

# STATEMENTS FOR COURSE SYLLABI

## INTRODUCTORY STATEMENT

Bradley University *empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation and co-curricular experiences.* Integrating knowledge, skills, and dispositions while developing your professional attitudes are important to learning at our university. Learning is an active, engaging process. Professionalism, collegial sharing, and mutual respect are expected during this course in all aspects of learning and interactions with others. Regular attendance, participation in class discussions, an ethical technology use, and completion of required readings and assignments will position you for success in this course and in the future.

## STUDENT ASSISTANCE AND SERVICES

### Academic Success Center

<https://www.bradley.edu/offices/student/asc/support/>

The Academic Success Center provides tutoring, academic coaching, and student success workshops on a variety of issues, such as time management, goal setting, note-taking, and preparing for exams. It is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-2416. The email address is [success@bradley.edu](mailto:success@bradley.edu).

#### ●Math Success Center

<https://www.bradley.edu/offices/student/asc/support/math/>

The Math Success Center provides tutoring, review sessions, and other learning resources to help students master mathematical content. It is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-2416. The email address is [success@bradley.edu](mailto:success@bradley.edu).

#### ●Writing Center

<https://www.bradley.edu/academic/departments/eng/resources/center/>

The Writing Center is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-3254. The email address is [bradleywritingcenter@bradley.edu](mailto:bradleywritingcenter@bradley.edu). It is possible to call or email to schedule an appointment. Walk-ins are also accepted. In addition, the Writing Center offers virtual appointments via Zoom.

#### ● Presentation Assistance Center

<https://www.bradley.edu/academic/departments/com/pac/>

The Presentation Assistance Center is an informal opportunity to get feedback from a student who has training in giving feedback related to oral presentations. The Center is a place to ask questions, try out speech techniques, and simply have a place to practice your big presentation with a chance for constructive feedback

#### ● Office of Student Access Services

<https://www.bradley.edu/offices/student/sas/>

The Office of Student Access Services (SAS) helps students with documented disabilities by facilitating accommodations that remove barrier to academic success. Students seeking such accommodations must register with SAS, which is located in 100 Heitz Hall. The phone number is (309) 677-3654. For additional related resources, go to:

<https://www.bradley.edu/offices/student/sas/studentresources/>

## **Recommended Syllabus Statements from Student Access Services: Three Options**

- Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Students requesting accommodations must register with Student Access Services located at 100 Heitz Hall and provide appropriate documentation to verify eligibility. You can reach the SAS at (309) 677-3654 or find more information at the [Student Access Services](#) website.
- In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course, please contact me privately to discuss your specific needs. You must be registered with Student Access Services located at 100 Heitz Hall. You can reach the SAS at (309) 677-3654 or find more information at the [Student Access Services](#) website.
- Please address any special needs or special accommodations with me at the beginning of the semester. Those seeking accommodations based on documented disabilities should register with Student Access Services. The Office is located at 100 Heitz Hall and the phone number is (309) 677-3654. More information is also available at the [Student Access Services](#) website.

### **Student Counseling Services**

<https://www.bradley.edu/campuslife/healthservices/counseling/>

The Counseling Center provides short term mental health counseling and related services to help students identify barriers, improve coping, and achieve personal and academic goals. It is located in the Markin Center, Room 52. The phone number is (309) 677-2700. The “after hours” phone number is (309) 677-3200. The email address is [bradleyhealthservices@bradley.edu](mailto:bradleyhealthservices@bradley.edu)

### **Health Services**

<https://www.bradley.edu/campuslife/healthservices/>

The Health Services Office provides care of general physical health and illness problems, as well as minor injuries, allergy issues, and medication management. It is located in the Markin Center, Room 101. The phone number is (309) 677-2700. The email address is [bradleyhealthservices@bradley.edu](mailto:bradleyhealthservices@bradley.edu)

### **Student Support Services**

<https://www.bradley.edu/offices/student/support/>

Student Support Services is designed to offer guidance to students in times of need. Its mission is to provide personal attention and resources to students as they work to achieve their academic and personal goals. Student Support Services serves as a major link between Academic Affairs and Student Affairs striving to improve student retention through positive communication and relationships with students, faculty, staff and families. It is located in Sisson Hall, Room 101 and 103. The phone number is (309) 677-3910.

