

## *Course Policies Addendum*

Please add the following policy to the back of your syllabus:

### **Citation Policy**

Students must use a style guide for all coursework. APA Style (APA Publication Manual 6<sup>th</sup> Edition), used in all SCS courses, is the preferred style. The SCS library has prepared an APA Citation video to guide citation formatting that you can find here [SCS APA Tutorial \(3\).mp4](#)

### **Turnitin.com**

Students agree that by taking this course all required papers will be subject to submission to Turnitin.com for text matching algorithms to detect plagiarism. All submitted papers will be added as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers in the future. For technical support, go to [http://turnitin.com/en\\_us/support](http://turnitin.com/en_us/support).

### **Submission Policy**

Submit all assignments to the Canvas/Blackboard course website. Assignments submitted through email are not acceptable and will be considered missing/and or late.

### **Instructional Continuity**

Instructional continuity is a policy that allows faculty and students to maintain learning activities and academic work during disruptions, such as inclement weather or university closures. Please be prepared to participate in the instructional activities found in the Canvas Site instead of attending face-to-face class when circumstances prevent on-campus instruction. You can access the university's operating status any time by calling (202) 687-SNOW (7669) or visiting the university operating status page. Do not rely on local media for the most up to date information. If you have questions about instructional continuity, please contact me.

### **Honor System**

All submissions must be your original work. Any submission suspected of plagiarism will be immediately referred to the Honor Council for investigation and possible adjudication. All students are expected to follow Georgetown's honor code unconditionally. If you have not done so, please read the honor code material located online at [honorcouncil.georgetown.edu](http://honorcouncil.georgetown.edu).

### **The Honor Pledge**

- *In pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and to uphold the Georgetown University honor system;*
- *To live out a commitment to integrity in all my words and actions;*
- *To be honest in every academic endeavor;*
- *To conduct myself honorably, as a responsible member of the Georgetown community as we live and work together;*
- *To live out the ideals of Georgetown University, I commit myself to be a person for others in my daily life, respectful of difference and disagreement;*
- *To care for this venerable campus and all of those with whom I share it;*
- *And to fulfill in all ways the trust placed in me to carry on the Georgetown tradition.*

### **Accommodation Policy**

#### **Students with Disabilities**

Under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, individuals with disabilities have the right to specific accommodations that do not fundamentally alter the nature of the course. Some accommodations might include note takers, books on tape, extended time on assignments, and interpreter services, among others.

Students are responsible for communicating their needs to the Academic Resource Center, the office that oversees disability support services, (202)- 687-8354; [arc@georgetown.edu](mailto:arc@georgetown.edu); <http://academicsupport.georgetown.edu/disability>) before the start of classes to allow time to review the documentation and make recommendations for appropriate accommodations. The University is not responsible for making special accommodations for students who have not declared their disabilities and have not requested an accommodation in a timely manner. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction. For the most current and up-to-date policy information, please refer to the [Georgetown University Academic Resource Center website](#). Students are highly encouraged to discuss the documentation and accommodation process with an Academic Resource Center administrator.

## **Academic Support**

### **Library Research Guide**

Each MPS program has an extensive online Library Research Guide designed for the subject and research specifications. The Guide will give you direct access to the library resources central to your course research work. To access the guide, go to [guides.library@georgetown.edu](mailto:guides.library@georgetown.edu).

### **Library Services**

Georgetown students may make an appointment with a librarian to discuss a research topic, develop a search strategy, or examine resources for projects and papers. Librarians offer overviews and in-depth assistance with important resources for papers, capstones, projects, and other types of research. Appointments are conducted in person, by using Google Hangout (video-conferencing function) through the Georgetown Gmail System, or by telephone. This service is available to currently enrolled students who need assistance with Georgetown-assigned projects and papers.

### **eResources**

Students enrolled in courses have access to the University Library System's eResources, including 500+ research databases, 1.5+ million ebooks, and thousands of periodicals and other multimedia files (films, webinars, music, and images). You can access these resources through the [Library's Homepage](#) by using your NetID and password.

### **Writing Lab**

The Writing Lab provides assistance SCS students during the writing process and also provides the essential writing skills necessary to succeed in school. The Writing Lab holds workshops every semester on a variety of topics, and also offers one-on-one sessions with an experienced writing tutor, either online or on-site.

To meet the diverse needs of our SCS student population, writing workshops and tutoring sessions designed to assist both native and non-native speakers are available. To learn more about the services available to you, go to [SCSWritinglab.georgetown.domains](http://SCSWritinglab.georgetown.domains).

## **Technical Support**

### **Canvas**

All students have 24/7 access to Canvas technical support 24 hours a day, 7 days a week, including live chat and a support hotline at (855) 338-2770. Clicking the 'Help' icon in the lower left of your Canvas window will display your available support and feedback options. If you are looking for help on a specific feature, please review the [Canvas Student Guide](#).

### **Blackboard**

All students have access to Blackboard technical support 24 hours a day, 7 days a week, including live chat and a hotline. If you are looking for support, go to [blackboard.georgetown.edu](http://blackboard.georgetown.edu) and click on the "Support" tab. You can also access support at from the UIS Help Desk by calling (202) 687-4949 or by Email at [help@georgetown.edu](mailto:help@georgetown.edu).

## **Student Support Services**

SCS offers a variety of support systems for students that can be accessed online, at the School of Continuing Studies downtown location, and at Georgetown main campus:

Academic Resource Center

(202) 687-8354 | [arc@georgetown.edu](mailto:arc@georgetown.edu)

<http://academicsupport.georgetown.edu/>

Counseling and Psychiatric Services

(202) 687-6985

<http://caps.georgetown.edu/>

## **Sexual Misconduct**

Georgetown University prohibits sexual misconduct, including sexual harassment, sexual assault, domestic/dating violence, and stalking.

Discrimination based on sex, including sexual misconduct and discrimination based on pregnancy or parenting status, subverts the University's mission and threatens permanent damage to the educational experience, careers, and well-being of students, faculty, and staff.

Please know that as a faculty member I am committed to supporting survivors of sexual misconduct, including relationship violence and sexual assault.

However, University policy also requires faculty to report any disclosures about sexual misconduct to the Title IX Coordinator, whose role is to coordinate the University's response to sexual misconduct. Georgetown has a number of fully confidential professional resources who can provide support and assistance to survivors of sexual assault and other forms of sexual misconduct. These resources include:

Health Education Services for Sexual Assault Response and Prevention

(202) 687-0323

[jls242@georgetown.edu](mailto:jls242@georgetown.edu)

Counseling and Psychiatric Services (CAPS)

(202) 687-6985

[els54@georgetown.edu](mailto:els54@georgetown.edu)

More information about campus resources and reporting sexual misconduct can be found at

<https://sexualassault.georgetown.edu/get-help>.

## **Pregnancy Adjustments and Accommodations**

Georgetown University is committed to creating an accessible and inclusive environment for pregnant and parenting students. Students may request adjustments based on general pregnancy needs or accommodations based on a pregnancy-related complication. Specific adjustments will be handled on a case by case basis and will depend on medical need and academic requirements.

Students seeking a pregnancy adjustment or accommodation should follow the process laid out at

<https://titleix.georgetown.edu/student-pregnancy>.



