

Syllabus Template Ancillary Resources (STAR) Plug-ins

We have provided language that you may find useful to add to your syllabus. Feel free to copy and paste (no citation needed). If you have language you would like to share to this resource, please email the language to the Associate Dean for possible inclusion.

THE McKENDREE MISSION (longer form)

The mission of McKendree University is to provide a high quality educational experience to outstanding students. We guide our students in the pursuit of academic excellence which will prepare them for leadership roles in our society. To achieve this end, we encourage broader vision, enriched purpose, engagement with community, commitment to responsible citizenship, openness to new ideas and dedication to lifelong learning. In keeping with our history and traditions, we provide our students with a rigorous, broadly based liberal arts curricula joined with specialization in a specific discipline. We cherish our historical relationship with the United Methodist Church and its tradition of Judeo-Christian ideals. Therefore, we encourage an atmosphere of open dialogue, free inquiry, and mutual respect, conducted among students from diverse backgrounds.

We cherish our historical relationship with the United Methodist Church and its tradition of Judeo-Christian ideals. Therefore, we encourage an atmosphere of open dialogue, free inquiry, and mutual respect, conducted among students from diverse backgrounds.

McKENDREE'S PURPOSE

1. To offer undergraduate, graduate, and professional programs to develop our students' knowledge, analytical abilities, research capabilities, creativity, and sense of identity.
2. To help our students develop an appreciation and understanding of human diversity by providing knowledge of and opportunity for experience with multiple ethnicities, cultures, and societies.
3. To create an intellectual and technological environment supportive of innovative and effective teaching, research, assessment and communication, excellent writing and oral skills, and decision making.
4. To attract and maintain an excellent faculty and staff committed to teaching, to research, and to service to McKendree and the greater community while also attracting and retaining an outstanding student body.
5. To create a culture of campus life that includes experiences beyond the classroom that allow for the development of the whole person.

McKENDREE STUDENT LEARNING OUTCOMES

Student learning outcomes stem directly from the mission and include the following:

Diverse Perspectives

1. Students will understand human and cultural differences, engage with diverse individuals, and embrace variety in viewpoints.

Personal and Social Responsibility

2. Students will exhibit personal and social responsibility.

Engagement

3. Students will participate actively in classroom, co-curricular, and community experiences to enhance learning.

Effective Communication

4. Students will communicate effectively in oral, written, and creative forms.

Inquiry and Problem Solving

5. Students will use analytical skills and critical thinking to solve problems.

Discipline-Specific Competence

6. Students will demonstrate the knowledge, skills, and attitudes required of their chosen discipline.

Lifelong Learning

7. Students will pursue opportunities to enhance personal and professional growth.

ACADEMIC INTEGRITY (longer form)

In order to benefit fully from the McKendree Experience, students must exercise integrity and honesty in all aspects of their academic work. Some examples of academic dishonesty are cheating, sabotage, duplicate submission, and plagiarism.

a. Cheating involves many forms of misrepresentation such as sharing exam answers, copying another student's answers, presenting another's work as one's own, changing work which has been graded when the work is going to be reevaluated, having a stand-in take an exam, and using unauthorized examination aids.

b. Sabotage involves the destruction or deliberate inhibition of another student's academic work or the destruction of materials relied upon by other students such as library materials, computer software and hardware, and computer files.

c. Duplicate submission means the submission of the same work in two different courses. This is not permitted except when permission has been given by the instructors in the courses involved.

d. Plagiarism consists of presenting the words or ideas of another without proper acknowledgement. This applies to direct quotations, paraphrases, or summarized ideas.

The Violation and Initial Report When a faculty member suspects or learns of an alleged instance of academic dishonesty on the part of a student, the faculty member will contact the student. When the faculty member confirms an incident of dishonesty, the faculty member may take any of the following steps:

a. Allow the student to resubmit the assignment or re-take the exam, test, or quiz for full credit;

b. Reduce the grade earned by the student for the specific assignment, exam, test, or quiz by whatever factor the faculty member deems appropriate;

c. Fail the student on the particular assignment, exam, test, or quiz;

d. Reduce the grade earned by the student for the course;

e. Fail the student for the course;

f. In particularly egregious cases, the faculty member may request that the Student Judicial Committee conduct a hearing.

