



SYLLABUS

KINE 4304 Athletic Injuries
Spring 2024
School of Public and Allied Health

Instructor: Mr. Carlos Jackson
Section # and CRN: P01 / 23447
Office Location: Leroy G. Moore Jr, Gym Room #7
Office Phone: 936-261-3908
Email Address: cojackson@pvamu.edu
Office Hours: T/R 9:00 a.m. – 11:00 a.m.

Mode of Instruction: Face-to-Face

Course Location: Wilhelmina Delco Bldg. Room #330
Class Days & Times: T/R – 11:00 a.m. – 12:20 p.m.

Catalog Description: Theory and practice of prevention and treatment of athletic injuries; laboratory experience in techniques of massaging and bandaging, emergency care procedures for cardiopulmonary resuscitation.

Prerequisites: N/A
Co-requisites: N/A

Required Texts: Principles of Athletic Training: A Guide to Evidence-Based Clinical Practice, 17th Edition ISBN10: 126024105X | ISBN13: 9781260241051
By William Prentice

Recommended Texts: N/A
Supplemental Texts:

Program Student Learning Outcomes (SLOs)

1. Graduates can communicate effectively in written, oral and verbal forms of expression.
2. Graduates can apply the physiological bases of human movement.
3. Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions.
4. Graduates can evaluate the scientific literature in the discipline, and understand and synthesize relevant information.
5. Graduates can demonstrate the ability of technologies to support inquiry and professional practice

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment (SLOs)*	Core Curriculum Outcome Alignment	InTASC Standards
1	Develop a knowledge of basic first aid and an introduction to skills of athletic training	SLO 1,2	Communication	Standard 1,4
2	Understand the needs and purposes of first aid and emergency care during athletic participation	SLO 1,2	Communication	Standard 4,5
3	Develop knowledge concerning the skeletal, muscular, respiratory, circulatory and nervous systems	SLO 1	Communication	Standard 1,4
4	Develop first aid skills to manage common accidents and emergencies which may occur during athletic activity	SLO 1	Communication	Standard 1,4
5	Master fundamental skills in CPR	SLO 1,2,5	Communication, Social Responsibility, Personal Responsibility,	Standard 1,2,3,4,5,6,7, 8,9,10
6	Identify strategies of evaluation and proper application of sports medicine procedures	SLO 1,2,5	Communication, Social Responsibility, Personal Responsibility,	Standard 1,4

*The program learning outcomes identified in this table pertain to the objectives for this course. Other courses within the program cover additional learning outcomes (SLOs). Collectively, all courses within the program curriculum will ensure that candidates have achieved all 5 learning outcomes (SLOs).

Governing Organizations	Alignment with Standards/Domains
CAEP	<u>Standard 1: Content & Pedagogical Knowledge (1.1)</u> <u>Standard 4: Program Impact (4.1)</u>
TEXES	<u>Domain I: Movement Skills and Knowledge</u> <u>Domain II: Health-Related Physical Fitness</u> <u>Standards: Physical Education EC-12 II, IV, & VI</u>
NASPE	<u>Standard 1: Content Knowledge</u> <u>Standard 2: Curricular Knowledge</u> <u>Standard 3: Equity/Fairness/Diversity</u> <u>Standard 4: Sound Teaching Practices</u> <u>Standard 5: Assessment</u> <u>Standard 7: Methods of Inquiry</u> <u>Standard 8: Collaboration, Reflection, Leadership, & Professionalism;</u>

Major Course Requirements:**Method of Determining Final Course Grade**

Course Assignments	Value	Total
1) Injury/Injury Rehabilitation Project	15%	15
2) Midterm Exam	20%	20
3) Chapter Quizzes	5 @ 2% each	10
4) Discussion Form	2 @ 10%	20
5) Final Exam	25%	25
Total:		100

Grading Criteria and Conversion:

