

PHYS 100-01 College Physics Syllabus Spring 2019

Meeting: M-Th 11:00-11:50, Yates Hall 102. **Dr. C. Blatchley:** 309 Yates, x4398, cblatchley@pittstate.edu .

Office Hours: 10:00-11:00 MWF, 9:30-11:00 TTh, or by appointment.

Text: *College Physics*, free download: *OpenStaxCollege.org* , or read it on-line, or buy a paper copy.

This course is also intended for partial fulfillment of the Pitt State Pathway Curriculum.

Pitt State Pathway Mission Statement: The *Pitt State Pathway* curriculum serves as the heart of the university education by fostering interdisciplinary competencies that typify the educated person. It is designed to facilitate the development of key proficiencies including communication and information literacy. The *Pitt State Pathway* curriculum provides a transformational experience that challenges students to think creatively and critically, and to immerse themselves in the productive examination of humans in their global setting. By encouraging the development of skills that promote life-long learning, the *Pitt State Pathway* fosters a sense of personal responsibility, an appreciation of diversity, and an understanding of interconnectedness in our truly global society.

Essential Study to be covered in this course: Natural World within a Global Context

Biological, physical, and chemical systems form the context for life. Students need to understand how these systems work, how these change naturally, and how these can change as a result of human activities. The implications of these changes are essential for long-term decision-making. In this course we will:

Analyze physical and chemical systems;

Evaluate the implications of changes that result from interactions between natural and human systems.

Companion Element to be covered in this course: Scientific Inquiry

The scientific method is the systematic approach to understanding the world around us. Through experimentation and hypothesis testing, students will apply analytical skills and appropriate methods of scientific inquiry (i.e. qualitative and quantitative) to solve a variety of research questions. In this course we will:

Compose appropriate research questions and hypothesis, drawing from experts, reliable sources, or previously collected data.

Collect, synthesize, and analyze data from multiple sources;

Draw logical conclusions, assessing for gaps and weaknesses, and addressing potential consequences and implications

Communicate results using appropriate delivery methods or formats.

The **Learning Outcome** for Natural World in a Global Context is:

Students will explore global systems conscientiously.

The **Learning Outcome** for Scientific Inquiry is:

Students will analyze data logically.

Course Description: 4 hours. Algebra-based Mechanics; heat; sound, kinematics, statics, dynamics, thermodynamics, and rotary/wave motion.

Prerequisite: MATH 113 College Algebra or MATH 110 College Algebra with Review, or MATH 126 Pre-Calculus or MATH 150 Calculus I. Concurrent enrollment required in PHYS 130 Elementary Physics Laboratory I. Closed to students with credit in PHYS 104 Engineering Physics I.

Course Objectives:

Natural World within the Global Context: Level of Student Learning = Milestone II

Analyzes physical and chemical processes and how human activities alter them

Scientific Inquiry: Level of Student Learning = Milestone II

Student will apply the scientific methods to a problem. Student will compare tools of analysis and communicate results

Upon completion of the course, you should be able to:

1. Interpret physical information in several forms, including verbal, mathematical, and graphical and use basic mathematical reasoning.
2. Analyze a particular physical phenomenon or problem using an idealized model, simplifying assumptions where necessary, and relevant limitations.
3. Employ Newton's laws to solve algebra-based kinematics, statics, and translational dynamics problems.
4. Evaluate conservation of energy and momentum in both linear and rotational dynamics problems.
5. Interpret laws of thermodynamics to solve problems involving thermal equilibrium, heat transfer, heat engines and refrigerators.
6. Analyze algebra-based problems involving simple harmonic motion, mechanical waves and sound.

