

# School of Public Health

## Syllabus and Course Information



## PubH 1001: Success Over Stress

Summer 2018

### General Information

<b>Credits:</b>	1 credit
<b>Meeting Day(s), Time &amp; Place:</b>	This course is entirely web-based, delivered via a Moodle course site
<b>Instructor:</b>	Peter Campion, M.S.
<b>Email:</b>	sostress@umn.edu
<b>Phone:</b>	218-205-5253
<b>Office Address:</b>	We are located in Suite 350-1 in the <a href="#">McNamara Alumni Center</a>
<b>Fax:</b>	612-625-8950
<b>Office hours:</b>	By appointment. We are happy to meet with students and are here to help you succeed! Contact information is shared below.

### Instructional Team:

Success Over Stress is taught by a team of people, including undergraduate Teaching Assistants (TAs), a tech administrator, and one instructor. We work together to provide all students with a positive learning experience. Your TA will guide you through the course and is a great resource; we are confident in your TA's ability to provide accurate answers and valuable feedback. TAs have completed Peer Educator training, which addresses confidentiality as well as listening, responding, referral, and other skills.

### Tips for Contacting Us:

- Use only your official University of Minnesota account for email correspondence with us.
- Include the name of your course and section number in the subject heading. The course team works with and teaches multiple classes on multiple campuses and it may help us get back to you faster.

Role	Contact info	Responsibility	Contact about...
<b>Teaching Assistant:</b>	Name and contact information will be announced via the Moodle course site	Assigns grades and provides individual feedback on each assignment. Connects students to campus, community, and national resources and services.	Questions or concerns about the class, assignments, deadlines, etc. Your TA will respond promptly and is your first line of contact!
<b>Tech Support:</b>	Via <a href="#">tech help form</a> or ritech@umn.edu	Troubleshoots technical issues related to the Moodle site or course content.	Issues with the Moodle site, the online modules, or quizzes or assignments. But be sure to check the <b>*TECH HUB*</b> first where we have info on frequent questions/issues.
<b>Instructor:</b>	Peter Champion, <a href="mailto:sostress@umn.edu">sostress@umn.edu</a> 218-205-5253	Facilitates the class.	Questions about the course content, to submit a letter from the Disability Resource Center, to request an extension or approval to submit work late (be sure to look at the <i>Late Work</i> policy on page 9 of this syllabus), or anything else!

\*Please record (or print) this Instructional Team contact information. That way, you can still contact us in the event that you have difficulty connecting to the Internet or otherwise don't have access to this syllabus.

<b>Mailing Address:</b> The Rothenberger Institute 350-1 McNamara Alumni Center, 200 Oak St. SE Minneapolis, MN 55455-2008	<b>Intercampus Mail Code:</b> 2004B
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**Communication**

Communication is especially important in an online course. The course site announcement forums and email will be used to communicate with students. **You are responsible for reading all course-related emails sent to your University email account and contacting us in a timely manner with any questions you may have.** We strongly recommend that you **check your U of M email daily**. Our goal is to respond to emails within one-two business days and instructional staff does not reply to emails outside of business hours.

**I. Course Description**

Success Over Stress is offered through the Rothenberger Institute (RI). RI provides a suite of wellness-based courses focusing on the knowledge and skills students need to lead healthy, productive, and balanced lives. For more information, visit [the Rothenberger Institute website](#).

The intent of this course is two-fold: to increase students' understanding of stress so that they may better manage it in their own lives, and to empower them to help others to reduce and manage their stress as well. In line with a public health perspective, the topic of stress will be approached from a holistic health perspective and the impact of stress on all aspects of life will be considered. We hope to

provide students with tools to help them during their college years – and throughout the rest of their lives as well. “Stress” is a term with varied meanings and “stress management” has become a popular topic in our society. In this course, we will study and dissect this topic in order to gain a clear understanding of its causes, effects, and consequences – for students and society at large. The course will also provide students with resources they can use to manage their stress more effectively.

**Acknowledgments**

The contents of Success Over Stress have been developed with the contributions of numerous instructors. Sarah Keene, the former instructor, has been involved with the majority of recent content and modifications. Former faculty/instructors, including Jolynn Gardner and Jerri Kjolhaug had roles in either the conceptual development or actual content of the current course, and are acknowledged for their contributions. We also acknowledge Sarah Sevcik, Amy LimBybliw, Emily Matson, and Xiong Xy for their contributions.