A = 90-100 B = 80-89 C= 70-79 D = 60-69 F = 59-Below

I = Incomplete (Only issued under extraordinary circumstances that are beyond a candidate's control.) W =
Withdrawal from a course

WV = Withdrawal from the University voluntarily

MW = Military withdrawal

Detailed Description of Assignments:

Assignment Title Description

Research Paper	Written test designed to measure knowledge of presented course material.
Injury and Injury Rehabilitation Project	PowerPoint development where the candidate designs an injury rehabilitation plan, for an assigned injury.
Chapter Quizzes (20)	Online quizzes designed to measure knowledge of presented course material.
Midterm/Final Exam	Online exam designed to measure knowledge of presented course material.
Discussion Forum	<p>The candidate will interact with the instructor and classmates to explore questions and comments related to the content of this course. A successful candidate in a discussion is one who takes an active role in the learning process. Candidates are encouraged to participate in the discussion areas to enhance your learning experience throughout each assigned week. Candidates are expected to log into the course and post (respond) in the discussion topics with a minimum of three posts per discussion (1 original response to the discussion question (150 words) and 2 responses to peers (100 words.)). ALL posts should be substantive and demonstrate your comprehension and application of the material. Quality—Content of your contributions. Examples of quality posts include:</p> <p>Quality—Content of your contributions. Examples of quality posts include:</p> <ul style="list-style-type: none"> ✦ providing additional information to the discussion. ✦ elaborating on previous comments from others. ✦ presenting explanations of concepts or methods to help fellow candidates, ✦ presenting reasons for or against a topic in a persuasive fashion, ✦ sharing your own personal experiences that relate to the topic <p>The discussions will be graded for:</p> <ol style="list-style-type: none"> 1. Frequency – Number of your discussion comments and contributions, and 2. Quality – Content of your contributions <p style="text-align: center;">****Full credit is awarded when both high quality and required frequency is met. ****</p> <p>It is strongly suggested that candidates type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) if for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and- grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.</p> <p>25% deduction for work submitted after the due date but before the, until</p>

Course Procedures or Additional Instructor Policies

Submission of Assignments:

Online assignments will be submitted on the due date. Do not wait until the last day to submit online assignments because technical problems might occur. Late assignments will be given a 25% deduction. Pictures of assignments are not to be submitted as an assignment, and will receive a grade of Zero (0). The use of cell phones to complete coursework is not recommended. Students who submit pictures of coursework will receive a zero (0).

Attendance

Students who miss more than three classes will receive a grade lower than their final course grade. Any student that misses a current week of class will not have access to the next week's assignment, and will not be able to make up the missed assignment(s). A daily record of attendance will be kept, and excessive absences will affect your final grade.

If absent, candidates are to produce university-authorized excuses or proper documentation to the instructor: a) PRIOR to any foreseen absence, and/or b) IMMEDIATELY UPON RETURN of subsequent class meeting.

A candidate will be rendered ABSENT 10 minutes after class has commenced and will not be permitted in class.

Retention of Assignments and Exams

After the candidate has viewed his/her grade, the instructor reserves the right to retain all assignments and examinations. Online exams and quizzes answers will not be released until after the assignment has close and they have been complete by all students

Penalties for Late Assignments

In-class and Online assignments should be submitted on the scheduled due date. Assignments should be submitted on the scheduled due date. There will be a 25% deduction for assignments submitted after the due date but before the, until date, and a 50% deduction for exams completed after the due date but before the until date. Pictures of assignments will not be accepted and will receive a grade of a zero.

Exam Policy

Missed mid-term or final exams cannot be made up unless permission is granted by the instructor of record prior to the exam or proper documentation is submitted.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is REQUIRED to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.

Attendance Policy (see handout and Student Handbook)

Attendance is required for each class meeting. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video. Excessive absenteeism, whether excused or unexcused, may result in a candidate's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms.