UNIVERSITY SERVICES THAT HELP STUDENTS SUCCEED AND BE HEALTHY

Students have access to a number of free services designed to help them succeed in college while maintaining a healthy lifestyle. The Academic Success Center offers tutoring and individualized academic guidance; the Writing Center offers assistance with all steps in the writing process; and Health Services provides confidential counseling for students who need assistance with personal stress, problematic behaviors, or mental health concerns.

STUDENTS WITH DISABILITIES (longer form)

One of the functions of McKendree's Student Success and Advising Center is to serve and advocate for students with disabilities, ensuring equal access to educational opportunities and programs while promoting self-advocacy and independence. Reasonable accommodations are offered to students with disabilities who register with the Success Center. In accordance with the Americans with Disabilities Act (ADA), McKendree University provides services, auxiliary aids, and accommodations to meet the unique learning needs of students with disabilities. The Coordinator for Disability Services at McKendree is Jennifer Miller, Assistant Dean for Student Success. Her office is located in the Student Success and Advising Center, located at 521 Stanton Street. The Success Center is open year-round, including summer months. Students with disabilities who need services, auxiliary

aids, or accommodations to participate in McKendree University academic or co-curricular activities must contact the Coordinator for Disability Services and self-report their disability and specific needs. All documentation and consultation will be kept confidential. For more information, contact Disability Services at (618) 537-6572.

McKENDREE SEXUAL MISCONDUCT POLICY & PROCEDURES

McKendree University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual Misconduct

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any University program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual or,
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as intimidating, hostile, or offensive employment, education, or living environment

Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or

permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

Domestic Violence, Dating Violence & Stalking

Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

"Dating violence" means violence committed by a person who is or has been in social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

SEXUAL ASSAULT REPORTING (shorter version)

If a student comes to me to discuss or disclose an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if I otherwise observe or become aware of such an allegation, I will keep the information as private as I can, but as a faculty member of McKendree University, I am required to immediately report it to McKendree's Title IX Coordinator.

SEXUAL ASSAULT REPORTING (longer version)

Options for reporting an incident:

Anonymous Electronic Reporting Option

- Within twelve (12) hours of receiving an electronic report, the University will respond to the reporter through verbal, written, or electronic communication.
- Anonymous complaints will be accepted by the University, although it is often difficult to gather facts and conduct a thorough investigation via anonymous complaints.
- The University has an anonymous reporting system. An anonymous report may be completed here:
<https://cm.maxient.com/reportingform.php?mckendreeUniv>.
- Employees cannot fulfill their mandatory reporting obligations under this policy using the anonymous reporting option.

Go to the Hospital Emergency Room

Memorial Hospital East (Closest hospital to the Lebanon campus)
1404 Cross St., Shiloh Illinois
(618) 607-1000

For on-campus assaults, call Public Safety (618) 537-6911

For off-campus assaults, call your local Police Department 911

Confidential vs Non-confidential

Confidential Reporting

If an individual desires to talk confidentially about his or her situation, there are resources available. The following confidential advisors are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor).

Counseling Staff:

Nancy Friesen, Ph.D., LP, (618) 537-6975

Laura Harrawood, Ph.D., LCPC, LMFT, (618) 537-6416

Melissa McHenry, M.A., M.S., LCPC, (618) 537-6416

Counselors may also be reached at (618) 537-6503

Chaplain:

Rev. Tim Harrison, DMin, (618) 537-6962

There are also other confidential resources available. The following resources are available to assist you as well. While these resources will maintain your

confidentiality, they are required to make a non-identifying report to the Title IX Coordinator so that the University can analyze whether there are patterns or systemic problems of sexual misconduct on campus. These resources are:

Health Services Staff:

Beth Allan, MSN, RN, BSN, CSN, NP-C, (618) 537-6502

Lesa Auten, (618) 537-6503

Non-Confidential Reporting

(McKendree is required to take immediate and appropriate steps to investigate and resolve complaints)

Any McKendree University Staff/Faculty/ Employee or Contractual Employee that is not listed specifically as Confidential, is mandated to report any information regarding a sexual assault that may have occurred on campus to the Title IX Coordinator or the Deputy Coordinator. The individual reports the information only to those persons that are involved in the investigative/judicial process and no one else. This information is still considered private and is treated with discretion. Information is not discussed broadly on campus or among the community at large.

