibility to take all the steps possible to limit potential issues that may interrupt the submission of your quiz answers; the course team reserves the right to take into consideration the steps taken to decrease potential issues and report them in a timely manner when making final determinations on quizzes that do not submit properly.

#### ***Course Orientation Quiz (0 points, but required)***

The course orientation quiz is required and is based on information in the syllabus and Tech Hub website (linked in the Moodle course site). This quiz is available in the “Click Here To Get Started” section of the course site. You will not be able to view any of the course materials until you receive 100% on the Orientation Quiz, but you can take the quiz as many times as necessary to receive that score.

#### ***Content Quizzes (5 x 20 points = 100 points)***

There are five required quizzes throughout the term. All quizzes include multiple-choice or true/false questions.

#### ***Quiz Times and Scores***

You are given a short window of time to complete your quiz (approximately a minute per question), so be sure to carefully review the required content for each quiz before beginning. Complete and submit your quiz before the 9:00 pm CST deadline. If your quiz is in-progress, only answers saved before the **9:00 pm CST** deadline will count. You will be allowed **one attempt** on each quiz.

You will be able to review quiz questions, scores, and correct answers immediately upon submitting a quiz on the course site. We encourage you to review the correct answers for any questions you may have answered incorrectly; this will further your understanding of important course concepts and help guide your studying for future quizzes and assignments. Contact your TA or the instructor if you have any questions.

### **Assignments**

#### ***Alcohol eCHECKUP TO GO 1 and 2 (1 x 10 and 1 X 15 points each = 25 points)***

Alcohol eCHECKUP TO GO is a personalized, evidence-based, online assessment of alcohol use patterns. You will complete this assessment twice during the course. The results of your assessment will not be shared with your instructor; they are confidential. However, once you

complete the assessment you will receive a certificate. You will need to submit this certificate and complete a reflection to obtain credit for this activity.

***Reflection Assignments (4 X 10, 1 x 15 = 55 points)***

You will be completing a variety of reflection assignments this term, addressing your personal beliefs and views on college life & culture and substance use.

***Final Reflection Assignment (1 x 25 points each = 25 points)***

For this final assignment, you will write a reflection of your experience in this course. We'll ask you to discuss what you've learned and explain how your beliefs and personal philosophy regarding alcohol and college life may have changed.

### **Saving and Submitting Coursework**

**Documents that students submit are considered final;** students may not submit more than one version or draft of each assignment.

**Moodle will only accept assignments in a PDF file format.** Directions on how to convert a variety of word processing file formats to PDFs can be found in the [Tech Hub](#) website.

In addition, we strongly encourage you to **save an electronic copy of each of your assignments to your Google Drive, a portable flash drive, and/or email the file(s) to yourself.** This is especially important if you are using a public computer, but is also recommended even if you have another copy saved on your personal computer.

### **Checking Assignment Scores and Feedback**

It is our goal to complete the grading of assignments within a week of their deadline. In addition to grading your work, TAs provide feedback relevant to your knowledge, attitudes, and/or behavior. Read your TA's feedback to enhance your learning experience. You can check your assignment score and feedback by clicking the assignment title then scrolling to the bottom of the page.

If you have general questions about your grade, email your TA. If you would like an assignment, quiz score, or final grade to be reconsidered by the instructional team, email your instructor *within two weeks of the assignment or quiz deadline or within 48 hours of final grades being submitted (whichever comes first)* with a detailed justification as to why you believe the grade should be reconsidered.

### **Technical Issues with Course Materials**

You are expected to submit all coursework on time and **it is your responsibility to ensure that your work is submitted properly before the deadline.**

- Open your PDF file prior to uploading it to Moodle to ensure that all of your answers are visible.
- Double-check your quiz and assignment submissions right after you submit them by returning to your submission and scrolling down to the bottom of the instructions page:
  - Assignments successfully submitted will be attached on this page.
  - Quiz scores should appear if your quiz was successfully submitted.

