Course Syllabus

GEL 4970 Undergraduate Research in Geology
- A Senior Experience Course -

Spring 2020

sec. 001 - 39569: TR 10:30-12:45pm    Rm: SI2012

Course URL: http://college.earthscienceeducation.net/UR/index.html

Professor
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Office: SI2025

Office Hours
M 11:00 - 12:30pm; TR 9:00 - 10:30am and 12:45 - 1:40pm
Other times by appointment!

Contact
E-mail: kackstae@msudenver.edu (Preferred Contact Venue)
☎: 303-615-0789 (I rarely answer)
URL: http://college.earthscienceeducation.net

This syllabus may be modified at any time without prior notice.
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Course Description
This course is a senior-level capstone course for geoscience majors that will focus on independent research investigating a selected geological problem involving field and/or laboratory observations. Presentation of results at an undergraduate research conference as well as submittal of a paper for publication is required. (Senior Experience)

Prerequisites:
MTH1210, GEL3050, senior standing or permission / override of instructor.

Highly Recommended Courses: 4 hrs GEL field coursework, 9 hrs upper-division GEL courses, or written permission of instructor; completion of all Level I and Level II General Studies course requirements

Outline of Course Content
Major Topics & Subtopics

I. Introduction to Undergraduate Research
   A. Designing a research question
   B. Field / laboratory investigations and techniques
   C. Writing a scientific paper
   D. Getting published and presenting
   E. Working individually or with one or multiple partners

II. Library Resources
   A. Library research
   B. Internet research
   C. Citations
   D. Plagiarism

III. Project Prospectus
   A. Research proposal
   B. Research groups or individualized research?
      1. Lead researcher
      2. Contributions contract
      3. First author
   C. The timeline
   D. Budget, funding, grants

IV. Lab & Field Equipment
   A. Overview of available instrumentation
   B. Instrument training
   C. Liability

V. Data Collection
   A. Sampling techniques
   B. Precision, accuracy and error - when to redo your analysis.
   C. Field time / Field visits

VI. Data Evaluation and Compilation
   A. Nominal vs. Ordinal Data
   B. Simple Statistics
   C. Regression analysis
   D. Correlation analysis

VII. Graphic Arts
   A. Beyond simple graphs
   B. Presentation aesthetics

VIII. Oral / Written Presentation Preparation
   A. Writing an abstract
   B. Research posters
   C. Effective PowerPoints - beyond writing
   D. Paper rough drafts and formatting
   E. Writing and proof reading
   F. In-class "peer-review"

IX. Project Presentations
   A. Presenting at an undergraduate conference
      1. Registration
      2. Abstracts and deadlines
      3. Attendance
   B. Submitting the paper
      1. Revisions
Specific (Measurable) Student Behavioral Learning Objectives

Upon completion of the course the student should be able to:

1. Select a focused and definite research project in the geosciences that can be concluded within a specified time frame.
2. Compose a project prospectus which includes a written investigation outline and timeline, hypotheses, methodology, budget if applicable, and expected contribution of each group member if applicable.
3. Plan and execute publication research relevant to the project using library resources.
4. Prepare and conduct detailed laboratory and/or field investigations utilizing multiple research specific equipment and techniques.
5. Evaluate collected data from investigations according to precision, accuracy, and standard statistical methods.
6. Construct useful figures, charts, graphs from collected data and results from associated computational analytical approaches.
7. Prepare a complete report of the research which includes introduction, methods, results, discussion, and conclusion, as well as any pertinent tabulated or graphic displays and submit the report in the correct format to a pertinent publication of choice (e.g.; science journal accepting student work).
8. Design a professional oral and/or poster presentation and present at a conference of choice (e.g.; Metropolitan State University of Denver Undergraduate Research Conference).

Required Course Materials:
Reading material will be provided by instructor according to selected and individualized research topics.