BIAS REPORTING

McKendree has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of bias, prejudice or discrimination against a student can report their experiences through the Incident Reporting System via the My McKendree webpage.

NONDISCRIMINATION

Appreciation for diversity is one of the foundational aspects of the McKendree University Mission. In addition, the Student Handbook states that "McKendree University does not discriminate on the basis of race, religion, gender, ethnic background, age, disability, sexual orientation, or gender expression." This class follows the same policy, and any failure to maintain these standards should be brought to the attention of the instructor, reported using the McKendree Incident/Report Referral Form found on the MyMcK homepage, and/or reported to a Title IX coordinator.



SAFE ZONE

I am part of the Safe Zone Ally community network of trained McKendree University faculty/staff/students who are available to listen and support you in a safe and confidential manner. As a Safe Zone Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation/gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

DISTRACTION-FREE ENVIRONMENT POLICY

Humans can hold 7 ± 2 items in their memory and can actively work with only about half of those items at one time. Attention is a limited resource and dividing attention leads to poor information processing and learning. Research shows that electronic devices distract both the user and individuals around the user. As such, this class will be distraction free. Distracted students will be asked to leave class and return when they are ready to focus.

ATTENDANCE [STUDENT-FRIENDLY LANGUAGE]

You will benefit greatly from attending class. Meta-analysis has shown that class attendance is the best known predictor of college GPA (Credé, Roch, & Kieszcznka, 2010). Daily attendance allows active participation and collaboration, which enhance learning. In general, classroom learning experiences are difficult to make up. Because learning is the central purpose of college, attendance is mandatory for all class periods.

STUDENT ABSENCES FOR OFFICIAL UNIVERSITY FUNCTIONS

Students shall be excused without penalty from class to participate in official university sanctioned student activities, including intercollegiate athletic competitions, debate meets, band and choir performances, university field trips, and other events approved by the Provost. Students are not to be excused from class to attend practices. Faculty or staff in charge of such activities shall file with the Provost's Office at least one week in advance, if possible, a list of students and dates they request the students to be excused from class. The Provost shall ensure that notification about approved student activities is communicated to the faculty in a timely manner. In addition, students must give satisfactory notice to their

instructors prior to scheduled absences. Students are responsible for all content and assignments missed while absent from class to attend university sanctioned student activities. Any deviation from this policy must be approved by the Provost.

VA POLICY ON CLASS ATTENDANCE

According to the "Veterans Education and Employment Assistance Act of 1976," veterans who are absent from a class for an excessive amount of time must be reported for non-attendance to the Veterans Administration. The veteran's last date of attendance is determined by the instructor's roll book.

INDEPENDENT AND DIRECTED STUDY

Independent Study

In order to enroll for independent study, a student must have completed 15 credit hours of study in the subject area and have an overall cumulative GPA and subject area GPA of 3.0.

- Outstanding underclassmen who may wish to pursue independent study must apply through their faculty advisor, the faculty mentor of the study, and the division or school chairperson.
- In addition to the forms required for registration in independent study, an application form which will state the nature of the project for reading, a tentative outline, and bibliography will be required.
- The request form must be submitted at the time of registration.
- The approval of the faculty advisor, faculty mentor of the study, the division or school chairperson, and the Provost is required.
- No more than nine hours may be taken in independent study.
- A rather extensive research paper or its equivalent will be required for independent study.
- Students enrolled in independent study must meet with the faculty on a regular basis for a discussion of their study.

Directed Study

Directed Study is an option by which students can petition a qualified instructor to teach a standing course that is not offered in the schedule of classes in the current semester.

- Such an option is intended to be used very sparingly and only in cases of a dire need to graduate on time, and every effort should be made by advisors to place students into the courses they need when they are offered.
- A student may not opt for more than one Directed Study (up to 4 hours) to count toward graduation.

- Directed Studies require the approval of the faculty member offering the course, the chair of the division or school in which the course is housed, and the Provost.

