Fall 2024

Syllabus Statements

(Last Updated August 13, 2024)

The College of Southern Nevada "Course Syllabus Policy" ***requires*** certain elements are included in all course syllabi:

B. Faculty members must include the minimum information below for each course.

1. Course information: title, catalog number, description, and prerequisites
2. Meeting times (days of the week and time of day) and location and/or online time expectations
3. Instructor information: instructor's name, office (room) number, mailbox location or sort code, office hours, telephone number, and email address, or as appropriate. Methods of communicating with student outside of the classroom
4. Student learning outcomes
5. Description of assessment methods, how grades are determined, and the grading scale
6. Required and recommended texts, including any items on reserve
7. Policies on late assignments and/or makeup work
8. Description of attendance policy
9. Statement that syllabus is subject to change as deemed appropriate by the instructor with advance notification
10. Tentative schedule for the semester
11. Reference to CSN Academic Integrity Policy
12. CSN Americans with Disabilities Act (ADA) statement and current CSN Disability Resource Center contact information
13. Reference to students' rights and responsibilities pertaining to CSN policies and services are found in the College Catalog and on the CSN website
14. Reference to CSN Libraries support
15. Required extra- or co-curricular activities if applicable
16. Statement of safety or risk assumption if applicable
17. Statement of additional fees if applicable
18. Instructor's policies on possibly objectionable materials if applicable
19. Description of additional information unique to the course or instructor
20. Pregnant Students
21. Sex-Based Harassment and Discrimination

With respect to items 11, 12, 13, 14, 16, 18, 20, and 21 – the following are examples of recommended wording for these required syllabus elements.

Please check with your Department Chair regarding Department specific wording required for any elements of the syllabi in your department.

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11. Reference to CSN Academic Integrity Policy

Example 1
Taking the words, work, or presenting the ideas of others, including those generated by artificial intelligence, as your own not only limits your academic research skills, it also violates the CSN's Student Academic Integrity Policy. Cheating on exams or other coursework also violates the CSN Student Academic Integrity Policy. You can find more information about CSN's Academic Integrity Policy at https://www.csn.edu/_csnmedia/documents/policies-and-procedures/2017_academicintegrity-policy_2_0.pdf. The minimum penalty for such offenses in this course is to fail the assignment. Depending on the severity failing the course will also be considered as an option. Infractions of the CSN Student Academic Integrity Policy may lead to suspensions, expulsion, transcript notations or other sanctions.

Example 2
Please make yourself familiar with the CSN's Student Academic Integrity Policy (https://www.csn.edu/_csnmedia/documents/policies-and-procedures/2017_academic-integritypolicy_2_0.pdf). There will be zero tolerance for plagiarism and cheating. Using artificial intelligence, copying and pasting from the Internet or paraphrasing a few words is not an acceptable practice in college. Not knowing the rules for plagiarism will not be an acceptable excuse. If you are unsure about what it is and is not plagiarism, you can learn more about it by speaking to staff at a CSN campus writing center or library or consulting the CSN Library Services' Plagiarism guide: https://libguides.csn.edu/research-101/cite. The minimum sanction for plagiarism is an F on the particular assignment; repeated offenses carry an F for the class as the minimum penalty.

Example 3
You are expected to complete your own work in this class. Using artificial intelligence to generate work, or claiming work done by others is plagiarism. Furthermore, cheating on exams or lab exercises is not fair to students who are honestly studying. Cheating is also subject to penalties, which can include getting a zero for the exam or lab exercise or failing the course. The full list of possible penalties is listed in the CSN Student Academic Integrity Policy. Please make yourself familiar with this policy (https://www.csn.edu/_csnmedia/documents/policies-andprocedures/2017_academic-integrity-policy_2_0.pdf).

**Example 4*
Plagiarism is a serious offense and is not tolerated in this course. Plagiarism is defined as presenting someone else's work or ideas as your own, without proper attribution. This includes but is not limited to copying and pasting text from online sources, purchasing pre-written papers, or submitting work completed by someone else.

It is important to note that using artificial intelligence, such as language-generating algorithms, to create content for assignments does not excuse plagiarism. While these

tools may be helpful for generating ideas or assisting with research, it is ultimately the responsibility of the student to ensure that any work submitted is their own and properly cited.

Any instance of plagiarism will result in a failing grade for the assignment and may also result in further disciplinary action consistent with CSN policies. If you are unsure about what constitutes plagiarism or how to properly cite sources, please consult with the instructor or refer to the course materials on academic integrity.

Artificial Intelligence (AI) language models, such as ChatGPT, generate responses based on the input they receive. Since those responses are not authored by the user, if a student submits an AI generated response as their own work without proper attribution or citation, it can be considered plagiarism.