Certain fundamental skills will be used throughout this course and the associated laboratory course. As a result, you should attain some degree of mastery in each of the following areas:

1. Vocabulary and basic mathematical concepts of physics, rates of change, vectors, and orders of magnitude.
2. SI units, both fundamental and derived, and their conversions.
3. Graphing data and mathematical relations: producing, interpreting, and using math as a tool.
4. Modeling and predicting: Develop and improve abilities for abstraction, analysis, and pictorial intuition.
5. Problem solving in physics using algebra.
6. Scientific method: Examine methods and insights by which knowledge has grown in physics.
7. Empirical techniques: Gather and analyze data, synthesize, observe, and draw conclusions.
8. Applications to real life situations: Comprehend physical components and their relation to the universe.
9. Organizing principles of physics: laws, methods, and history of thought in the sciences.
10. A humanistic and integrated view of man, science, society, and nature as exemplified by physics.

Methods of Assessment:

Students, on homework, exams, and in-class work, will *describe, explain and analyze*, items, principles, and processes related to the student outcomes. (Milestone II)

Course Schedule: Dates are when we begin discussing a topic. Due dates for homework and quizzes are on Canvas.

| | | |
|---------------|---|---------------------------|
| Jan 14 | Preliminaries, measurements, uncertainty, units, significant figures Chap 1 | |
| Jan 16 | 1D Kinematics Chap 2 | |
| Jan 22 | Quiz 1 over Chap 1 | Jan 21 MLK Holiday |
| Jan 23 | 2D Kinematics, projectile motion, Chap 3 | |
| Jan 29 | Quiz 2, over Chapter 2 | |
| Jan 30 | Dynamics, Newton's Laws of Motion, Chap 4 | |
| Feb 5 | Quiz 3, Chapter 3 | |
| Feb 6 | Friction, drag, and elasticity Chap 5 | |
| Feb 11 | Circular Motion, Newtonian Gravitation Chap 6 | |
| Feb 14 | Quiz 4, Chapter 4 | |
| Feb 19 | Unit 1 Test Chapters 1-4 | |
| Feb 20 | Work, Conservation of Energy Chap 7 | |
| Feb 26 | Quiz 5, Chapter 5 | |
| Feb 27 | Center of Mass, Momentum Conservation Chap 8 | |

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|---------------|--|---|
| Mar 5 | Quiz 6, Chapter 6 | |
| Mar 6 | Torque and static equilibrium Chap 9 | |
| Mar 7 | Quiz 7, Chapter 7 | Mar 9-17 Spring Break |
| Mar 18 | Rotation, Ang. Momentum, and Mom. of Inertia Chap 10 | Mar 11 Midterm Grade Warnings |
| Mar 19 | Unit 2 Test Chapters 5-7 | |
| Mar 21 | Fluids: Statics and Dynamics, Chaps 11 & 12 | |
| Mar 26 | Quiz 8, Chapter 8 | |
| Mar 27 | Temperature, Kinetic Theory, and Gas Laws Chap 13 | |
| Apr 2 | Quiz 9, Chapter 9 | |
| Apr 4 | Heat and Heat Transfer Chap 14 | |
| Apr 8 | Thermodynamics Chap 15 | |
| Apr 9 | Quiz 10, Chapters 10 | |
| Apr 11 | Unit 3 Test Chapters 8-10 | |
| Apr 15 | Simple Harmonic Motion, Waves Chap 16 | |
| Apr 16 | Quiz 11, Chapters 11 & 12 | |
| Apr 18 | Quiz 13, Chapter 14 | |
| Apr 22 | Sound intensity, beats, Doppler effect Chap 17 | |
| Apr 23 | Quiz 14, Chapter 14 | |
| Apr 25 | Quiz 15, Chapter 15 | |
| Apr 30 | Unit 4 Test Chapters 11-14 | |
| May 1 | Quizzes 16 & 17, Chapters 16 & 17 | Note : Quiz 16, 17, and Unit 5 Test during Dead Week. |
| May 2 | Unit 5 Test Chapters 15-17 | Plan ahead. |
| May 8 | Wednesday: Comprehensive Final Examination | |