SAFETY ON CAMPUS

In order to ensure the safety of members of the University community, McKendree maintains a staff of public safety officers. The Office of Public Safety is located at 535 Monroe Street, and public safety officers patrol the campus twenty-four hours per day throughout the year. Public safety officers are responsible for maintaining a safe and orderly environment on the campus; assisting members of the University community as needed; responding to emergency situations including fire alarms, inclement weather alarms, and other incidents; and enforcing University policies. Public Safety may be contacted by telephone at Ext. 6911. When leaving a message for Public Safety, please be sure to include your name, your location, and a phone number where you can be contacted.

INTERNSHIPS

The internship program links academic life to the challenges of the world of work. The internship experience complements traditional coursework by providing students the opportunity to apply classroom theory and knowledge in the work environment.

Through the Office of Career Services, students may begin the internship process if they meet the following criteria:

- have junior level status (60 credit hours)
 - have completed at least 12 credit hours in the major
 - currently hold a minimum overall GPA of 2.0
 - have a major GPA consistent with graduation requirements
 - and not have been on academic probation in the last academic year
- Students must work a total of 45 hours per credit hour during the semester and complete required assignments for each credit hour granted. Student interns work with the close supervision of faculty members, on-site supervisors, and Career Services. Internship credit applied to a major or minor may not exceed the equivalent of one course (three to four semester hours).

RESEARCH INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) at McKendree University has been established to review research involving human participants in order to assure adequate safeguards for those who voluntarily choose to engage in research projects. Any faculty members or students who conduct research using human participants should consult the IRB website for more information on the ethical use of human participants and applying for IRB approval.

SEVERE WEATHER POLICY

- Under severe weather conditions, university officials will announce whether the university is open, closed, or on a snow schedule.

- Announcements for the Lebanon Campus will be posted on the McKendree website, KMOX radio (1120 AM), and KMOV television (Ch. 4).

Snow schedule:

- Lebanon classes beginning at 8:00 a.m. and 9:00 a.m. are canceled.
- 9:30 a.m. classes will begin at 10:00 a.m.
- Normal class schedule resumes beginning with 10:00 a.m. classes.
- All offices open at 10:00 a.m.
- For severe weather schedules at off-campus sites, if the site is open, then classes will be held.

EMAIL

Every student is issued a McKendree email account, which is one of the major means of communication from offices such as the Office of Academic Records, Student Affairs and the Business Office. All students are responsible for checking their McKendree email accounts regularly and are accountable for information disseminated to their email accounts. Failure to read university communications sent to McKendree email accounts does not absolve students from knowing and complying with the content of these communications.

INFORMATION TECHNOLOGY DEPARTMENT

Situated in the lower level of the Piper Academic Center, the Information Technology Department and HelpDesk office hours are Monday – Friday from 6:00 am to 5:00 pm. Support is also available via email at helpdesk@mckendree.edu or by phone (618)537-6445. Information Technology provides a variety of services to students. These services include login assistance, student id cards, computer and mobile device support, e-mail assistance, on campus internet services which includes on campus wireless access and more. Please visit support.mckendree.edu for a full list of IT services provided by the McKendree Information Technology Department.

THE WRITING CENTER

Located at 509 Stanton Street, the Writing Center has a faculty director and experienced peer tutors who provide a full range of services to the campus community, including on-site tutoring, in-class seminars for instructors, evening tutoring sessions, internet instruction, and support services for faculty and staff who are teaching writing intensive courses.

INFORMATION TECHNOLOGY DEPARTMENT

Situated in the lower level of the Piper Academic Center, the Information Technology Department and HelpDesk office hours are Monday – Friday from 6:00 am to 5:00 pm. Support is also available via email at helpdesk@mckendree.edu or by phone (618)537-6445. Information Technology provides a variety of services to students. These services include login assistance, student id cards, computer and mobile device support, e-mail assistance, on campus internet services which includes on campus wireless access and more. Please visit support.mckendree.edu for a full list of IT services provided by the McKendree Information Technology Department.

HOLMAN LIBRARY

Holman Library, completed in 1969, houses a collection of books, periodicals, government documents, and audiovisual equipment and materials that are available to all students for check-out or for in-library use. The library also provides ample space for students to study, including individual study carrels and group study rooms. The library also offers a Mac computer lab, scanners, and collaborative workstations. In addition to the materials available in the library, other resources can be accessed via interlibrary loan. The library belongs to the CARLI consortium, which allows you to request items through many academic libraries throughout the state of Illinois. We also offer interlibrary loan services for journal articles. The library staff is always available to assist you in locating materials, and staff members can also help you get started on research for papers and projects.