Grading in GEL4970

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<thead>
<tr>
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<th>Max. Points</th>
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<tbody>
<tr>
<td>RESEARCH QUESTION</td>
<td>50</td>
</tr>
<tr>
<td>Phase Ia: LITERATURE REVIEW</td>
<td>100</td>
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<tr>
<td>Phase Ib: PROSPECTUS</td>
<td>100</td>
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<tr>
<td>Phase Iib: TABLES &amp; FIGURES</td>
<td>100</td>
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<tr>
<td>Phase III: 1(^{st}) Draft Presentation - Product Presentation to Class for Peer Review.</td>
<td>150</td>
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<tr>
<td>PEER REVIEW</td>
<td>50</td>
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<tr>
<td>Phase III: Final Product + Oral defense Product to present (check ONE):</td>
<td>200</td>
</tr>
<tr>
<td>□ Oral Presentation: PPT plus written Presentation Abstract</td>
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<tr>
<td>□ Poster Presentation: Completed quality print large scale poster</td>
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<tr>
<td>□ Journal Paper: w/ abstract &amp; figures, maps, photos, tables, etc.</td>
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<tr>
<td>10 WEEKLY REPORTS w/ Time Log (25pts ea)</td>
<td>250</td>
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<tr>
<td>TOTAL</td>
<td>1000</td>
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</tbody>
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Required Undergraduate Research Contract! If missing -10% of Grade

Final Grade Distribution Scale by Points

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<thead>
<tr>
<th></th>
<th>A+ = 990</th>
<th>A = 900-990</th>
<th>A- = 895-899</th>
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<tbody>
<tr>
<td>B+</td>
<td>870-894</td>
<td>800-869</td>
<td>795-799</td>
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<tr>
<td>C+</td>
<td>770-794</td>
<td>700-769</td>
<td>695-699</td>
</tr>
<tr>
<td>D+</td>
<td>670-694</td>
<td>600-669</td>
<td>595-599</td>
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<tr>
<td>F</td>
<td>≤ 594</td>
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</table>

Checking Your Course Grade
An updated grade report will be emailed to you every other week or after major assignments have been graded. Check your SPAM folder! Grade notifications frequently end up in there!
GRADING / ASSESSMENT OVERVIEW, SCHEDULE and HARD DEADLINES
See http://college.earthscienceeducation.net/UR/URcalendar.pdf
Note: You may ALWAYS turn in an assessment EARLY, which is preferred! Deadlines are the LAST possible turn-in option before due date penalties are invoked.

LATE WORK:
General Late Work Penalty is -20% / Business day! Example: If an assignment is due on Friday or Saturday and you turn it in by Monday, you will be penalized with -20%!
YOU DO NOT HAVE TO WAIT FOR THE DEADLINE TO TURN IN YOUR ASSIGNMENTS!!! I will accept work any day, any time up to the deadline. Turn things in early and you will not run into trouble with broken printers, crashed computers, uncooperative emails, sudden work conflicts or bouts of illness the day(s) before or even during the deadline for missing the deadline. **Hint: Turn your work in early and there will be NO problems!**

WEEKLY REPORTS (250 pts): http://college.earthscienceeducation.net/UR/URweeklyreport.pdf
During the course of the semester you will submit 10 weekly reports (25 pts ea.) addressing your week’s activities, including highlights, accomplishments, breakthroughs and problems, drawbacks, glitches encountered during the execution of your project. A completed Time Log must also be compiled and attached every week. Complete according to instruction and submit as a HARDCOPY by the deadline.

UR CONTRACT: http://college.earthscienceeducation.net/UR/URcontract.pdf
Complete a SIGNED Undergraduate Research contract and submit by the deadline. Failure to do so will incur a -10% reduction on your final grade!

RESEARCH QUESTION (50 pts): http://college.earthscienceeducation.net/UR/URresearchquestion.pdf
The core idea or question around which you center your research. It is the heart of your project and needs to be well written and defined early on. Complete according to instruction and submit as a HARDCOPY by the deadline.

PHASE IA: LITERATURE REVIEW (100 pts): http://college.earthscienceeducation.net/UR/URlitreview.pdf
Please download Zotero, a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. Use Zotero to generate a complete list of possible sources to be used in your research. Do not forget maps, figures, photographs, software, and similar (e.g.; Google Earth w/ Geology kmz plug in). Complete according to instruction and submit as a HARDCOPY by the deadline.