Official university sponsored activities are considered excused absences, but the candidate is responsible for making up all that is missed at the instructor's convenience. It is recognized that personal difficulties/conflicts arise, and allowances will be considered on an individual basis

Classroom Management

It is important to respect one another in class. Physical confrontations nor profanity will be tolerated during class time. Cell phone use is permitted before and after class time. Food and beverages are to be consumed before and after class with the exception of water. Gum is allowed during lecture (no popping), but not during micro-teaching presentations. Headphones, shades, do rags, bandanas, spaghetti strap tops, cut-offs, low cut shirts/blouses and jeans/pants worn below the waist are not permitted in class. Candidates failing to adhere to this policy may be asked to change, cover, leave or remove the item(s) listed above to decrease disruption or distraction during the learning process.

Submission of Assignments

When applicable, work should be submitted utilizing APA (American Psychological Association) style. All assignments must be typed, double –spaced, multiple pages stapled and must include a title page.

Assignments are not to be hole-punched until after they have been graded. Do not submit work in folders, sheet protectors or report covers. Points will be deducted for not following directions. Photocopies of assignments will not be accepted and counted as a missed assignment.

In addition, points will be deducted for typographical, grammatical and sentence structure errors.

Technology

All candidates should make sure they can always access Canvas. Make sure all passwords are updated before attempting any assignment or exam.

Communication

Course updates will also be sent through PVAMU Canvas -- be sure to check before attending class. Remind App 101 will also be used to communicate with candidates.

All e-mails should address the instructor with proper greetings and subject titles, use correct grammar and spelling, complete sentences, proper punctuation, and written in a respectful tone. Otherwise, no response may be warranted. E-mails will usually have a response within two (2) to three (3) business days.

Tentative Course Calendar:

The following plan of action is to keep us on track; it may, however, require flexibility to suit the needs and interests of the candidates. Please be advised: The instructor has the right to modify this syllabus, without notice, due to emergencies or an expressed interest of the candidates to discuss topics in greater detail. It is in the best interest of each candidate to regularly attend class

SEMESTER CALENDAR

Week 1 – Topic Description:	Introduction to the class via Zoom Review Syllabus Answer any questions
Chapter(s)	
Assignment(s)	
Week 2: Topic Description:	Professional Development and Responsibilities
Chapter(s)	Ch 1: The Athletic Trainer as A Health Care Provider Ch 2: Health Care Organization and Administration in Athletic Training
Assignment(s)	Chapter 1 and 2 Quizzes; Watch video (What Is an Athletic Trainer?)
Week 3: Topic Description:	Professional Development and Responsibilities
Chapter(s)	Ch 3: Legal Concerns and Insurance Issues
Assignment(s)	Chapter 3 Quizzes; Discussion forum
Week 4: Topic Description:	Risk Management
Chapter(s)	Ch 4: Conditioning Techniques; Ch 5: Nutrition and Supplements
Assignment(s)	Chapter 4 Questions; Chapter 5 Quizzes
Week 5: Topic Description:	Management Skills
Chapter(s)	Chapters: 12- On-the-Field Acute Care; Ch.13- Off-the-Field Injury Evaluation; Ch. 14- Infectious Diseases Bloodborne Pathogens; Ch. 15- Using Therapeutic Modalities; Ch. 16- Using Therapeutic Exercise in Rehabilitation
Assignment(s)	Chapters 12 -14 Quiz Injury/Rehabilitation Presentation
Week 6: Topic Description:	Musculoskeletal Conditions
Chapter(s)	Ch 18 & 19: The Foot & Ankle and Lower Leg Ch 20: The Thigh, Hip, Groin, and Pelvis; Ch 21: The Knee and Related Structures
Assignment(s)	Chapters 18, 19, 21 Combined Quiz;
Week 7: Topic Description:	Musculoskeletal Conditions

Chapter(s)	Ch 22, 23, 24: The Shoulder Complex, The Elbow, The Forearm, Wrist, Hand, and Fingers
Assignment(s)	Injury/Rehabilitation PowerPoint Project
Week 8:	
Topic Description:	
Chapter(s)	