If you experience technical difficulties while navigating through the course site or attempting to submit coursework:



1. Search for a solution in the [RI Tech Hub website](#), linked in the Moodle course site.
2. If you cannot find a solution, submit a [Tech Help Form](#) (in the RI Tech Hub Website) **within 30 minutes** of the problem's occurrence.
  - a. Provide as much information as possible, so the tech team can best help you as soon as possible.
  - b. You can expect a response within 1-2 business days to help resolve the problem.
3. If you cannot access this course in Moodle, [contact Moodle support](#) for help.

### Late Work

If you have other priorities when a quiz or assignment is due, plan ahead and submit the work early. Late work will be accepted within a 24-hour window past its deadline for up to half credit. The only potential exception to this policy is for a legitimate reason, as defined below. Also note, extra credit opportunities are posted on the course site if you wish to make up lost points, but extra credit will not be accepted for any credit past posted deadlines.

### Makeup Work for Legitimate Reasons

If you experience an extraordinary event that prevents you from completing coursework on time and you would like to make arrangements to make up your work, contact your instructor within 48 hours of the missed deadline. Per University policy, legitimate reasons for making up work may include:

- illness
- serious accident or personal injury
- hospitalization
- death or serious illness within the family
- bereavement
- religious observances
- subpoenas
- jury duty
- military service
- participation in intercollegiate athletic event

Because our courses are entirely online and all materials are available to students from the first day of the term, we expect students to plan accordingly if travels or access to internet will cause them to miss a deadline. Note that our deadlines are set for 9pm CST, so traveling to a different time zone will require additional planning. Further, circumstances that qualify for making up missed work will be handled by the instructional team on a case-by-case basis; they will always be considered but not always granted. For complete information, view the [U of M's policy on Makeup Work for Legitimate Absences](#)

### Optional Extra Credit (up to 15 points)

You may earn a maximum of 15 points of extra credit throughout the term. Extra credit opportunities may take several forms (e.g., optional/bonus work on required assignments, experiential activities, campus or community events related to course topics, current events articles, etc.). Check the course outline (on the main page) to see extra-credit opportunities as well as the news and announcements forum for additional extra credit opportunities that may become available throughout the term.

### Grade Calculation

There are 205 total points possible in this class. You can calculate your course grade throughout the term:

1. Go to the "Grades" link located within the "Navigation" block in Moodle.
2. Add the points earned on the work that's been graded. Include any points earned through extra credit. **Reminder: The Orientation Quiz is required, but points do not count toward the course total.**

3. Divide that number by the total number of points that were possible on the work that’s been graded. *Do not include extra credit in the total points possible, or work that’s been submitted but not yet graded.*

**Grading Scale**

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

% In Class	Grade	GPA
92 - 100%	A	4.000
90 - 91%	A-	3.667
88 - 89%	B+	3.333
82 - 87%	B	3.000
80 - 81/%	B-	2.667
78 - 79%	C+	2.333
72 - 77%	C	2.000
70 - 71%	C-	1.667
68 - 69%	D+	1.333
60 - 67%	D	1.000
≤ 59%	F	

A = achievement that is outstanding relative to the level necessary to meet course requirements.

B = achievement that is significantly above the level necessary to meet course requirements.

C = achievement that meets the course requirements in every respect.

D = achievement that is worthy of credit even though it fails to meet fully the course requirements.

F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).

S = achievement that is satisfactory, which is equivalent to a C- or better

N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

[U of M’s policy on Grading and Transcripts](#)

**Grade Option Change**

For full-semester courses, you may change your grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e., summer and half-term) can be found at [One Stop Student Services](#).

**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). Students can learn more information and initiate an incomplete contract through the [SPHGrades website](#).

**Note:** We will not grant an "I" grade unless a majority of the coursework has already been completed satisfactorily (e.g. 75% of the coursework has been completed at or above a C-level). See [the U of M's policy on Incomplete Grades](#) for more information.

**University of Minnesota Uniform Grading and Transcript Policy**

More information on the policy can be found on [Policy Library Website](#).

**VIII. Other Course Information and Policies****Other Important Dates**

The [University's academic calendar](#) lists important University dates, deadlines, and holidays.