Homework: Assignments will be completed using on-line software at Expert TA (*theexpertTA.com* , Class Code: USF18KS-D72CFE-1RM), or you can register in one step: <http://goeta.link/USF18KS-D72CFE-1RM> . The Class Code has been incorporated into the web URL to make registration a little faster. You can get a 15 day free trial. Cost is \$32.50 directly on the web site, more if your go through the bookstore. Problems are modeled after (in some cases copied from) problems in the Open Stax text, but each student gets randomly selected numbers, so your answers will rarely be identical. For full credit, homework is due by the time specified on Canvas (and Expert TA). However, you should ideally complete the homework BEFORE the corresponding quiz, since those questions will often be based on material in the homework. The schedule is structured to allow time to do this, but quizzes and unit exams will necessarily be compressed into the end of the semester.

Please let me know if the due dates/times in Canvas and Expert TA do not agree, or if there is a compelling reason to postpone a homework deadline.

Late submissions for chapters 1-7 are allowed up to March 18 (After midterm grades), for chapters 8-17 until May 8, during Finals Week, but the maximum score allowed for late work is only 65% of on-time submissions. Do not fall behind, since the homework amounts to 20% of the final score and is essential in preparing for the quizzes. If anything, you should attempt to finish early to help prepare for the next weekly quiz. The same procedures and concepts needed for the homework problems will recur on the 16 weekly quizzes (20% overall weight) or the five unit tests, the latter of which are worth 50% of the final grade (10% for each exam). The final exam is also worth 10%. Do not fall into the trap of getting someone else to do the homework for you. Seeking help is encouraged, but be sure to do as much of the work yourself as you can.

On Fridays at 11:00 (same as class meeting times on MTWTh), I may hold special study sessions in Yate 102 by reservation only. Attendance is voluntary, but I will not be there unless someone makes a firm appointment. Since most homework assignments are due early in the week, Friday is an excellent time to make sure you understand how to do the homework questions.

Grading: Your final grade will be calculated based upon the following weights and scale:

| | | | |
|----------------|-----|-------------|------------|
| Homework | 20% | 90 – 100% A | |
| Weekly Quizzes | 20% | 80 – 89 B | |
| Unit Exams | 50% | 70 – 79 C | |
| Final Exam | 10% | 60 – 69 D | Below 60 F |

Attendance Policy: Attendance will be monitored by random roll calls and quizzes on dates given and returned. Each unexcused absence will result in up to a 1% reduction in total score. Since the range of each letter grade is only 10%, a handful of absences could easily change a letter grade.

Daily Preparation: You should definitely read assigned topics in your text (and supplements) BEFORE they are covered in the lecture. We will cover topics in the same order presented in the text, so you should be able to simply read ahead. A supplementary textbook on the same material will often be helpful for difficult or abstract topics. Basic texts in physics have not changed much, mainly adding new applications as examples, so very inexpensive but older editions can still be very helpful. Extra texts are especially good references for doing homework assignments, since these offer additional examples. McGraw Hill publishes several excellent collections of solved problems. I particularly recommend the Schaum's Outline series.

Tests during Dead Week: There are no unannounced unit tests. However, there are regular homework assignments and weekly quizzes. Two quizzes, and one unit test will extend into Dead Week. Please plan accordingly. All major tests will be multiple choice recorded on optical reading forms (supplied by instructor).

Syllabus: A more complete version of this Syllabus is available on Canvas, including Course Goals, emergency procedures, and the University Supplement.

Structure:

| | | | | | | | | |
|------------------|------|---------------------|------|------------|------|------------|------|-------|
| Lecture | ---> | Homework | ---> | Quizzes | ---> | Unit Exams | ---> | Final |
| Terminology | | Practice | | Generalize | | | | |
| Principles | | Applications | | Conceptual | | | | |
| Equations | | More examples | | Solutions | | | | |
| Example problems | | Conceptual problems | | | | | | |

To allow time for you to complete the homework before the corresponding quiz, lectures will typically begin on the next chapter before the quiz. This will also allow time for study from other sources. Although the Unit Exams will quickly follow the last quiz to be covered, this means you will also be looking at new topics at least one chapter ahead for each unit exam. Thus, these five steps are sequential for each chapter, but you could be working on several chapters in parallel, particularly later in the semester. You are encouraged to manage your time for optimum effect.