Assignment(s)	Midterm Exam (All Chapter Quizzes from week 1 to week 7)
Week 9:	
Topic Description:	Spring Break
Chapter(s)	
Assignment(s)	Chapter Quiz
Week 10:	
Topic Description:	Risk Management
Chapter(s)	Chapter 6 Environmental Considerations Chapter 7 Protective Equipment
Assignment(s)	
Week 11	
Topic Description:	Chapter 8
Chapter(s)	Chapter 8 Wrapping and Taping
Assignment(s)	Quizzes- Chapters 6,7, and 8
Week 12	
Topic Description:	Mechanisms and Characteristics of Musculoskeletal and Nerve Trauma
Chapter(s)	Chapter 9
Assignment(s)	Discussion Forum
Week 13	
Topic Description:	Tissue Response to Injury
Chapter(s)	Chapter 10

Assignment(s)	
Week 14 Topic Description:	
Chapter(s)	Chapter 11
Assignment(s)	Chapter Quizzes 9, 10, & 11
Week 15 Topic Description:	Study for Final Exam
Chapter(s)	
Assignment(s)	Final Exam
Week 16 Topic Description:	FINAL EXAMINATION PERIOD

Caveat:

The schedule, procedures, contents of this syllabus and class assignments are subject to change at my discretion. If you have any questions or need assistance, please feel free to contact me.

Candidate Support and Success John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of Candidates and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and testtaking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Candidate Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Candidate Success (COMPASS) is designed to help Prairie View Candidates in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, CampusWide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides Candidate consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist Candidates in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Candidates taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Candidate Counseling Services

The Candidate Counseling Services unit offers a range of services and programs to assist Candidates in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to Candidates who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law Candidates, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring,

her service such as SAT and ACT for high school Candidates. Location: Delco Rm. 141. Phone: 936-261- 4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for

confidential disability files for faculty, staff, and Candidates. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with Candidate veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Candidate Engagement

The Office for Candidate Engagement delivers comprehensive programs and services designed to meet the cocurricular needs of Candidates. The Office implements inclusive and accessible programs and services that enhance Candidate development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Candidate Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports Candidates through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for Candidates at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning Candidates are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Candidate Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all Candidates with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Candidate Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Candidate Handbook, especially the section on academic misconduct. Candidates who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a Candidate misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Candidate Handbook)

The university respects the rights of instructors to teach and Candidates to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other Candidates to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Candidates under nonacademic procedures.

Sexual Misconduct (See Candidate Handbook):

Sexual harassment of Candidates and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting Candidates and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a Candidate's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Candidate Academic Appeals Process

Authority and responsibility for assigning grades to Candidates rests with the faculty. However, in those instances where Candidates believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the Candidate has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit

- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox **Note:** Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Candidates are expected to participate in all discussions and virtual classroom chats as directed. Candidates are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Candidates should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that Candidates type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons:

1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

Prairie View A&M University
Department of Health and Human Performance

Please be advised that cheating and plagiarism will not be tolerated in the Department of Health and Human Performance. Please read, sign and date this form. Thank you, in advance, for your cooperation.

The Definition of Cheating

Cheating is defined as using, or supplying information that is not authorized by the instructor in taking an examination or completing assignments assigned by the instructor. Cheating is also turning in someone else's work as that of your own.

The Definition of Plagiarism

Plagiarism is a unique form of cheating where a person turns in someone else's work and represents it as being their own. This would include: 1. Purchasing term papers and turning them in as if they were original work. 2. Using a paper that had previously been turned in. 3. Copying passages verbatim from books, articles, etc. 4. Submitting material for grades in which the candidate has not done the work required.

Consequences of these actions are severe, ranging from failure of the assignment to failure of the course. Repeated offenses could even result in expulsion.

_____ I have read and understand the above policy.

_____ I have received a copy of the syllabus for this course.

Please print your name legibly

Signature _____