**Course Evaluation**

Student feedback on course content and faculty teaching skills are an important means for improving our work. The SPH collects anonymous student course evaluations electronically using a [software system called CoursEval](#). Students who complete their course evaluations will be able to access their final grade as soon as the faculty member submits the grade in [SPHGrades](#) before it is recorded on an official transcript. All students will have access to their final grades through MyU two weeks after the last day of the term regardless of whether they completed their course evaluation or not.

**Note:** This is School of Public Health procedure—not a University-wide policy—and therefore applies to Public Health courses only.

**Course Withdrawal**

Refer to the [Refund and Drop/Add Deadlines](#) for the particular term or 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.

[Contact the School of Public Health Office of Admissions and Student Resources](#) for further information about withdrawing from this course after the noted final deadline.

**Student Conduct**

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 Student Conduct Code](#).

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. The [U of M's policy on the Use of Personal Electronic Devices in the Classroom](#) has more information.

**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 (As defined in the [Student Conduct Code](#)). If it is determined that a student has cheated, they may be given an "F" or an "N" for the course, and may face additional sanctions from the University. The [U of M's policy on Teaching and Learning: Instructor and Unit Responsibilities](#) shares more information on this.

The [Office for Community Standards](#) upholds the policies around scholastic dishonesty. 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.

Indiana University offers [a clear description of plagiarism and an online quiz](#) to check your understanding.

**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. The [U of M's policy on the Appropriate Student Use of Class Notes and Course Materials](#) shares more information.

**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. The [Board of Regents Policy on Sexual Harassment](#) shares more information.

**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. The [Board of Regents Policy on Equity, Diversity, Equal Opportunity, and Affirmative Action](#) shares more information

**Inclusive Language**

While, for the most part, our culture uses a gender-binary and sex-binary framework—thinking and functioning in terms of men and women when discussing gender, or male and female when discussing biological sex or sex assigned at birth, we at the Rothenberger Institute recognize that this doesn't encompass everyone's experience or identity and have therefore used inclusive language throughout the course. Such language consists of words and phrases that demonstrate respect for how a variety of individuals self-identify their gender and sexual orientation, describe their bodies and relationships, and express their sexuality. When we report research results, we use the same terms used by the researchers, recognizing that some of the research may not be inclusive. Despite its potentially exclusionary nature, we have chosen to include such research within the lessons because we believe that the data still has value in informing and supporting our discussions and may be the only or best data available on a given topic.

**Topic Sensitivity**

In higher education, it is common for courses to contain content that exposes students to sensitive content, including trauma, racism, classism, violence, sexual assault, and other content that one might find upsetting, disturbing, or triggering. If you have significant difficulty with any of the course assignments, activities, or discussions, please contact the instructor so it can be addressed. Students are reminded to share only at the level they are comfortable sharing.

**Disability Accommodations**

The University of Minnesota is committed to providing equitable access to learning opportunities for all students. [Disability Resource Center](#) (DRC) 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 (V/TTY) or [email the DRC](#) to arrange a confidential discussion regarding equitable access and reasonable accommodations.

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

**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](#).

**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 Community Standards, the Office for Student Engagement, the Parent Program, University Recreation and Wellness, 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.

**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, your adviser, the associate dean of the college ([Dr. Kristin Anderson](#), 612-626-8568), 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)**

Students who wish to improve their academic performance may find assistance from [Student Academic Support Services](#) (SASS). While tutoring and advising are not offered, SASS provides resources such as individual consultations, workshops, and self-help materials.

**Student Writing Support**

Student Writing Support (SWS) offers free writing instruction for all University of Minnesota students—graduate and undergraduate—at all stages of the writing process. In face-to-face and online collaborative consultations, SWS consultants from across the disciplines help students develop productive writing habits and revision strategies.

Consulting is available by appointment online and in Nicholson Hall, and on a walk-in basis in [Appleby Hall](#). For more information, visit the [SWS website](#) or call 612-625-1893.

In addition, [SWS's web-based resources](#) offer support on a number of topics such as avoiding plagiarism, documenting sources, and planning and completing a writing project.

**Role and Purpose of Policies**

The above course policies are consistent with University of Minnesota policies and have been developed through previous experience with students. They are meant to help you meet the expectations of the course and to ensure that all students are held to the same, consistent standards and treated fairly.