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 7-8 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. Faculty may give students an additional week, 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). **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.

UNLV Disability Resource Center

The UNLV Disability Resource Center (DRC) (SSC-S 143, [http://drc.unlv.edu/](http://drc.unlv.edu/), 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability,
please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

**Religious Holidays Policy**

Any student missing class quizzes, examinations, or other class work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes of his or her intention to participate in holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=6&navoid=531.

**Incomplete Grades**

The grade of I - Incomplete - can be granted when a student has satisfactorily completed three-fourths of course work for that semester but for reasons beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700- level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**Tutoring**

The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: http://academicsuccess.unlv.edu/tutoring.

**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-3-301. 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, and two copies of any writing to be reviewed are requested for the consultation. For further information, see <http://writingcenter.unlv.edu/>

**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.

**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, you are encouraged to visit the following website: <http://www.unlv.edu/committees/copyright/>.

RebelMail

By policy, faculty and staff should only e-mail students’ RebelMail accounts. RebelMail is UNLV’s official e-mail system for students. It is one of the primary ways students will receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a RebelMail account after they have been admitted to the university. Non-admitted students should contact the Student Help Desk at (702) 895-0761, in the Student Union Rm. 231, or by e-mail: studenthelp@unlv.edu. For more information, see <http://rebelmail.unlv.edu/>.

Final Examinations

The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: http://www.unlv.edu/registrar/calendars.

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” on the University Policies webpage:

<http://www.unlv.edu/policies>.

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: _______________________