Semester: Fall 2020  
Course: Writing II: Historical Inquiry  
Professor: Dr. Argelia Segovia-Liga  
Section: 002  
Class time and location: MWF 1:25 pm to 2:15 pm, Strong Hall 201  
Office Hours: Via Zoom or email MWF: 11:30 am – 1:00 pm; 3:30 pm – 5:00 pm  
Email: Segovia97226@Missouristate.edu

Students must use the @missouristate.edu account for all email communications or office hours scheduled.

Emails from students from any other email account which is not “@missouristate.edu” will not receive a reply. The instructor will respond to emails received as soon as possible within a range of a maximum of 48 hours. Do not expect to have replies to emails on weekends and academic holidays.

As I teach multiple courses each semester, it will help me assist you faster if you include the course name and section number in the subject line of your email. Emails received over the weekend or during breaks/holidays will be receive a response within 48 hours.

Textbook and Other Required Materials

- Other Materials: Additional materials will be located on Blackboard.

Course Description

This course serves as an introduction to historical research and writing. It meets Writing II requirement for a major in History. This course emphasizes the techniques of conducting a thorough literature search, the analysis of primary and secondary materials, and instruction and practice in historical writing. This specific section of the course will use the topic of Modern Colonization and Imperialism as a central theme around which students will research and write several types of historical papers.

Learning Goals

1. This course will introduce students to the fundamentals of historical research. This includes identifying a topic of inquiry, developing a research plan, conducting research on primary and secondary sources, outlining, editing, and writing argumentative and historiographic
history papers.

2. This course will introduce students to the fundamentals of writing for the history discipline. This includes confronting concepts such as context, bias, and anachronism. Furthermore, this class will focus on the mechanism of effective writing, such as employing accurate American English grammar, clear and concise language, and proper citing.

**Course Requirements**

To develop these skills, the course features the following required assignments:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Activities on Blackboard</td>
<td></td>
<td>110</td>
</tr>
<tr>
<td>3 Written Assignments</td>
<td>The maximum number of points that the student can obtain from each written assignment is 100 points.</td>
<td>150</td>
</tr>
<tr>
<td>1 Individual Presentation</td>
<td>Each student will present their research paper in class</td>
<td>050</td>
</tr>
<tr>
<td>1 Final Paper</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>410 POINTS</strong></td>
</tr>
</tbody>
</table>

**Description of Assignments**

**11 Activities on Blackboard**
Each session is designed to have a presentation led by the professor on a specific topic. After concluding each theme specified in the course calendar, students must complete a series of activities designed to reinforce and develop the skills required for writing in the field of history. All these activities will be available on Blackboard and they will focus on fundamentals of history, mechanics, research and writing.

**3 Written Assignments**
There will be three (3) written assignments throughout the semester. These assignments are designed so students will put in practice their critical thinking and knowledge about the research process. Students must turn in all these previously mentioned written assignments through Blackboard in order to review them for plagiarism. Students also must turn in a printed physical copy of these assignments on the due date. Failing in providing either the digital or physical copy on time will be considered as a missed assignment.

**1 Presentation of the Research Project**
Students must present their research topic to the rest of the class. This presentation must describe in detail the topic that the student chose for writing her/his final paper, as well as the method, sources (primary and secondary) that the student plan to include in the paper, hypothesis, main argument,
etc. The main purpose of this activity is to ensure that students publically articulate their own topics of research, and to be able to receive constructive and immediate feedback from their peers.

1 Final Research Paper
The final assignment will be the submission of a final revised research paper essay that you have been drafting since the beginning of the semester through the previous four assignments. The final paper must include the following:

Grading Scale

The maximum number of graded points possible in this course is 1000 points. According to this scale, the final grading for this course is as following:

A = 900 to 1000
B = 800-899
C = 700-799
D = 600-699
F = 00-599

Since the grade in this class is based on points instead of percentages, grades are neither rounded up nor rounded down in this course under any circumstances.