OFFICE OF ACADEMIC RECORDS

Academic Records, located on the first floor of Old Main, is the place to go if you have questions regarding adding or dropping courses, transferring credits to McKendree, or sending your McKendree transcripts to employers or other schools. They can also answer questions about registration deadlines, grade changes, and updating your address.

RUSSEL E. AND FERN M. HETTENHAUSEN CENTER FOR THE ARTS

Opened in 2006, The Hett has quickly taken its place as the premiere venue for the arts in Southern Illinois, presenting world class dance, drama, classical music, and jazz. The 488-seat auditorium is located on Alton Street across from the campus fountain and Piper Academic Center. The Hett also houses a number of classrooms and rehearsal rooms, and is the home of many groups on campus: the Department of Music, the Department of Theater, our athletic bands, Show Choir, and more.

The Hett is named for Russel E. and Fern M. Hettenhausen of Belleville, IL. The Hettenhausen's shared a lifelong love for the arts. Following the death of Russel, Fern sought out a way to memorialize him in a fitting manner. She stepped forward with the lead gift of six million dollars and jump started the effort to construct a

new arts center on McKendree's beautiful campus. Her gift is a lasting tribute to her husband and her commitment to the arts and young people who study here.

Upcoming events, performances, and shows can be viewed at http://www.mckendree.edu/the_hett/current-events.php.

Tickets can be purchased online; by phone, mail, or fax; or at the Box Office located in the Hett lobby. Tickets are free for McKendree students and offered at a discounted price of \$5.00 for faculty and staff. Valid ID is required at the door of the performance for all discounted tickets. All discounts must be requested at the time of purchase. More information on purchasing tickets can be found at http://www.mckendree.edu/the_hett/get-tickets.php.

TICKET LIMITS. When purchasing tickets for some events, you are limited to a specified number of tickets for each performance (also known as a "ticket limit"). If there is a ticket limit, it will be mentioned on the event page and is verified with every transaction. Please adhere to published ticket limits.

FIRST-GENERATION STUDENT SUCCESS PROGRAM

First-Generation Student Success is a program serving first-generation college students at McKendree University whose parents did not complete a 4-year degree. The first-gen program offers a variety of services, such as: assistance with searching and applying for scholarships; guidance for families of first-generation students; and networking opportunities to meet with first-gen professors and first-gen students. The program also offers online services for off-site students and referrals to both on- and off-campus resources. Our First-Gen coordinator is housed in the Student Success & Advising Center at 521 Stanton Street.

INTERNATIONAL STUDENT SERVICES

McKendree's Director of Multicultural Affairs and Director of Leadership & Student Development work with our international students to make their transition to an American university as seamless as possible. The Director of Multicultural Affairs is available for advice on immigration regulations, school transfers, and personal matters. Event programming for international students is done through Leadership & Development. Both directors are located on the first floor of Clark Hall. We recognize that not all students face the same obstacles as they make their way through college, and we do our best to ensure that each of our students has the support they need. Our First-Generation Student Success program is a great resource for students who can't turn to parents or family members for advice on transitioning to college, and the Office of Multicultural Affairs spearheads our diversity and inclusion efforts, working with groups such as the Black Student Organization (BSO) and promoting programs such as SafeZone training. International Student Services helps international students make the adjustment to a new academic and cultural environment, and staff also provide information and assistance regarding SEVIS, passport and VISA information, certificates of

enrollment, and employment permission. Veterans' Affairs works with our current and former service men and women, as well as their families.

OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs works to encourage all students to participate in campus events and leadership opportunities. This office implements cultural activities that are of interest to non-majority groups of all kinds and sponsors meetings, training sessions, and workshops that discuss issues of multiculturalism, diversity, leadership development, and academic skills enhancement.