PHASE IB: PROSPECTUS - Experimental / Lab / Fieldwork Design (100 pts):
http://college.earthscienceeducation.net/UR/URprospectus.pdf
A Research Proposal, Outline and “Sales Pitch” of your proposed project. It is the equivalent of a marketing or business plan in the world of finance. This includes a completed design of your anticipated lab and field work. Don’t forget simple things like lab access or materials list. Also transportation and lodging plans if applicable. Complete according to instruction and submit as a HARDCOPY by the deadline.
Note: This is a fairly involved assignment. Do NOT wait too long or procrastinate!

PHASE II: EXECUTING YOUR RESEARCH:
Much course time is devoted to your research, While NO formal lecture will be given during many of our meeting times, you should be ACTIVELY and CONSISTENTLY engaged in your research field and/or lab work. While you will not be graded on attendance and performance do NOT, and I mean DO NOT, procrastinate!!!! You MUST complete all your work by the end of the semester.

PHASE III: TABLES, FIGURES, EQUATIONS - Compiling your Results (100 pts):
http://college.earthscienceeducation.net/UR/URtabfig.pdf
Graphics and Data Presentation are the heart of any project. Your raw data can be much better interpreted through the use of visuals, such as graphs, charts and maps. Complete according to instruction and submit as a HARDCOPY by the deadline.
PHASE IIIA: FIRST PROJECT SUBMITTAL (150 pts):
http://college.earthscienceeducation.net/UR/URproject.pdf
Mandatory Attendance! Bring a compilation of your paper, poster or power point at the indicated date and present to your fellow students and instructor. At this point you will receive feedback / critique and be graded by your instructor and your fellow students.

PHASE IIIA: PEER REVIEW (50 pts):
http://college.earthscienceeducation.net/UR/URpeerreview.pdf
Mandatory Attendance! You are to complete a Peer Review for each student presentation during the First Project Submittal. Each completed review is worth up to 5 points for 50pts from 10 reviews). Your review is graded according to your evidence of thought, involvement and constructive criticism. Any additional review past 10 will count as extra credit.

PHASE IIIB: FINAL PRODUCT & ORAL DEFENSE (200 pts):
http://college.earthscienceeducation.net/UR/URproject.pdf
Your final product will be graded by your instructor. As part of the assessment you should be able to explain in an ORAL INTERVIEW:

☐ How you have incorporated the Peer Review into your final product
☐ What you have done to make sure your final product meets professional criteria
☐ How you will use your final product in your profession or continuing education
☐ If you had to do it again, in what way would your final product change and why
☐ One science question related to your project probing the understanding of your research!

Your grade on PHASE IIIB will be a combination of your answer to those question (25%) and the grade you will receive from the instructor (75%)

USING ELECTRONIC DEVICES:
YES, you may use recording devices, tablets, smart phones, cell phones or laptops in class for COURSE RELATED ACTIVITIES!!! Put ALL other consumer electronics away (which means they are NOT visible, even if you don’t use them) including but not limited to ipods, MP3 players, headphones, etc.

For Exams: NO electronic devices allowed, whatsoever!!! Cell phone calculators are NOT ALLOWED, you must bring a “real” calculator.

P.S.: Don’t think for a moment that I will not notice that your are texting, playing video games or even watching movies in class. As long as you don’t disturb those around you, I will most likely not interfere. However, be absolutely assured that I will “LET YOU HAVE IT” when you come into my office complaining about a low grade. I will have absolutely no sympathy for “notorious texters” and “cell phone addicts” whining about unfairness, assignments being too hard, or needing help because they don’t understand something. YOU HAVE BEEN WARNED

LAB TIME:
This class requires a lot of lab time if you want to be successful. While some time for lab exercises will be given during the assigned course time block, there will NEVER be enough time to complete ALL labs during the scheduled course time. You will need to complete the labs in many instances outside the course time on your own. In this Senior Course you will have lab access. Use it wisely!