COURSE POLICIES

Requirements for Attending this Class
In order to keep a safety space, for attending this class you are required to follow the next procedures:

1. To get into the classroom you must wear a mask. Remember that the mask must cover both your nose and mouth.
2. You must keep your mask on all the time in the classroom, even during the days we will have our group discussions. In other words, you cannot remove your mask even though you actively participate in class.
3. Drinking and eating in class is strictly prohibited. No food or drinks are allowed in the classroom.
4. Do not remove your mask under any circumstances.
5. The first day of classes you must choose the place where you will sit. This will be your assigned seat throughout the entire semester. Additionally, there must be a seat between you and the next student/person. The professor will keep an assigned seat sheet that she will check at the beginning of every class. This is with the purpose of keep record in case we must do contact tracing.
6. We must always keep social distance in the classroom.
COVID-19 Masking Policy

Effective July 16, 2020, the City of Springfield implemented an ordinance requiring individuals to wear face coverings when present in businesses or other facilities open to the public (“Ordinance”). Although the Ordinance exempts institutions of higher education, the Centers for Disease Control and Prevention (“CDC”) recommends that individuals cover their mouth and nose with a face covering that fastens below the chin (“Masks”) when around others.

Consistent with the Ordinance and CDC guidance, the University is implementing the following policy in order to prevent and/or slow the spread of COVID-19 among University community members. This policy is effective immediately and will continue through December 31, 2020, provided that the University President may modify the duration of this policy if needed.

Applicability of Policy

This policy applies to faculty, staff, students, and visitors, and requires all such individuals to wear Masks covering their mouth and nose as more specifically indicated below.

Masking Is Required in Academic Buildings

Masks are required to be worn in public spaces within academic buildings and other campus instructional areas, including hallways, elevators, stairwells, classrooms, restrooms, study areas, and other common areas, unless the Provost grants an exception for a particular academic activity for which masking is impracticable or contraindicated and alternative mitigation strategies are implemented.

For purposes of this policy, academic buildings and campus instructional areas include:

- Art Annex
- Bond Learning Center
- Brick City
- Cheek Hall
- Craig Hall
- Credo Dance Academy Studio
- Ellis Hall
- Glass Hall
- Hill Hall
- Karls Hall
- Kemper Hall
- Kings Street Annex
- McDonald Hall and Arena
- McQueary Family Health Sciences Hall
- Meyer Library
- Morris Center
- O’Reilly Clinical Health Sciences Center
- Park Central Office Building
- Plaster Center for Free Enterprise
- Professional Building
- Pummill Hall
- Siceluff Hall
- Strong Hall
- Temple Hall
- University Hall
- Wehr Band Hall

Masking Is Required in Other Campus Instructional Areas

Masks are also required to be worn in academic classrooms and elevators within the following buildings:
• Carrington Hall
• Freudenberger House
• Hammons Hall for the Performing Arts
• Hammons Student Center
• Plaster Stadium

Masking Is Required in Designated Areas of Higher Risk

Masks are also required to be worn in certain areas of higher risks as designated by the University and indicated via signage. Additionally, Masks must be worn in certain designated departmental offices, workspaces, and conference rooms where physical distancing of at least six feet is not feasible.

Masking May be Required in Non-Academic Departments

In addition to those areas indicated above, non-academic departments may also require that masks be worn within their common areas, workspaces, conference rooms, and/or individual offices. These departments will post signage communicating the masking requirements for their areas.

Masking May be Required at Certain Activities and Events

Masks may also be required to be worn at certain University activities or events that present a higher risk of transmission and/or where physical distancing of at least six feet is not feasible. In such instances, signage will be posted communicating applicable masking requirements.

Types and Availability of Masks

While disposable surgical masks and N95 respirators satisfy the requirements of this policy, due to the shortage of personal protective equipment (“PPE”) for healthcare workers and other first responders, the University does not encourage their use by members of the University community.