Email: An off-campus address may be substituted for the free PSU email address (109 Whitesitt, 235-4600, open until 7:00 M-Th)., but you will need to manually change the address listed on the Canvas server. A working address in Canvas is essential for you to receive critical announcements and communicate. You can access Canvas from off campus without an email address, but only YOU can change the address in Canvas. More instructions and tips at: <http://www.pittstate.edu/office/gorilla-geeks/canvas/>.

Cheating: Students must not give or receive unauthorized aid on examinations. Doing so will result in a failing grade and possibly further sanctions authorized by campus policies on cheating. Use of text messaging, programmable calculators, or open laptop computers during tests will be assumed to constitute cheating. Do NOT bring a print out of answers or solved problems to an examination.

Electronic Devices: A basic scientific function calculator will be essential for tests and homework problem solving. Electronic pagers and cell phones may be carried in class, but please turn them off as a courtesy to other students in the class. They should definitely not be out during tests. I will provide optical reading forms for unit tests.

Emergency Procedures: PSU Campus Police have 24-hour operations. In an emergency, dial 911 from any office telephone or just pick up a designated Emergency Phone, which should immediately connect you to Campus Police, who will notify other emergency personnel as needed. If you dial 911 from a cell phone, you are likely to reach City of Pittsburg Police, which could delay notification or assistance from the Campus Medical Center.

For non-emergency help or reports, dial (620) 235-4624.

Evacuation procedures for fire, severe weather, and other emergency have been published by Pittsburg State University (PSU), and are available under “policies” on Pres. Scott’s web page:

<http://www.pittstate.edu/office/president/policies.dot>

Closing of the campus due to weather or other emergency conditions will be posted on the PSU web page and announced through media outlets.

The following supplementary information can also be downloaded from
https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2019-updated-10-5-18-.pdf

Pittsburg State University Syllabus Supplement – Spring 2019

IMPORTANT DATES

| | |
|--------------------|---|
| 1/14 | Classes begin |
| 1/21 | Martin Luther King, Jr., Holiday |
| 1/22 | Tuition due 1/22... Last day for full refund if withdrawing |
| 1/22 | Last day to add classes w/o permission of instructor |
| 1/28..... | Final day to drop w/o transcript notation |
| 2/19 | Last day for half refund if withdrawing |
| 3/11 | Mid-term D and F grades available after 5:00 pm |
| 3/11 to 3/15 | Spring Break |
| 4/5 | Final day to drop a course unless withdrawing from all |
| 4/25 | Last day to withdraw from all classes |
| 5/6 to 5/10 | Finals week |
| 5/10 | Deadline to remove/extend IN grades for 2018 WF |
| 5/13 | Grades due from faculty |

Please review the following syllabus supplement:

https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2019-updated-1-3-19-.pdf

DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER

Beginning the 12th week through the 16th week of full-term courses, individual courses cannot be dropped.

A student who does not officially withdraw from a course or from the university will be assigned an “F” grade in the course or courses concerned. These “F” grades will be included in the computation of the grade point average.

The dates for dropping courses that run fewer than sixteen weeks are proportionate to the length of the course (e.g. the last day to drop an eight week course would be the end of the sixth week). Consult your instructor or the Registrar's Office for questions about a specific course. For students who wish to withdraw from all classes after the 12th week of the term, the instructor must assign a grade of W or F.