LAB RULES:
ALL STUDENTS WORKING IN THE LAB MUST SIGN IN, STATE THE PURPOSE OF THEIR ACTIVITIES AND WEAR AN APPROPRIATE NAME BADGE IDENTIFYING YOU LEGITIMACY TO BE IN THE LAB. Students must follow instructions of the Lab Assistants and are responsible for thoroughly cleaning their work space and lab equipment used after the completion of the lab exercise. BE AWARE: LAB INFRACTIONS CONCERNING EQUIPMENT & CLEAN-UP CARRY MINUS POINTS FOR THE COURSE! ALL students must read and sign the following Liability Waiver:
Lab Liability Waiver

1. All students participating in lab activities taught by the Department of Earth and Atmospheric Sciences should be aware that there is always an element of risk involved when working with equipment, machinery and/or chemicals. These risks involve serious injury or death, especially if safety protocols are not followed and/or equipment, machinery, and chemicals are misused. Instructors and/or Lab Personnel will use all reasonable precautions and students need to exercise prudent behavior during such activities, but even then there exists the possibility of an accident or injury. Since many of these activities are to be undertaken in the field and outside of the classroom without the direct supervision of an instructor, students must be alert and aware of possible risks and dangers when using chemicals, equipment, and/ or machinery with or without supervision.

2. Neither the University, nor the instructor, nor any assigned Lab Personnel shall be liable for any damages, including but not limited to injuries, death, loss of property or profits, or incidental, consequential, exemplary, special or other damages that may result from use of chemical, equipment, and/or machinery used in conjunction with or outside the framework of this college course. This condition also expands to the use of procedures and formulations given in LAB texts.

3. The associated LAB instructions and described analytical procedures are intended for use by mature persons following the safety instructions precisely. Neither the author, nor the instructor, nor the University does accept liability or responsibility for any injury or damage to persons or property incurred by performing the experiments described in the LAB texts, nor for the content of any outside material referred to in class or manual, including linked websites.

4. EXPLICIT SAFETY RULES & REGULATIONS:
   a. You MUST wear Safety Goggles when working with chemicals or using equipment or machinery.
   b. You MUST read and follow instructions precisely.
   c. Do NOT misappropriate chemicals, equipment or machinery other than its intended and prescribed use.
   d. You must take care not to ingest, inhale, taste or otherwise orally contact chemicals or reactive products. NO FOOD / DRINK IN LAB AREA! You MUST wash hands after each experiment.
   e. Some tests may include open flames. You MUST take precautions in hair and clothing to avoid accidental or intentional contact of persons and property with flames and fire.
   f. You MUST take care when transporting equipment to avoid spillage and unintended contact with property and persons.
   g. Students who violate any of the above rules, policies and stipulations which are written in this document or implied through instruction and professional laboratory behavior or who fail to conform to directives from the instructor or lab personnel may be immediately dismissed from the course. They may also be subject to a failing grade, be required to withdraw from the course, and be subject to disciplinary action by the University.
   h. All participants MUST SIGN the following LIABILITY WAIVER.

In consideration of my being permitted to participate in this activity, I, the undersigned hereby release and hold harmless: the Trustees of the Metropolitan State Universities of Denver, the Earth and Atmospheric Sciences Department, and respective employees, from all claims, losses, damages, or expenses because of property damage or personal or bodily injury incurred or caused by me during or in conjunction with the above mentioned activity or activities. In filling out this form, I acknowledge that I fully understand the risk that is inherent with on and off campus laboratory procedures and/or equipment and/or machinery use. The undersigned also indicate with their signature that they will follow appropriate safety rules and regulations. Furthermore, I have fully read and understand the department policies and my liability and do accept the restrictions.
General Knowledge Prerequisites!

It is assumed that you have acquired the following general knowledge skills in the sciences, language, and math through your current education and similar venues. It is the students FULL responsibility to make-up ANY deficiencies in these areas, preferably before enrolling in the course. I will NOT teach, lecture, or tutor any student in these basic High School skills and general knowledge subjects and no further instruction on the topics listed below will be given.

Basic Office Software
Know how to properly use and command MS Word, MS Powerpoint, MS Excel. Graphing with Excel, putting figures/pictures into Word documents, compiling a short presentation using PowerPoint are expected skills in my course.

English Language
Students should be able to write in short, clear, concise sentences when answering questions. Proper syntax becoming to a college student is expected. In many instances you will also be graded on professionalism which includes expressing yourself accordingly in writing. Unless otherwise instructed, always use third person when writing for the sciences. Usage of “I”, “we”, “my”, “mine”, “our”, is uncommon in technical writing and needs to be avoided.