Rather, individuals are encouraged to wear washable cloth face coverings, consistent with:

Such cloth face coverings will be provided at no cost to all employees through their cost center. Additionally, a limited number of cloth face coverings will be provided to designated locations and made available to students at no cost.

Exceptions to Masking Requirements

In the event that an individual cannot wear a Mask due to an underlying disability, they may initiate the University’s interactive accommodations process in order to request a “reasonable accommodation. Students who wish to request an accommodation may contact the Disability Resource Center, located in Meyer Library, Suite 111, and available at DRC@MissouriState.edu;
Employees who wish to request an accommodation may contact the Deputy Compliance Officer, located in Carrington Hall, Suite 205, and available at JuliaHolmes@MissouriState.edu; (417) 836-6755; or Relay Missouri at 711 or (800) 676-3777.

**Enforcement of Masking Requirements**

Students who have not been granted an accommodation and who refuse to wear a mask while in the classroom or other academic settings are subject to administrative withdrawal, consistent with **Op3.04-11 Class Disruption**. Additionally, students who fail to comply with this policy in areas outside the classroom or other academic settings are subject to disciplinary action consistent with the Code of Student Rights and Responsibilities.

Employees who have not been granted an accommodation and who refuse to comply with this policy are subject to disciplinary action up to and including dismissal.

**Conflict with Other University Policies**

Notwithstanding the masking prohibitions set forth in **G5.02 Expressive Activity Policy** and **Op1.01-1 University Rules for Speakers and Facilities Usage**, individuals engaging in expressive activity on campus may wear masks that cover their mouths and noses as long as this policy remains in effect.

**Attendance**

The University’s attendance policy can be found at [http://www.missouristate.edu/registrar/catalog/attendan.html](http://www.missouristate.edu/registrar/catalog/attendan.html). As stated in that policy, instructors must provide students with a written statement of the specific attendance policy for that class. The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in the calculation of final grades and the extent to which work missed due to non-attendance can be made up. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade, and also expects instructors to be reasonable in accommodating students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) personal illness; or 3) family and/or other compelling circumstances.

In this class, students are expected to attend all 42 sessions of the class scheduled throughout the semester. Attendance in this class is mandatory. After three consecutive absences in the class without the proper warning in advance or a documented justification the student will be penalized with overall -10% of the final grade for the corresponding semester final grade for this section.

**Missing Class If You Are Sick**

While missing class is usually not advisable, it is important to stay home when sick to avoid the spread of communicable illness. If you are sick or not feeling well, please do not come to class but rather seek medical attention from your doctor or at Mager’s Health and Wellness Center. They can provide you a medical excuse and advise you when it is safe to return to class. Contact your instructor to let them know that you are sick and will not be in class. By working with your instructor, you will be able to keep up with readings and assignments through the Blackboard course site.
**Course Plan for the Unexpected**

The COVID-19 Stay-at-Home orders we experienced during Spring 2020 reinforced the need to plan for the unexpected.

In our area we can experience inclement weather and influenza outbreaks that could prevent us from meeting on campus. Below is how we will communicate and continue our work in this course should the unexpected occur.

Here there are some questions and answers for possible changes in our course calendar:

<table>
<thead>
<tr>
<th>Considerations:</th>
<th>Plan for Continuing Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How will our class meet?</strong></td>
<td>If we are unable to come to campus to meet for class, I will post an announcement in Blackboard about how we will be meeting. Blackboard will be used as the main platform to post lessons, course material, and to conduct group discussions. We will hold virtual-live sessions on class schedule as far as possible.</td>
</tr>
<tr>
<td><strong>How will I meet with my Instructor?</strong></td>
<td>I will hold virtual office hours using Zoom during my designated office hours (except when the university is closed, holidays, etc.). Emails sent during the week (Monday – Friday), will be responded to within 24 hours. Emails received over the weekend or during breaks/holidays will receive a response within 48 hours. For class related questions, there is a forum on Blackboard, on the Discussion Board titled “Class Café.” I will check the Discussion Board daily and answer questions as needed. I also encourage students to read and respond to postings from their classmates.</td>
</tr>
<tr>
<td><strong>How will instruction be delivered?</strong></td>
<td>I will post readings, videos, and required material for some of our lessons, as well asking questions, through Blackboard. Your attendance and participation in these sessions will be expected.</td>
</tr>
<tr>
<td><strong>How often do I need to go to the online course?</strong></td>
<td>You are expected to participate in the online activities for as long as we are unable to meet on campus and on the days our classes were originally scheduled (MWF). This may vary if we experience an ice storm or if we experience a new spike of COVID-19. I will send Announcement emails throughout the</td>
</tr>
</tbody>
</table>
entire time we are not meeting on campus. So please check your MSU email account.

<table>
<thead>
<tr>
<th>Is it possible to receive course announcements as a text?</th>
<th>If you are using the Blackboard app, you can have announcements sent to you as a text message using the instructions in this step-by-step guide.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will I turn in homework?</td>
<td>Homework and other assignments will be turned in using the assigned Dropbox in Blackboard. The instructions for how to submit will be included in the assignment instructions.</td>
</tr>
<tr>
<td>How will I know what grade I received on an assignment or test?</td>
<td>You can view grades and feedback in My Grades.</td>
</tr>
</tbody>
</table>

**Sending emails to the instructor**

You can always communicate with your instructor through the MSU email account. Thus, appropriate academic conduct includes following these basic rules of etiquette (or proper manners when communicating digitally):

- Using proper capitalization, spelling, and grammar.
- Signing your name to all email messages and discussion postings.
- Providing descriptive but concise subject lines.

In this class you are treated as a professional, and you must communicate with your instructor and classmates as such. If you need to send an email to your instructor or to your classmates, please follow the requirements posted below. Also consider that knowing how to write an appropriate email is an invaluable skill for your future and it is also well appreciated in any workplace.

- Write from your academic account.
- When you write an email, do not leave the subject line blank or write something vague and informal like "hi", “hey”, “hello”, “yay”. Always use a greeting.
- Avoid using “Mrs.,” “Miss” or “Mam.”
- Use correct grammar and punctuation. Capitalize appropriately. Use complete words and sentences; this is not texting. Check your spelling.
- Be concise and make your purpose clear, using concise language. Ask an actual question, rather than leaving it up to your instructor to infer what you do not understand.
- Sign email appropriately.

Here is an example you can use for writing your future emails:

<table>
<thead>
<tr>
<th>Informal Email Example</th>
<th>Formal Email Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>hey</td>
<td>Dear Professor Segovia,</td>
</tr>
</tbody>
</table>
we’re curious what we were supposed to be finding for what the experts say

Astu

Our lab group was working on the class project for HST 121 and we didn't understand one of the requirements (#2). Can you please clarify for us what you mean by "what the experts say"?

Thanks
Astu Dent, Team 4

Accepting Late Work

Late work will be accepted up to one week from the original deadline only with prior approval from the instructor and it will be subject to a grade penalty. Late work submitted more than one week from the original deadline will receive a failing grade. All work must be submitted by the last day of the course; no extensions or late work will be accepted beyond that date. Please plan ahead. Assignments sent by email without prior approval from the instructor will not be considered to be graded.

Cell phone Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class.

Given the fact that these same communication devices are an integral part of the University’s emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Also, the use of smart phones or other mobile communication devices during the class is disruptive and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

Similarly, recording the class in any type, form or shape is strictly prohibited.