VETERAN'S AFFAIRS

McKendree offers Veterans Affairs services in the Financial Aid office, first floor of Old Main, and in The Center at Scott Air Force Base. This service is designed to assist veterans in using their Veterans Affairs education benefits. Students are reminded to supply their Certificate of Eligibility when visiting the office. Other forms will be supplied by the School Certifying Official in the Financial Aid office. For more information, contact Ext. 6529 on the Lebanon campus or 618-744-9321 at Scott Air Force Base.

COUNSELING SERVICES

McKendree offers individual psychological counseling through Counseling Services, located in the Health and Counseling Services building at 513 Stanton Street. Counseling Services strives to provide support and resources to everyone in the campus community, helping students navigate an exciting time of growth, exploration and personal development. Many students find counseling helps them find balance, clarify their priorities, and make the best choices while at McKendree. Appointments can be made by calling (618) 537-6503, Mon. – Fri., 8:00am - 5:00pm. All counseling is confidential.

HEALTH SERVICES

Available to all students, Health Services' clinic is open from 8:00 a.m. - 4:30 p.m. Monday through Thursday and 8:00 a.m. - 2:00p.m. on Friday. The clinic is located in the Health & Counseling Services building at 513 Stanton St. Services include first aid and treatment of minor illness and injuries. More severe medical problems are referred to local physicians or to a physician of the student's choice. Health Services also offers wellness information and programming. Students are encouraged to visit for information and advice concerning diet and nutrition, stress management, and exercise programs. More information on the variety of services offered is available on the Health Services page of the McKendree website. Residential students needing medical attention after business hours should contact Public Safety or the Resident Director on duty. In extreme emergencies, students should immediately contact Emergency Medical Services (911). Students are expected to coordinate their own transportation to medical services off-campus for

doctor visits, urgent care, etc. University officials cannot transport students to medical visits.

CAREER SERVICES

Career Services provides McKendree University students with comprehensive career planning and job search assistance. Staff members are available to help guide students in choosing a potential career, gaining career-related experience, and preparing for an effective job or graduate school search. They also provide information on off-campus part-time jobs, internships, and full-time professional employment opportunities. Career Services sponsors various events and sessions throughout the year, creating venues where students can network and interview with employers. Students are encouraged to take an internship for academic credit their junior and/or senior year to both prepare for the working world and to gain valuable experience. Make sure to visit Career Services early in your time at McKendree to best utilize their services! Contact (618) 537-6806 or stop by the office on the first floor of Clark Hall for more information about any of the services that are provided to students.

LEADERSHIP & STUDENT DEVELOPMENT

McKendree University believes that leadership is about more than being involved in student groups and organizations--it's about working with others to create positive change for the greater good. Leadership development is a priority at McKendree as we seek to help our students become people who will Make Their Mark on the world around them, wherever they go.

STUDY ABROAD

McKendree University has a strong commitment to making study abroad a possibility for all Bearcats. Starting sophomore year, students can spend a full semester living, studying, and "playing" in another country, all while enrolled as a McKendree student. Students' financial aid can often be applied to offset the cost of studying abroad, and our study abroad coordinator will work with students to make sure classes will transfer back to McKendree so that a semester abroad doesn't delay graduation. To learn more about study abroad, visit Leadership & Student Development in Clark Hall.

LYN HUXFORD CENTER FOR COMMUNITY SERVICE

The Lyn Huxford Center for Community Service, located in Bothwell Chapel, aims to provide experiential learning and enriching service to engage McKendree University and its students with both their local and global communities. We strive to develop socially responsible global citizens. This is done through academic coursework, service experiences, educational programming and opportunities for personal growth. LHCCS works with partner agencies to serve the community, coordinating individualized service placements, weekly service opportunities, and group service projects. Through the LHCCS' partnerships, we are able to build a spirit of service

on campus that is carried with students into their lives and careers after graduation. LHCCS coordinates events and programs to build social awareness among the campus community. Retreats are provided to analyze issues and systems affecting social injustice, and reflections, workshops, and coordinating meetings through the McKendree Community Action Team (McCAT) student group are also offered to build each individual's understanding of justice.

Online etiquette

Avoid writing messages in all capital letters and/or bold, because it is considered shouting.

Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it.

Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.

Never use profanity in any area of an online course. The transcripts of online course bulletin boards, e-mail, and chat sessions can be saved.

When responding to messages, only use "Reply to All" when you really intend to reply to everyone on the original email.