### **Title IX**

Bradley University seeks to provide an environment that is free of bias, discrimination and harassment. Under Title IX, discrimination based on sex or gender is prohibited. If you have been impacted by sex discrimination including sexual assault, sexual harassment, dating violence, domestic violence or stalking, we encourage you to report it to the Executive Director of Student Support Services. While you may talk to a faculty member, faculty are required to share such reports with the University’s Title IX Coordinator or Executive Director of Student Support Services. Please refer to the Bradley University Statement on Sexual Harassment and Sexual Misconduct Policy and Procedures at: <http://www.bradley.edu/campuslife/studenthandbook/policies/misconduct/index.dot>

## **Office of Diversity and Inclusion**

<https://www.bradley.edu/campuslife/odi>

The Office of Diversity and Inclusion (ODI) supports historically underrepresented communities – Asian, African American, Hispanic/Latinx, Multiracial, or students who are first in their families to attend college – as they transition to Bradley. The office also handles incidents of bias or discrimination based on race or ethnicity. The office offers services for lesbian, bisexual, transgender or questioning students. The office is located in the Garrett Center. The phone number is (309) 677-2646. The email address is [diversity@bradley.edu](mailto:diversity@bradley.edu)

## **STUDENT ACADEMIC INTEGRITY AND STANDARDS OF CONDUCT**

### **Academic Integrity**

Plagiarism is a serious offense and all instances of it will be dealt with according to [Bradley University's policies and procedures](#). Students who submit plagiarized work, in whole or part, will receive a failing grade for that assignment and students who plagiarize also risk failing the course. Plagiarism is generally defined as using the ideas of another as your own. Plagiarism is not avoided by simply changing a few words or by paraphrasing the work of others. [Click here to learn about the differences between paraphrasing and summarizing](#), or copy this

link: <http://www.lib.usm.edu/legacy/plag/paraphrasing.php> All borrowed material—not just quotes—must be attributed through proper and clear citation of sources, (i.e., in Footnotes or Endnotes). When in doubt, reference it and ask your instructor! [Click here](#) or copy this link for an overview of Bradley University's academic misconduct policies related to "Cheating and Plagiarism": <https://www.bradley.edu/campuslife/studenthandbook/policies/policies/cheating/>

### **Important Information**

[Click here](#) or copy this link for the Student Handbook, which provides information on the Academic Calendar, Conduct and University Policies, Services for Students, and University Observed Holidays: <https://www.bradley.edu/campuslife/studenthandbook/>

### **Midterm Grades**

Midterm grades are like a progress report for your classes halfway through the semester. They're not your final grades, but they give you an idea of how you're doing so far and give you a chance to make any necessary changes to do better. After midterm grades have been posted, you will be able to find them under "My Classes / Grades " at [Mybradley.bradley.edu](http://Mybradley.bradley.edu) -

If you get a lower grade than you wanted or expected, it's a chance to get help and use the resources available to improve. Don't be afraid to ask your teacher or academic advisor for help and advice. They can provide strategies to help you improve or, help you decide if you should withdraw from the course. Remember, your final grade for the class depends on your performance in assignments, exams, and participation throughout the whole semester. Think of your midterm grade as a tool to help you learn and make sure you do well in the class.

### **Standards of Conduct**

Bradley University is dedicated to a safe, supportive and non-discriminatory learning environment. It is the responsibility of all students to familiarize themselves with Bradley University policies regarding [Standards of Conduct: https://bradley.edu/campuslife/studenthandbook/policies/conduct/](#) and other University Policies: [Click here](#) or copy this link for direct access to Bradley University's Standards of Conduct & University's Policies (in the Student Handbook): <https://www.bradley.edu/campuslife/studenthandbook/policies/>

**In-Class Discussion Guidelines**

We will have many discussions in this class. It is imperative that everyone be actively engaged in making our discussion space a safe one where all students feel comfortable sharing their thoughts. One of the best ways to do this is to remember that this is a *scholarly discussion*. All of our comments should be focused on the issues we are studying in class and we should rely on evidence from our course materials to support our arguments. All of us bring different backgrounds and experiences to the discussion. When we are exposed to a new perspective or idea, it enriches our learning. We will be respectful of others and strive to make our discussions inclusive of all voices.