**II. Course Prerequisites**

There are no prerequisites for this course and it is intended for undergraduate students.

**III. Course Goals and Objectives**

At the conclusion of this course, the learner will be able to demonstrate, via various evaluation methods, a thorough understanding of the concepts listed below:

- Identify the leading sources of stress for college students and common personal triggers.
- Convey an understanding of the concepts of stress, perception, strain, long-term outcomes, and coping.
- Discuss and convey an understanding of the stress process. Students will also be able to identify the components of the stress process and provide examples in each component.
- Identify and discuss the potential negative health outcomes of chronic or unaddressed stress.
- Critically assess unique personal coping styles and preferences.
- Identify best practices for addressing interpersonal conflicts, academic stress, financial stress, and time management.
- Describe several different maladaptive coping styles, both cognitive and behavioral.
- Discuss the role of outlook and social support in managing and coping with stress.
- Demonstrate an understanding of various relaxation strategies.
- Critically assess the impact of sleep, nutrition, and physical activity on stress.
- Identify and access appropriate campus resources that can help students with concerns related to stress, mental health, time management, health issues, academic concerns, and other concerns.

**IV. Methods of Instruction and Work Expectations****Course Workload Expectations**

Success Over Stress is a one (1) credit course. The University expects that for each credit, you will spend a minimum of three hours per week attending class, reading, studying, completing assignments, etc. over the course of a 15-week term. Thus, this course requires approximately 45 hours of effort spread over the course of the term in order to earn an average grade.

This course is entirely online. Therefore, your time will be spent interacting with online modules, reading online articles, and completing assigned coursework via the Moodle course site.

## Moodle Course Site

All course-related materials are on our Moodle course site. You are expected to access the course site at least once per week; be sure to check the announcements and discussion forums often for the most up-to-date course information.

To access the course site:

1. [Log into your MyU](#) using your UMN Internet ID and password
2. Click on “Key Links” in the maroon horizontal menu bar toward the top of the page
3. Click on “Moodle”
4. Once the Moodle homepage opens, scroll down to the link for this course; click it to access the course site.

You can alternatively try accessing your course by going directly to the [U of M Moodle](#) website.

If it has been more than 24 hours since you have registered and you have problems accessing the Moodle course site, email [Moodle Support](#) for help.

## Computer and Internet Expectations and Access

Success Over Stress requires use of the Internet for access to the course site and University email. You are assumed to have reliable access to a computer and high-speed Internet. If you don't have reliable computer and/or Internet access at home, the [University has many free, public computer labs](#) on campus.

Additionally, computers with reliable Internet for general use are available at most campus and community libraries.

## Computer Skills and Online Course Readiness:

You are expected to have basic computing skills, such as using a word processing program like MS Word or Google Docs, uploading files, opening and sending email, etc. If you are concerned about your computer readiness to complete this online course, we encourage you to review the [U of M Resources and Tips and Training for students](#), the [Tech Hub Website](#), or contact your instructor.

## U of M Technology Support

The U of M provides technical support services to students through the Office of Information Technology (OIT). [U of M tech support](#) can help with any questions about your University accounts, such as:

- Email/Google Apps
- Moodle access
- MyU Portal
- Resetting your password

You can also search for answers, chat live with a support staff member, call the Help Desk (612-301-4357 or 1-HELP on campus) or stop by Tech Stop ([locations and hours](#)).

U of M Tech and Moodle support **cannot**:

- Assist you with questions, problems, or access issues regarding your interactive online learning modules.
- Access or make any changes to our Moodle course sites.

**If you have issues within the Moodle course site or the interactive online learning modules**, visit “Technology Issues with Course Materials” below for more information.

## V. Course Text and Readings

This course does not have an assigned textbook. All of the course modules and readings can be accessed via the Moodle course site.

### Interactive Modules

The online learning content for Success Over Stress was developed by the Rothenberger Institute and is delivered through CogBooks, an external learning platform. The interactive modules in the CogBooks system provide you with a personalized learning path based on your understanding of core course concepts, which you'll demonstrate using a slider bar.

