

Syllabus Part III: THE RULES

Work Load

It should be clearly understood that the architecture faculty expects a time commitment on the part of each student enrolled of at least 2 hours outside of class for every hour in class. Therefore, **you are expected to spend at least 7.5 hours per week on this class.** If your life circumstances do not allow this type of time commitment, it will be difficult for you to do well in this class.

RebelMail

By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication. All UNLV students receive a Rebelmail account after admission to the university. Non-admitted students should contact the Student Help Desk at (702) 895-0761, in the Student Union Room 231, or by e-mail: studenthelp@unlv.edu. See <http://rebelmail.unlv.edu/> for additional information.

Attendance Policy

In accordance with School of Architecture policy, as stated in the SOA Student Handbook, **if you accumulate three or more unexcused absences, you will automatically receive a grade of F for the course.** Please note the following UNLV policy as well: "The student who neglects a course is solely responsible for dropping the course or withdrawing from the university (*Undergraduate Catalog*, p.60).

If you must miss class because of illness or injury requiring a visit to a doctor, a death in the immediate family, military or legal obligations, or other equally serious reasons, you will be given an excused absence when you provide acceptable *written* documentation of the reason. This should be done, if at all possible, in advance of the class(es) you will miss; in any case, for an absence to be excused this documentation must be **provided by no later than the third class meeting after the missed class(es)** or the absence will be considered unexcused. Documentation for excused absences should be given to your instructor.

NOTE: As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify instructor of anticipated absences by the last day of late registration to be assured of this opportunity. Faculty may give students an additional week to make up the work, but are encouraged to set a clear deadline.

NOTE: Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es). For purposes of definition,

extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost.

NO make-up exams or quizzes will be given. If you have a **documented** valid excuse for missing an exam or a quiz (see above for valid reasons), it will be dropped before your final course grade is calculated. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

Classroom Etiquette

- Please make every effort to be on time for class. If you are unavoidably late, please take anything you will need during the class out of your bag or backpack before entering the classroom so as to minimize the disturbance for your classmates and sit in the front row seats reserved for late-comers.
- **No cell phones or headphones in class, please.**
- Drinks only in closed containers, food only in non-noisy wrappings.

UNLV Disability Resource Center

The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. Faculty should not provide students accommodations without being in receipt of this plan.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137, and the contact numbers are: Voice (702) 895-0866, TTY (702) 895-0652, fax (702) 895-0651. For additional information, please visit: <http://studentlife.unlv.edu/disability/>.

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance.

Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Academic Integrity:

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism: "Using the words or ideas of another, from the Internet or any source, without proper citation of the sources." See the "Student Academic Misconduct Policy" (approved December 9, 2005) located at:

<http://studentlife.unlv.edu/judicial/misconductPolicy.html>.

All work done for this course must be the sole product of the student submitting it, excepting **only** those occasional assignments for which the instructor has specifically stated that collaborative work is expected. All work submitted must be new and original work done during this semester, whether or not the student has taken the course previously.

NOTE: DO NOT BRING CELL PHONES TO CLASS WHEN EXAMS ARE SCHEDULED. It is now UNLV Policy to regard possession of a cell phone during an exam as *prima facie* evidence of cheating.

Consensual Relationships

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. *For further information, see*

<http://hr.unlv.edu/Policy/consensual.html>.

Copyright and Fair Use Requirements:

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS OF FAIR USE LAWS.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. To familiarize yourself with copyright and fair use policies, you are encouraged to visit the following website:

<http://www.unlv.edu/committees/copyright/>.

Teaching Evaluations:

In order to evaluate the effectiveness of teaching at UNLV, faculty are required to administer course evaluations at the end of each semester. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document "Minimum Standards for Teaching Evaluation by Students." *To review the policy, please see "Evaluations by Students - Minimum Standards for" in the alphabetical listing at:* <http://provost.unlv.edu/policies.html>.

All other published University and School of Architecture policies are also in effect for this class.

Course: _____

Semester and Year: _____

I acknowledge that I have read "The Rules" and I understand that the policies described in it, as well as those listed in the *School of Architecture Student Handbook* and the *UNLV Undergraduate Catalog* apply to me and to this course.

Signature: _____

Printed Name: _____