To drop a course after the 5th day of class or for clarification on drop/add policies, contact the Registrar's Office, 103 Russ Hall, 620-235-4200 or registrar@pittstate.edu

IMPORTANT INFORMATION FOR STUDENTS RECEIVING FINANCIAL ASSISTANCE

The Office of Student Financial Assistance is required to recalculate financial aid eligibility for students who withdraw, stop attending or are dismissed prior to completing 60 percent of a semester. This calculation applies to students receiving Title IV funds including:

| | |
|---------------------|--|
| Federal Pell Grant | Federal Parent PLUS Loan |
| Federal Direct Loan | Federal TEACH Grant for education majors |

Federal financial aid is returned to the federal government based on the percent of unearned aid disbursed toward institutional charges for tuition, fees, and on-campus room and board. Students may be required to repay a portion of the aid funds received. When aid is returned, the student may owe a debit balance to the University and/or Department of Education Title IV Programs.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

International students studying on F or J visas must be in proper immigration status and are required to always be in full time enrollment (minimum 12 hours undergraduate, or 9 hours graduate). For additional information <http://www.pittstate.edu/office/international/immigration.dot>

CLASS ATTENDANCE POLICY

Students at Pittsburg State University are expected to attend class regularly and participate fully in class activities. It is the responsibility of the course instructor to set the attendance policy for his or her courses and communicate that policy to students in the course syllabus. The syllabus should address whether and how attendance affects the course grade, the issue of excused absences, and whether students will be dropped for nonattendance or excessive absence.

Students who have not attended or who have been excessively absent from a class may be dropped from the course by the instructor. In such instances, this policy must be clearly stated in the syllabus and uniformly enforced.

Students may be dropped at any time in the semester based on course policy. Instructor drops after the beginning of the 12th week of a full semester class will result in a grade of "F" for the course.

Regardless of the faculty prerogative to drop a student for nonattendance or excessive absence, the ultimate responsibility for monitoring and maintaining up-to-date course enrollment rests with the student.

SEVERE WEATHER INFORMATION

If forecasts or weather conditions suggest that travel in the area could become hazardous a policy is in place to determine if classes or other University activities will be cancelled. This policy and notification process can be found at <https://www.pittstate.edu/police/safety.html#undefined5>
Notification methods typically include the PSU website, local news media, and text messaging for those who subscribe to this service.

ACADEMIC INTEGRITY POLICY

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

- (a) Giving or receiving unauthorized aid on examinations.
- (b) Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments.
- (c) Submitting the same work for more than one course without the instructor's permission, and,
- (d) Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism.

Plagiarism also includes paraphrasing other individuals' ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates that "F" was the result of academic dishonest) for the entire class and dismissal from the university.

For a full copy of this policy see:

http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980

MID-TERM GRADES

After the eighth week of the fall and spring semester, mid-semester "D" and "F" grades submitted by faculty are reported by the Office of the Registrar to the dean of the college in which you are majoring. All "D" and "F" grades submitted by faculty will be reported by the Registrar to you and your academic advisor through the on-line student information system (GUS). No mid-semester report of "D" and "F" grades are distributed for the summer session.

INCOMPLETE GRADES

Incomplete grade may be assigned in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. You must have completed a majority of the coursework to be eligible for this consideration. Unless granted an extension by the instructor, students have only one semester to complete the work.

If you feel like you qualify for an Incomplete grade, you should visit with your instructor and not assume an IN grade will be assigned automatically. Incomplete grades will affect your Financial Aid completion rate. Please check with the Student Financial Assistance office for details.

CREDIT FOR PRIOR LEARNING

Pittsburg State University accepts credit for AP, CLEP and IB exams.

Learn more at <https://www.pittstate.edu/registrar/credit-for-prior-learning.html>

Additional information may also be found in the catalog under Academic Regulations.

FINAL GRADE REPORTS

Final grades are reported to the Registrar's Office at the conclusion of the course. You may access your grades in GUS immediately upon grade posting.