Basic Mathematical Operations
Students should be able to do the following mathematical operations without any further instructions:
- Round answer to significant digits. (If you have problems with this, watch the video)
- Doing unit conversions (e.g.; continental drift happens at about 5.5cm/yr. How fast would this be in mph?)
- Percent calculations (e.g.; you measure 2.58g/cm³. The actual density is 2.65g/cm³. What is your percent error?)
- Using units in ALL your operations (I am real stickler about that!)
- Solving equations for an unknown value; manipulating equations (basic Algebra)
- Basic Geometry: surface areas, volumes, circumferences, areas, angles
- Scientific notations (e.g.; 1.8×10⁻⁹ m/s) & scientific prefixes (milli-, mega-, terra-, micro-, etc.)
- Metric system & conversions within (µg, mg, g, kg, t, µm, mm, cm, m, km, m², km², cm³, m³, km³)
- Weights & Measurements (Both American and Metric)
- Operating a scientific calculator (e.g.; know how to switch between degrees and radians, know how to use the arctangent function) \( \theta^\circ=\arctan(rise/run) \) Warning: NO cell phone calculators are allowed!

Graphing
You are required to be able to differentiate between bar, line and scatter graphs and know how and when each one needs to be constructed. Students should be able to hand-draw curved graphs without being sloppy. Be able to extrapolate values from any graph given, no matter the scale and type.

Physics
Students should be familiar with basic Newtonian laws of motion and understand terms such as velocity, acceleration, inertia, mass vs. weight, force, gravitational constants, kinetic energy, potential energy. Being able to work with the following basic physics equations is a must (Middle School Physics!):

\[
\begin{align*}
\text{v} & = \frac{\text{d}}{\text{t}} \\
\text{a} & = \frac{\text{v}_f - \text{v}_i}{\text{t}} \\
\text{F} & = \text{ma} \\
\text{I} & = \text{mv} \\
\text{KE} & = \frac{1}{2}\text{mv}^2 \\
\text{PE} & = \text{ma} \text{g} \text{h} \\
\text{a} & = 9.8 \text{m/s}^2 \text{ or } 30 \text{ft/s}^2
\end{align*}
\]

Chemistry
Background in basic High School chemistry is essential. Students should know element names and associated symbols, how to read atomic weight and atomic mass from the periodic table, difference between covalent, ionic, metallic and hydrogen bonding, meaning of chemical formulas and subscripts. Students also need to understand pH and the difference between oxidizing and reducing environments. Furthermore, a working knowledge of solutions, solubility, mixtures, homogenous and heterogenous systems, and precipitation is a must.

Geography
Students should know basic physical geography, which includes the location of countries, major mountain ranges, and major rivers.
Drawing & Drafting
While the world is moving rapidly to electronic PC drafting, sketching results by hand is a essential skill in geology. Students must be able to use a drawing compass and a protractor. Sketching curves through data points is another required skill.

Citations
Students should know how to properly format and include citations in their work. I highly recommend the FREE citation tracker and database ZOTERO. It will automatically incorporate into your search engine and MSWord, can grab sources from the web at the click of a button and will make citing and creating correctly formatted references a breeze.
Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver, and should familiarize themselves with the policies found in the MSU Denver Catalog. For more information and most recent updates from these sources, click on the links provided below.

WITHDRAWAL FROM A COURSE
The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the Student Hub after the drop deadline (census date) and before the withdrawal deadline posted in the Academic Calendar. Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an “F” on the student’s academic record in any case of academic misconduct resulting in a permanent “F”. For more information see “Grades and Notations” in the “Academic Policies and Procedures” section of the current Catalog, as well as the Financial Aid/Withdrawals page.

ADMINISTRATIVE WITHDRAWAL
The Administrative Withdrawal (AW) notation is assigned when a student, or representative, requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student’s control. When the “AW” notation is assigned, no academic credit is awarded. The course remains on the student’s academic record with an “AW” notation and counts toward the student’s attempted hours. The course is not calculated in the student’s GPA or quality points. Students may request an administrative withdrawal from the Office of the Registrar after the drop deadline (census date) posted in the Academic Calendar. Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop deadlines for individual courses. For more information see “AW-Administrative Withdrawal” in the current Catalog under “Grades and Notations.”