The modules in the CogBooks system include interactions (reflection opportunities, practice quiz questions, and other educational activities) intended to reinforce and/or check your understanding of course learning objectives before the objectives are assessed in graded quizzes and assignments. While the brief assessments within the CogBooks platform are not point-earning and do not count toward your final grade, investing time in these activities will help you succeed in the course; the more you put into the course by reflecting honestly on what you're learning, the more you will get out of this course.

Course materials are available to enrolled students for personal use only. By enrolling in this course, you're agreeing not to share the materials with other students, make them publicly available, or otherwise distribute them, as this is a violation of copyright and not permitted.

Note: Access to the interactive online modules will end after the term is over; however, a PDF version of the module transcripts will be available for download at the end of the term. In addition, you may contact the instructor to request a copy of the module transcripts at any point throughout the term.

### Browser Recommendations for the Interactive Online Modules

The Rothenberger Institute recommends using newer versions of Mozilla Firefox or Google Chrome as your web browser when accessing the online interactive modules through the Moodle course site. Both of these web browsers can be downloaded for free:

- [Download the latest version of Firefox](#)
- [Download the latest version of Google Chrome](#)

**Note:** We do **not** recommend using Internet Explorer as your web browser to view the online interactive modules.

### Videos in Interactive Online Modules

The interactive online modules feature unscripted videos of real students from Minnesota college campuses discussing their opinions and experiences related to topics covered in the course modules. While valuable and relevant to the course, the views expressed by students featured in these videos may not necessarily represent the views or recommendations of the Rothenberger Institute. For this reason, content within student videos will not be assessed in quizzes. However, all other videos, unless otherwise noted, contain required content that may be assessed in quizzes and assignments.

### Supplemental Readings

Many of the supplemental readings are accessible via web links, but others are posted to the course site in PDF format; in order to open them, you will need Adobe Acrobat Reader, which can be [downloaded for free](#).

## VI. Course Outline/Weekly Schedule

Success Over Stress **has specific deadlines**. All coursework must be submitted via the Moodle course site before the date and time specified below. **Note: Quizzes and Assignments are due by 5:00pm CST every Tuesday and Thursday throughout the term.**

Wk	Date	What is due?	Topics Covered	Points
1	ASAP	Course Orientation Quiz	Syllabus & Tech Hub Website	0
1	ASAP	Introductory Post in Forum OR on Flipgrid	You!	0
<b>Foundations of Stress Management</b>				
1	June 14	Mindset Reflection	Intro to Stress	15
2	June 19	Foundations of Stress Management Quiz	Intro to Stress, Stress: The Science and Sources, Stress and Health, & Intro to Coping	20
2	June 21	Daily Hassles Log & Reflection (Parts 1 & 2)	Stress: The Science and Sources	15
<b>Sources of Stress</b>				
3	June 26	Sources of Stress Quiz	Unique Stressors of College, Time and Money-related Stress, Academic and Interpersonal Stress, & Coping with Grief and Loss	20
3	June 28	Time Management Reflection <u>or</u> Coping Reflection	Time and Money-related Stress Intro to Coping	10
<b>Maladaptive Coping</b>				
4	July 3	Nothing due! Work Ahead		
4	July 5	Maladaptive Coping Quiz	Maladaptive Coping Behaviors, Maladaptive Cognitive Coping	15
5	July 10	Worry Reflection	Maladaptive Cognitive Coping	15
<b>Adaptive Coping and Application</b>				
5	July 12	Resilience Challenge Pt 1	Outlook and Social Support	10
6	July 17	Adaptive Coping and Application Quiz: Part 1	Outlook and Social Support, Relaxation Strategies to Try,	15
6	July 19	Relaxation Strategy Practice <b>OR</b> Letter of Gratitude Reflection	Relaxation Strategies to Try Outlook and Social Support	10
7	July 24	Adaptive Coping and Application Quiz: Part 2	Stress and Health Behaviors, Creating Your Stress Management Plan	15
7	July 26	Resilience Challenge Pt 2	Outlook and Social Support	15
<b>Finishing Up the Course</b>				
8	July 31	Final Reflection: My Stress Management Plan	<b>All Modules</b>	25

**Note:** The Daily Hassles Log & Reflection requires **five** days of logging including two weekend days. You may submit work early. However, we cannot guarantee that it will be graded early because priority will be given to work that's already been due. Our goal is to grade assignments within 7 days of their due date.