Course Specific Policy on Prohibited Uses of Electronic Devices in this Class

- The use of cell phones, tablets, laptop computers or other computer devices is prohibited during the class time, except for those instruments used for valid accommodation purposes with proper documentation.
- The instructor will warn no more than three times any student or students who are using one or more of these devices during the class throughout the semester period; after these three warnings the instructor will start to count each subsequent distracting usage of one of these devices in class as an absence from the class for any and all students who are using these prohibited electronic devices during the class time.
• If the student is disrupting the class due to the use of one of these devices during the class, the student could be either asked to leave the classroom, or the professor will deduct points from the disruptive student’s final participation grade.

**Academic Dishonesty**

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University’s academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the “Student Academic Integrity Policies and Procedures” is available online at [http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm](http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm) and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

In this class, any essay, answer to an exam, or other types of assignments that are copied and pasted from different sources without the proper citation will receive a failing grade.

**Audio and video recording course activity**

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

**Religious accommodation**

The University may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

**UNIVERSITY POLICIES**

**Accessibility/Academic Accommodation:**

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) at the [Disability Resource Center website](http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is
established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan and are not required to apply accommodations retroactively.

**Mask and Face Covering Policy**

In accord with the [MSU Mask and Face Covering policy](https://www.missouristate.edu/healthservices/maskpolicy/), [Greene County Health Department](https://www.co.greene.mo.us/) and the [Springfield City Ordinance](https://www.cityofspringfield.org/police/), masks or face coverings must be worn at all times during a traditional (seated) class. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the [Centers for Disease Control and Prevention (CDC) guidelines](https://www.cdc.gov/). Face shields are not considered masks or face coverings for purposes of this requirement.

Students who cannot wear a mask or face covering due to a disability must contact the [Disability Resource Center (DRC)](https://www.missouristate.edu/disability-resource-center/) to initiate the interactive accommodation process.

In the absence of an approved accommodation, a student’s refusal to wear a mask or face covering will be considered a classroom disruption, consistent with [Op3.04-11 Class Disruption](https://www.missouristate.edu/policies/), and may result in the student being administratively dropped from the class section.

**Dropping a Class**

It is your responsibility to understand the University’s procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. You can access the [Academic Calendar](https://www.missouristate.edu/calendar/) on the MSU website to view drop and refund deadlines for the semester.

**Academic Integrity Policy:**

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s academic integrity policy plus additional more-specific policies for each class. The university policy, formally known as the “Student Academic Integrity Policies and Procedures” is available online at [Academic Integrity Policies and Procedures (Students)](https://www.missouristate.edu/policies/3/3.04) and also at the Reserves Desk in Meyer Library.

Examples of academic integrity violations include; allowing someone else to copy or use your assignments or exams, turning in papers used in other courses or from the internet, and/or using notes or your book for a closed-book exam. Plagiarism means presenting someone else’s work as your own (e.g., copying or paraphrasing someone else’s work without appropriate citations). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

**Nondiscrimination Policy**

Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can be brought to the attention of your
instructor’s Department Head. Please visit the OEC (Office for institutional Equity and Compliance for additional information.

**Emergency Response**
At the first-class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, visit Safety and Transportation.

**Religious Accommodation**
The University may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

**Mental Health & Stress Management**
As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. Learn more at the Missouri State University Counseling Center website to learn more about free and confidential services available to assist you.

**Title IX**
Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an overview of the Title IX office.

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to
be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

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As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University’s emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

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Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

**Chosen Name Policy**
A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the Chosen Name policy for more information. Students can provide their chosen first and middle names in the Profile tab of My Missouri State.

**Disclaimer & Fair Use Statement**
This course may contain copyrighted material, the use of which may not have been specifically authorized by the copyright owner. This material is available in an effort to explain issues relevant to the course or to illustrate the use and benefits of an educational tool. The material contained in this course is distributed without profit for research and educational purposes. Only small portions of the original work are being used and those could not be used easily to duplicate the original work. This should constitute a ‘fair use’ of any such copyrighted material (referenced and provided for in section 107 of the US Copyright Law).

If you wish to use any copyrighted material from this course for purposes of your own that go beyond ‘fair use’, you must obtain expressed permission from the copyright owner.