GRADE APPEALS

Final course grades are to be awarded upon criteria communicated to the student at the beginning of the semester. Additional work after a final grade was submitted cannot be used to change the grade. If you believe that an error has been made in the assignment or recording of a final grade, you should first confer with the instructor. If such a conference does not resolve the problem, a grade appeal form must be submitted to the head of the academic department that offers the course in question. This appeal form must be submitted no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received.

The appeal form is available online on the Registrar's Office and Graduate School's webpage under forms.

DEAD WEEK POLICY

No tests or major assignments will be presented during the week prior to final examination week, **unless** identified in the course syllabus presented at the start of the semester.

FINAL EXAM SCHEDULE

Final examinations will be given according to the schedule of examinations available at <http://www.pittstate.edu/office/registrar/final-exam-schedule.dot>

FINAL EXAM OVERLOAD POLICY

If you have three or more final exams officially scheduled for a single day you are entitled to arrange with the faculty member instructing the highest numbered course (the 3 digit number following the department code) a different day for the exam. If two courses have the same number, the course with the lower enrollment would be rescheduled.

Students requesting accommodation should submit their request on the form found at <http://www.pittstate.edu/office/registrar/forms.dot> along with a copy of their class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has until the Monday of pre-finals week to arrange a mutually convenient time for administration of the final exam. If the matter cannot be resolved between student and faculty member, you may take the request to the Office of the Provost, 220 Russ Hall, no later than the Wednesday of dead week.

WEAPONS and CONCEALED CARRY POLICY

Weapons Policy website <https://www.pittstate.edu/police/policies.html#undefined1> and Concealed Carry Weapons Policy <https://www.pittstate.edu/police/policies.html#undefined2>

The handgun must be in the person's custody and control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items). The suitable carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

WHERE TO GO FOR ASSISTANCE

Pittsburg State administration, faculty, and staff are here to assist you in your academic success. If you have questions or concerns that affect your academic success, it is important that we hear from you.

Your Instructor

Faculty members usually include their office hours and contact information in the class syllabus. If not, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office for instructor availability.

Writing Assistance

The Writing Center offers free writing consultations for students at any stage of the writing process for any writing project. Writing Center consultants are experienced writers who are committed to helping you achieve your writing goals.

Dr. Jessica Jorgenson Borchert, Director, and Dr. Janet Zepernick, Assistant Director, Writing Center
Telephone: 620-235-4694
http://www.pittstate.edu/office/writing_center/

Library

Library Services, whether in the Leonard H. Axe Library or the Kansas Technology Center Library, is committed to providing innovative and learner centered environments that will help students be successful, support the research and information needs of our campus and community library users, and enhance the University experience. Library Services offers one-on-one research assistance, print collections, online reference services, remote access to our databases, e-books and e-journals, digital archives, research guides, scanning, printing, a computer lab, and instruction programs to support the curriculum. Axe Library is also home to the Student Success Center, the Writing Center, Honors College, the Women's and Gender Resource Center, and food and beverage services. More information is available at our website: <https://axe.pittstate.edu/index.html> or call 620-235-4879 or 620-235-4880.

Student Financial Assistance

- Need some help with how to make the payments? See Student Financial Assistance.
<https://www.pittstate.edu/financial-aid/index.html>
- Don't forget to check with us before you make changes to your schedule to avoid future semester ineligibility. Student Financial Assistance at finaid@pittstate.edu or 620-235-4240.

Student Success Programs

Support is available to all students in Student Success Programs. Academic Success Workshops are provided throughout the semester to allow student to enhance their academic skills. Topics include note-taking strategies, test preparation, time management, among many other options. Tutoring for select general education courses is available. One-on-one academic success coaching can be scheduled to develop study plans and learn new strategies. Student-led study group support is also available when requested.