To avoid plagiarism when using AI language models, students should treat them as a source of information and incorporate generated responses into their own writing while giving proper credit. This means that students should include citations for any information or ideas they use from models, just as they would for any other source.

Here are some guidelines to follow to avoid plagiarism when using AI language models:

1. Use an AI model as a starting point: Use it to generate ideas, but don't copy and paste the responses directly into your work. Instead, use the generated responses as inspiration and incorporate the ideas into your own writing.
2. Paraphrase and summarize: When incorporating information into your writing, paraphrase the information in your own words and summarize it. This will help you avoid plagiarism and ensure that you are using the information to support your own ideas.
3. Give proper credit: Whenever you use information from an AI language model, make sure to give proper credit by including a citation. This can be done by citing the AI model as the source of the information.
4. Understand your CSN's plagiarism policies: Be sure to familiarize yourself with CSN's Academic Integrity Policy and any guidelines to ensure that you are following the proper procedures for citing sources.

For example, here's how a citation and reference could be written for ChatGPT:

In-text citation:

> According to ChatGPT, "insert the specific response generated by ChatGPT here" (OpenAI, 2023).

Reference list:

> OpenAI. (2023). ChatGPT [AI language model]. https://openai.com/product/gpt-4

Note that the reference list entry includes the name of the AI language model (ChatGPT), the date (year), and the URL where the reader can find more information about ChatGPT.

**Example 4 was generated using ChatGPT (OpenAI, 2023).

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12. CSN Americans with Disabilities Act (ADA) Statement and Current Disability Resource Center (DRC) Contact Information

CSN is committed to equal opportunity and access in education for all students, including those with disabilities. The CSN Disability Resource Center provides support to students with documented medical, mental health, or learning disabilities and students who need support due to pregnancy. To register with the DRC, students should complete the new student application in the AIM DRC tile in GoCSN. Students are encouraged to register with the DRC as early as possible in or prior to the start of the academic term. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. Please Note - Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the DRC has been provided. If you have questions, please contact the DRC directly (702-651-5644) or visit https://www.csn.edu/disability-resource-center for additional information.

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13. Reference to Students' Rights and Responsibilities Pertaining to CSN Policies and Services

When you choose to become a student at CSN, you accept the rights and responsibilities of membership in CSN's academic and social community. You can find policies covering students such as the Student Conduct, Students' Right to Know, Students' Academic Integrity, and Disruptive and Abusive Student in the following locations:

Catalog and Student Handbook: https://www.csn.edu/catalog in the Policies and Procedures section and the CSN Website: https://www.csn.edu/policies-procedures under the heading "Student Policies."

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14. Reference to CSN Libraries Support

CSN Libraries provides support for students completing assignments that require research and the use of information. Librarians are available to students for one-on-one assistance locating and citing quality information either online https://library.csn.edu/ask/ or at one of our campus libraries. Find more information on our website https://library.csn.edu/

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16. Statement of Safety or Risk Assumption if Applicable

Safety Procedures
Approved classroom safety procedures are posted in each classroom and are to be followed. Students are to familiarize themselves with the nearest exit to use during fire alarm exercises. Do NOT use the elevators during these drills. Students will take ALL personal belongings with them when exiting the building. No student will be allowed back into the facility until the all clear is given.

Public Health Directives (COVID-19)
Students must follow all active CSN public health directives while enrolled in this class, such as properly worn face coverings when required in classrooms as well as inside campus buildings. CSN public health directives are found at https://www.csn.edu/wellness. Students who do not comply with these directives will be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code https://www.csn.edu/sites/default/files/documents/student_conduct_code_policy_1.pdf, including being dropped from the course.

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18. Instructor's Policy on Objectionable Materials

Example 1
Some students may find some material presented in class to be objectionable. The instructor has the discretion to choose to remove it or not.

Example 2
Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of instruction. No objectionable materials or language will be used during this class. This includes all possible modes of the class: online and in person. The instructor will make the final determination regarding any objectionable materials or language. Students may not engage in activity the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from that class session.

20. Pregnant Students

CSN prohibits discrimination based on sex in education programs and activities. This prohibition on discrimination extends to pregnancy and related conditions—including childbirth, lactation, false pregnancy, termination of pregnancy, and recovery therefrom—as well as to parental and family status. If you are pregnant or a parenting student, and you are in need of accommodation because of your pregnancy or parental status, please let the instructor know as soon as possible. Accommodations are generally not

retroactively applied. You can also contact Dr. Armen Asherian, Title IX Coordinator, at titleixcoordinator@csn.edu or 702-651-7481, or you can contact the Disability Resource Center at 702-651-5644 for West Charleston, 702-651-3795 for Henderson, and 702-651-4045 for North Las Vegas to explore reasonable accommodation.

