

## “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 7-8 hours per week on a lecture course and 30 hours on a studio course** (including your time in 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.

### 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. 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). **HOWEVER: NO make-up exams or quizzes will be given.** If you have a **documented** valid excuse for missing an exam or a quiz (see Attendance Policy for valid reasons), it will be dropped before your final course grade is calculated.

### 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
- **No cell phones or headphones in class, please.**
- Drinks only in closed containers, food only in non-noisy wrappings.

## **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.

## **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, the University encourages you to visit its copyright website at: <http://www.unlv.edu/committees/copyright/>.

## **RebelMail**

Student's UNLV e-mail account (RebelMail) is one of the primary ways students will receive official university communication – information about deadlines, major campus events,

and announcements. All UNLV students receive a RebelMail account after they have been admitted to the university. For more information, see <<http://rebelmail.unlv.edu/>>.

### **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: \_\_\_\_\_