Heather Eckstein
Student Success Programs, 113 Axe
Telephone: 620-235-6578
Email: heckstein@pittstate.edu
<http://www.pittstate.edu/office/student-success-programs/>

Ashley Wadell
Student Success Programs, 113 Axe
Telephone: 620-235-4951
Email: awadell@pittstate.edu
<http://www.pittstate.edu/office/student-success-programs>

Tutoring

Tutoring programs related to general education classes are available. Whether you are studying for a test, writing a paper or preparing a presentation, tutors can help you sharpen your skills and increase your knowledge. If you are struggling with a class, then a tutor can help you get back on track. Use tutoring to get better grades!
<https://www.pittstate.edu/office/student-success-programs/tutoring.html>

Computer/Technology Assistance

Gorilla Geeks Help Desk is responsible for assisting students with various technology needs. Services available include help with GUS and GUS Passwords, PSU email, assistance with campus system problems and support of the campus wireless network. In addition, we help with technology needs that are essential for academic success. Services include assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas support and other campus applications; help with computer hardware or software problems; wireless connectivity; and configuring new computers.

Gorilla Geeks Help Desk Telephone: 620-235-4600 E-mail: Geeks@pittstate.edu
<https://www.pittstate.edu/it/index.html>

Services for Students with Learning and Physical Disabilities

Kerri Hanson, Coordinator, Center for Student Accommodations 213 Russ Hall, Telephone: 620-235-6584
<https://www.pittstate.edu/office/center-for-student-accommodations/index.html>

Student Health Center

Telephone: 620-235-4452 <https://pittstate.edu/office/health-services/index.html>

University Counseling Services

Telephone: 620-235-4452 <https://www.pittstate.edu/office/universitycounseling/index.html>

Career Services

Telephone: 620-235-4140 Email: car@pittstate.edu <https://careers.pittstate.edu/>

Sexual Assault and Relationship Violence

Pittsburg State University prohibits all forms of sexual misconduct and relationship violence to include rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

Reporting Incidents of Sexual Misconduct or Relationship Violence: <https://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined2>

Resources for Victims of Sexual Misconduct or Relationship Violence: <https://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined3>

Title IX

<https://www.pittstate.edu/office/institutional-equity/title-ix.html>

Notice of Nondiscrimination

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4189, equity@pittstate.edu.

General Questions

If you have questions about university policies or procedures, need assistance with academic success skills (such as note taking, effective reading techniques, and test taking strategies), or have general questions about your academic progress, Enrollment Management & Student Success can assist or refer you to the appropriate office. Enrollment Management & Student Success Telephone: 620-235-4109

ARTICLE 30 of the Code of Student's Rights and Responsibilities. ACADEMIC MISCONDUCT

Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

Academic dishonesty by a student is defined as unethical activity associated with course work or grades.

It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission, and,

Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individuals' ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the educational process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates the "F" was the result of academic dishonesty) for the entire class and dismissal from the university.

When an instructor has a reasonable good faith belief that a student(s) has committed academic misconduct, that instructor has the sole discretion to give the student an F on the assignment/test to which the student committed academic misconduct or an F for the entire course. If such an F negatively affects the student's final grade in the course, that student(s) may appeal the final grade pursuant to the current Pittsburg State University Catalog's Grade Appeal process.

When the instructor wishes to impose an "XF", and/or more severe sanctions, he or she must first notify their department chair, dean, and the University's Academic Honesty Committee Chairperson in writing. In addition, the same procedure applies if similar sanctions seem warranted for a student(s) or former student(s) who have assisted in a serious act of academic dishonesty.

University Academic Honesty Committee

The Academic Honesty Committee is convened under the auspices of the Provost. It is composed of nine members. The Faculty Senate Executive Committee is responsible for appointing six of these members. All must be full-time

members of the teaching faculty. Members chosen by the Executive Committee serve staggered two-year terms. The Faculty Senate Executive Committee shall make its appointments at the beginning of the academic year. In addition to its six faculty members, the Academic Honesty Committee shall include three student members. Two (2) students of senior status shall be appointed by the Student Government Association. An additional (1) student shall be appointed by the Graduate Student Association. The students from both organizations will be appointed annually and at the beginning of the Fall semester.