21. Sex-Based Harassment and Discrimination

CSN is committed to creating a safe and open learning environment for all students. In accordance with Title IX of the Education Amendments of 1972, CSN prohibits unlawful sex-based harassment against any participant in its education programs or activities. Sexual-based harassment includes quid pro quo (this for that) harassment, a hostile environment, and criminal sexual violence (including sexual assault, dating/domestic violence, and stalking.) This prohibition applies to CSN students, employees, and visitors. Incidents of sex-based harassment or discrimination should be reported to CSN's Title IX Coordinator, Dr. Armen Asherian, at titleixcoordinator@csn.edu, or 702-651-7481 or University Police Department at 702-895-3669 to report a crime.

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While not *required* by Policy, the following are commonly included on syllabi and are generally recommended. Again, please check with your Department Chair as they may be required by your department.

Academic Advising

Academic Advisors help students assess academic strengths and limitations, learn academic success strategies, explore careers, declare a major, navigate the educational system, access campus and community resources, and connect to campus life. Contact Information: Charleston Campus: Building D – Student Services Area: 702–651–5670, North Las Vegas Campus: Student Services Area: 702–651–4049, Henderson Campus: Building B – Room 120: 702–651–3165. https://www.csn.edu/advising

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Canvas Computer Instructions & Technology Help Desk

The Canvas Student Quick Start Guide be found at http://guides.instructure.com/m/8470. The entire Student Guide may be found at http://guides.instructure.com/m/4212. Telephone Support for Distance Education students having problems logging into a course, using course website tools, or other technical problems can be found by contacting the CSN Technology Help Desk locally at 702–651–4357, or via 1-800–630–7563 toll-free, 24 hours/day, 7 days/week.

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Centers for Academic Success

Centers for Academic Success (CAS) provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. Tutors are available for most general education courses and many other historically challenging courses. Academic learning support includes drop-in assistance with learning strategies, Canvas, online tutoring, Microsoft Office, writing, oral presentations, math, and science. CAS tutors also facilitate study groups for courses (e.g., biology, math, and chemistry). CAS is open Monday through Sunday. Hours for all locations are Monday – Thursday, 9:00 am to 6:00 pm, and Friday – Sunday,11:00 am to 4:00 pm. You may visit www.csn.edu/centers-academic-success for more details about CAS services. You may also contact us at one of our offices: Charleston Centers 702-651-5732, North Las Vegas Learning Commons 702-651-4232, Henderson Learning Commons 702-651-3125.

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TutorChat

TutorChat is a free, live, online chat service accessible by CSN students at https://csncentersacademicsuccess.libanswers.com/ or in the navigation menu of your Canvas courses. TutorChat is designed to answer your quick questions, help you form successful study habits, and show you how to use Canvas and other resources for student success, such as online tutoring and MyCoyoteSuccess workshops, accessed in GoCSN. Quick questions are defined as assistance with topic formulation, proper MLA or APA citation formatting, and development of outlines including thesis statement, introduction clarity, and appropriate conclusion. TutorChat staff can start audio video sessions and give you information on how to connect with a Centers for Academic Success tutor, which is an in-person service FREE to you. For more information, you can chat with us or submit a question. TutorChat is open to all enrolled CSN students.

*If you need assistance outside their normal business hours, please submit a question at TutorChat. They usually respond within 24 hours.

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Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) offers short-term, problem-focused counseling to CSN students who may feel overwhelmed by the responsibilities of college, work, family, and relationships. Clinicians are available to help students cope with stresses and personal issues that may interfere with their ability to perform in school. The service is provided confidentially and free to currently enrolled students. To schedule an appointment, please call CAPS at West Charleston 702–651–5518, or at North Las Vegas 702–651–4099, or at Henderson 702–651–3099.

Feeling anxious, stressed, or burned out?
Counseling and Psychological Services (CAPS) has free, confidential therapy.
Get support at csn.edu/mentalhealth360

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Recording Class

No recordings of the class are allowed without the explicit permission of the instructor.

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TRIO Student Support Services

One stop shop for first-generation college, financial aid-eligible and disabled students offering tutoring, academic advising, career exploration, college-transfer assistance, and development of college success strategies. Contact information: **North Las Vegas Campus:** Building E Room 109: 702–651–4441 or https://www.csn.edu/trio .

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Immigrant/ UndocuAlly Support

CSN is committed to the inclusion and representation of a diverse campus population. As such, CSN acknowledges that our campus population consists of individuals whose status is undocumented, Deferred Action for Childhood Arrivals (DACA) recipients, as well as immigrant students. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, please reach out to the Immigrant and UndocuAlly Committee at https://www.csn.edu/all-access.

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