INCOMPLETE POLICY
The Incomplete (I) notation may be assigned when a student who is achieving satisfactory progress in a course and who has completed most class assignments is unable to take the final examination and/or does not complete all class assignments due to unusual circumstances, such as hospitalization or disability. Incomplete work denoted by the Incomplete “I” notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one year, the “I” notation will convert to an “F.” Students must have completed at least 75% of the course work to qualify for consideration for an incomplete. The student must be passing the course in order to be granted an incomplete. The course counts toward the student’s attempted hours, does not count toward earned hours, and is not calculated in the GPA or quality points. Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the
qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair’s discretion. . . . If an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course. For further information, see the “I - Incomplete” section in the current Catalog under “Grades and Notations.”

BEST GRADE STANDS
A student’s grades for repeated courses will be removed from GPA calculations up to 18 semester hours, regardless of the original grade earned. If a student repeats more than 18 credit hours, the student may designate which of the course grades are removed from GPA calculations (up to 18 semester hours). Only the best grade and its associated credit will be calculated in the GPA and earned hours totals. Other attempts for the course will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation. This policy applies only to courses taken at MSU Denver, and it does not apply to courses designated as repeatable toward degree requirements. For more information, see “Best Grade Stands” in the current Catalog.

ACADEMIC INTEGRITY
As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure. For further information see “Academic Integrity” and “Academic Dishonesty” on the Dean of Students website.

SEXUAL MISCONDUCT
See the MSU Denver website for information regarding the Sexual Misconduct Policy and Title IX. For more information, refer to the Student Code of Conduct page.

ACCESS CENTER – ACCOMMODATING STUDENTS WITH DISABILITIES
The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades in this class should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200. The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Students will need to provide an Accessibility Notification Letter obtained from the Access Center to their faculty to activate their accommodations. Information pertaining to a student’s disability is treated in a confidential manner. This “Required ADA Syllabus Statement” along with additional information are available on the Access Center website.
CLASS ATTENDANCE
Attendance during the first week of class is required. It contributes greatly to teaching and learning. Some departments determine a student’s enrollment in a course based upon attendance during the first week of class. Consult the department for more information about the attendance policy for the class that you are attending. Students who drop classes are financially responsible for those classes in accordance with withdrawal/refund policies . . . Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that proper notice and procedures are followed. For further information, see the Class Attendance policies page.

ELECTRONIC COMMUNICATION POLICY
Use of MSU Denver email services should follow standards of normal academic and professional ethics, and is governed by University policies and applicable law. Inappropriate use may result in revocation of access to University computing systems, and could result in disciplinary action pursuant to the Student Handbook, Faculty Handbook, and Staff Handbook. For more information, see the Electronic Communication policy page.

RESOURCES
The College of Letters, Arts, and Sciences is committed to, and cares about, all students. To help you manage personal challenges and basic needs security, the university offer several resources. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (303-615-0220), the Gender Institute for Teaching and Advocacy (303-615-2052), or our CLAS office (303-615-0600) for support.

CAMPUS-WIDE EMERGENCY PREPAREDNESS:
In the event the Auraria campus experiences inclement weather, a natural disaster, or any type of campus emergency, it is the responsibility of each student to understand any evacuation and/or “lockdown” guidelines if an emergency is declared. More information can be found at the Emergency Preparedness webpage: https://msudenver.edu/facilities/emergencypreparedness/.

Please use the following to familiarize yourself with these guidelines:
Please familiarize yourself with evacuation procedures and Quick Reference Sheet located in each classroom as well as at this website: https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/emergency-procedures/
MSU Denver will communicate an emergency event through RAVE notifications (text, email, voicemail). Please visit the RAVE webpage to register, review, and/or update your information: https://www.getrave.com/login/MSUDenver
If you need to report an emergency, you can:
  o dial 911 from a campus phone
  o Dial 303-556-5000 from a cell phone
  o Text-a-Tip to 720-593-8477
Attend campus-wide trainings and/or consult with your instructor if you have any other questions about what to do in an emergency

NOTE: If you have any difficulty accessing the links in this document, please inform the instructor.