The Vice President of the Faculty Senate will serve as the Academic Honesty Committee Chairperson. If the Vice President of the Faculty Senate is excluded because of possible bias, the President of the Faculty Senate will appoint a temporary chair. The Academic Honesty Committee Chairperson is responsible for advising the Provost on cases involving alleged student academic dishonesty.

The committee may impose one or more of the following sanction(s):

- The imposition of a grade of "XF"
- The addition of a permanent note on the student's transcript indicating his/her participation in a serious act of academic dishonesty (such as taking an exam for another student)
- Disciplinary probation
- Suspension
- Expulsion from the university

The decision made by the Academic Honesty Committee may be appealed to the Provost. The following procedures shall be adhered to:

- Step 1: The instructor charging a student with academic dishonesty shall submit a written request for hearing to the Chairperson of the Academic Honesty Committee, giving full detail of the alleged act(s) of academic dishonesty and send copies of the request to their department chair and dean. The Chairperson of the Academic Honesty Committee will then convene the committee and inform its members of the details of the incident. The aforementioned request shall be forwarded by the Chairperson of the Academic Honesty Committee to the student(s) charged with academic dishonesty. The committee shall then schedule a hearing to be held within fifteen (15) class days from the time of the instructor's request.
- Step 2: The instructor, and student(s) charged with academic dishonesty, will be notified of the time and date of the said hearing at least five (5) class days before the hearing is to be held. The instructor, and student(s) charged with academic dishonesty may seek advice concerning the hearing from any person such as a faculty member or department chairperson. The instructor and each student(s) may also be accompanied to the hearings by an advisor. The student(s), at their own cost, has the right to provide a transcriptionist at their hearing. Note: The university attorney has the right to be present at any Academic Honesty Committee hearing.

The two parties, the instructor and student(s) charged with academic dishonesty, may each request removal of any one member of the committee. This request shall be presented to the chairperson of the committee in writing at least two (2) class days prior to the time of the hearing. After the request for removal has been made the chairperson will notify the individual and the respective individual will be removed from the hearing.

- Step 3: The Academic Honesty Committee will conduct an appropriate hearing and may gather additional evidence pertaining to the issue.

During the hearing, the instructor, student(s) charged with academic dishonesty, and witnesses with direct first hand knowledge of the incident shall have the opportunity to testify (within the guidelines and time

frames established by the committee). Hearings are evaluations by members of the university community and are not legal proceedings. Cross-examination is the prerogative of the instructor, the student(s) charged with academic dishonesty, and the committee. For future reference, the hearing shall be audio tape recorded (Committee deliberations on sanctions shall not be recorded). During the entire process the proceedings of the committee shall be closed and confidential, unless the matter becomes the subject of litigation.

- Step 4: Within five (5) class days of the conclusion of the hearing, the committee will render a written opinion concerning its findings, as well as a written verdict which the Provost will impose.
- Step 5: Upon notification of the imposed sanction, the student(s) will have five (5) class days to appeal to the Provost. This appeal must be in a written format and must provide detail for the reason of the appeal.
- Step 6: Once the Provost receives the appeal, he/she will have 8 class days to review the hearing and, in consultation with the President, render a decision. The Provost may uphold, or overturn the Academic Honesty Committee's sanction(s) or propose an alternate penalty which the student may accept.

Removal of Sanctions

After two (2) years have elapsed, the student may present a written request for removal of the imposed sanctions to the Provost. If the request is not granted, the student may present up to 4 more requests for removal but in no case can the student present more than 1 request per year academic year.

If the request is granted, the student will be returned to good standing with the university and /or have the notification of the disciplinary action removed from their transcript, provided that no other sanction for academic dishonesty has been imposed in the interim. It shall be at the Provost's discretion to determine what fairness requires.