Avoid unkindly public criticism and hurtful comments to others in an email.

Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may be misinterpreted.

Florida Community College (2006), available at
<http://www.distancelearning.org/howtosucceed.html>

Tips for Success in this Course

[There could be several examples of different teachers' lists]

1. Come to class with an understanding of the assigned reading.
2. Use the learning objectives/prep guides to focus your reading of the textbook.
3. Actively participate in class: think about the content, ask questions, and contribute to collaborative work.
4. Use the learning objectives/prep guides to prepare for quizzes.
5. Start studying early, distribute studying over time, and study by repeatedly testing knowledge with learning objectives/prep guides.

6. Start papers early so that you can check the assignment against the rubric, have me read a rough draft, and go through multiple drafts.
7. Come to my office hours or make an appointment if you need individualized help with course topics.

Parallel Student and Teacher Expectations (sample)

Expectations for Students & Instructor

Student Expectations

- a.** PLEASE BE ACTIVE AND PARTICIPATE IN CLASS
- b.** Listen and respect others
- c.** Be comfortable in taking risks
- d.** Complete all assignments
- e.** Turn off your cell phones and/or pagers
- f.** Be punctual for all classes
- g.** Discuss class concerns either after class or during designated office hours
- h.** Be prepared for class by reading chapter prior to lesson

Instructor Expectations

- a.** BE ACTIVE AND ENTHUSIASTIC TO FACILITATE STUDENT LEARNING
- b.** Listen and respect students' views
- c.** Be in class at least 5 minutes before and after class
- d.** Respond swiftly and effectively to student concerns
- e.** Turn off cell phone
- f.** Grade objectively, consistently, and timely
- g.** Be prepared for class
- h.** Accommodate differences in students' learning

LOGOS and MARKS



E N G A G E M E N T



C O M M U N I C A T I O N



D I V E R S I T Y



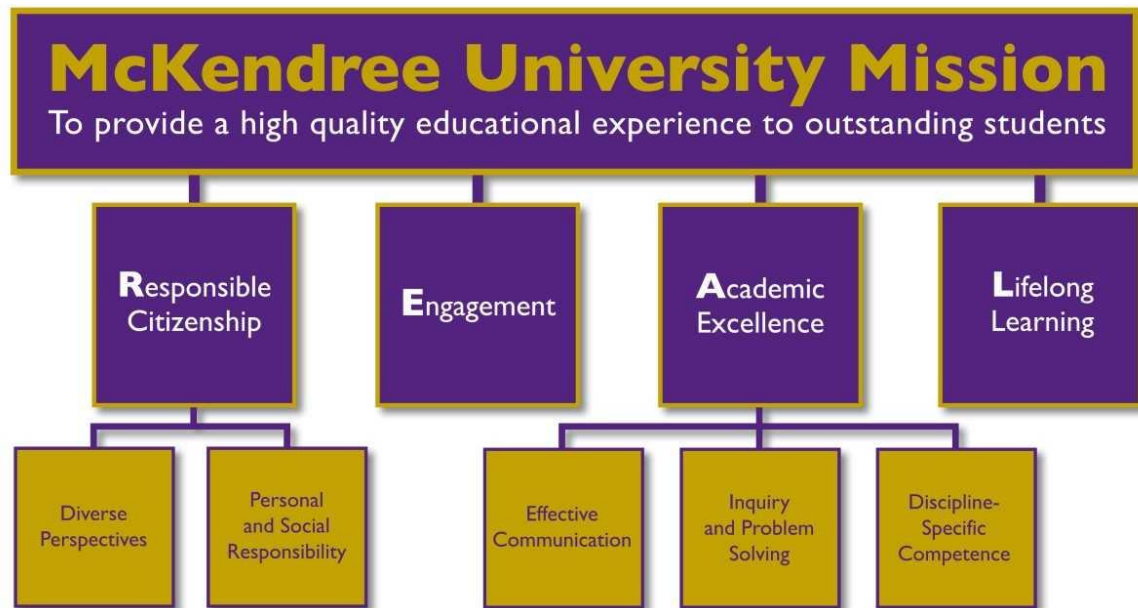
R E S P O N S I B I L I T Y



I N Q U I R Y



L I F E L O N G L E A R N I N G



Last update February, 2018