

## LEARNING EVALUATION GUIDELINES

**GUIDELINES for STUDENT PROFESSIONALISM** Student professionalism is linked to learning success and reflected in your course grade. You are expected to demonstrate professional standards of conduct in terms of class attendance, participation and discussion, technology etiquette, plagiarism and cheating.

**CLASS ATTENDANCE, PARTICIPATION and DISCUSSION** Students are expected to be prepared to discuss weekly topics thoughtfully and respect the opinions of others. In order to share your observations and comments, *complete assigned readings and video viewings prior to class*. Students who do not demonstrate that they have read or watched the assignments will receive a failing grade for their class participation. Since class lectures and discussion comprise the core material of the course, a lower grade will result from missing, being late or leaving early for *5 or more classes that meet twice weekly*. (Participation & Attendance is 10% of the grade). **NOTE:** If you are absent, it is your responsibility to contact another student in the class – *not the professor* – to find out what you missed or schedule changes.

**RESPECTFUL DISCOURSE** CSUN is a community that thrives on open discourse that challenges students, both intellectually and personally, to be socially responsible leaders. It is the expectation that all dialogue in this course is meaningful, constructive, and respectful of the dignity of each student. Mutual respect for individual differences, a willingness to listen, and tolerance of opposing viewpoints will be maintained at all times. One's choice of words and use of language is a critical component of respectful discourse and an environment in which all students can feel comfortable expressing themselves. Instances of disrespect or hostility, including inappropriate and offensive language or disruptive behavior, as determined by the professor, will not be tolerated.

**TECHNOLOGY ETIQUETTE** Class time is a technology-free experience. *Smartphones, laptops, tablets, and other digital devices are not allowed during class unless otherwise instructed*. Technology use for note taking is upon request and approval from the professor. Students who disrupt class by texting or their device ringing, beeping or vibrating will be penalized with a lower course grade. Students whose cell phones ring or vibrate during exams will receive a failing grade on the exam. In consideration of your peers and the professor, *please put away and silence all technology before class begins*.

**PLAGIARISM and CHEATING** Students are required to sign a [Plagiarism Policy](#) contract in the syllabus. Plagiarism and other forms of cheating are not tolerated. Make sure to properly cite and reference facts, ideas, quotes or other source materials, including from the Internet. Students who violate the CSUN policy will receive an "F" on the assignment/course grade and be reported to the Department Chair and Dean of Students for possible further disciplinary action.

01-20-2021 11:30 AM

Students are evaluated on their written and oral performance in the class. Each student is responsible for obtaining required course materials and completing his/her own assignments. Students who are unable to submit assignments due to illness or emergency should notify the professor before the due date and make alternative arrangements. It is the instructor's prerogative not to accept late assignments. Students should keep copies of all their written work until the end of the semester. Any student in this course who has a disability that may prevent him/her from demonstrating his/her abilities should contact me personally to discuss accommodations necessary to ensure full participation.

**WRITTEN ASSIGNMENTS.** Written work is judged on the comprehensiveness, clarity, and organization of comments, apparent understanding of the subject, relevance of ideas and information, and selection and range of research sources. Make sure to avoid plagiarism and conform to usual standards of form and style. Students who need assistance with their writing can contact the Learning Resource Center in Oviatt Library, 3<sup>rd</sup> Floor, East Wing.

### Checklist:

- CITE SOURCES. Make sure all assignments include proper source attributions and citations.
- TYPE AND DOUBLE-SPACE (12-point font), unless otherwise indicated on the assignment.
- PROOFREAD. Work will be graded down for misspellings, typos, grammar, and other writing errors.
- DEADLINES. Late work will automatically receive a lower grade *or NOT* be accepted.
- E-MAIL. Use e-mail to ask a brief question or report an absence. DO NOT e-mail assignments unless otherwise instructed. SUBJECT LINE: include course number J365.

**CLASS PRESENTATIONS.** Projects presented to the class are evaluated on the facilitation of the activity, demonstrated knowledge of the subject area, apparent understanding of key concepts, and application of relevant analytical frameworks. Use the project evaluation form as a guide to develop your presentation.

**A Note on Fair Use and Copyright:** Using digitized images, video clips, music lyrics, and other creative work can enhance your presentation but may violate copyright law. Make sure to comply with copyright law and fair use guidelines for educational purposes: <http://mediaeducationlab.com/code-best-practices-fair-use-media-literacy-education-0>

**CULTURAL DIVERSITY** Students are strongly encouraged to broaden their experiences, with the instructor's help, by including in their work people and subjects such as ethnic, racial and religious minorities; the elderly, disabled and poor; LGBTQ, and other similar groups. The intent is to insure that student work reflects the diversity of the community.