## VII. Evaluation and Grading

### Assessments Overview

Your performance in this course will be assessed through quizzes and reflections. A brief summary of each category is included here. More specific instructions are located in the submission descriptions in the Moodle course site.

It is expected that you do your own work and that you work individually. Academic dishonesty will not be tolerated and will be dealt with according to University policy.

### ***5pm CST Deadlines***

The Rothenberger Institute has decided on a 5pm deadline for assignments and quizzes throughout the term. Turning your assignment in at 5pm means that the evening is available for you to practice habits that foster wellbeing and engage socially with your community; this deadline also encourages you to plan ahead and work on assignments in advance, which is one effective strategy to reduce your stress. Public health professionals work to change policies to make the world a healthier place; by building a system that supports health we are improving health outcomes for students!

### ***Quizzes***

Moodle Support recommends that you complete quizzes using a wired, high-speed Internet connection (not a wireless connection) to limit potential issues with Internet connectivity that could result in quizzes not submitting properly. If you typically use a wireless router, we strongly recommend that you plug your computer/laptop directly into your router using a LAN cable while taking quizzes.

While we understand that technical problems could still occur, it is your responsibility to take all the steps possible to limit potential issues that may interrupt the submission of your quiz answers; the course team reserves the right to take into consideration the steps taken to decrease potential issues and report them in a timely manner when making final determinations on quizzes that do not submit properly.

#### ***Course Orientation Quiz (0 points, but required)***

The course orientation quiz is required and is based on information in the syllabus and Tech Hub website (linked in the Moodle course site). This quiz is available in the “Click Here To Get Started” section of the course site. You will not be able to view any of the course materials until you receive 100% on the Orientation Quiz, but you can take the quiz as many times as necessary to receive that score.

#### ***Content Quizzes (3 x 15 points + 2 x 20 points = 85 points)***

There are four required quizzes throughout the term. All quizzes include multiple-choice or true/false questions.

#### ***Quiz Times and Scores***

You are given a short window of time to complete your quiz (approximately a minute per question), so be sure to carefully review the required content for each quiz before beginning. Complete and submit your quiz before the 5:00 pm CST deadline. If your quiz is in-progress, only answers saved before the **5:00 pm CST** deadline will count. You will be allowed **one attempt** on each quiz.

You will be able to review quiz questions, scores, and correct answers immediately upon submitting a quiz on the course site. We encourage you to review the correct answers for any questions you may have answered incorrectly; this will further your understanding of important course concepts and help guide your studying for future quizzes and assignments. Contact your TA or the instructor if you have any questions.

### **Assignments**

#### **Activity and Reflection Assignments (3 x 10 points + 4 x 15 points = 90 points)**

There are eight required reflection assignments. You will be asked to answer questions that help you reflect on an activity or course content.

#### **Final Reflection (25 points)**

The final course reflection will require you to reflect on things you have learned from this course, and how you plan to maintain healthy stress management in the future.

### **Saving and Submitting Coursework**

**Documents that students submit are considered final;** students may not submit more than one version or draft of each assignment.

**Moodle will only accept assignments in a PDF file format.** Directions on how to convert a variety of word processing file formats to PDFs can be found in the [Tech Hub](#) website.

In addition, we strongly encourage you to **save an electronic copy of each of your assignments to your Google Drive, a portable flash drive, and/or email the file(s) to yourself.** This is especially important if you are using a public computer, but is also recommended even if you have another copy saved on your personal computer.

### **Checking Assignment Scores and Feedback**

It is our goal to complete the grading of assignments within a week of their deadline. In addition to grading your work, TAs provide feedback relevant to your knowledge, attitudes, and/or behavior. Read your TA's feedback to enhance your learning experience. You can check your assignment score and feedback by clicking the assignment title then scrolling to the bottom of the page.

If you have general questions about your grade, email your TA. If you would like an assignment, quiz score, or final grade to be reconsidered by the instructional team, email your instructor *within two weeks of the assignment or quiz deadline or within 48 hours of final grades being submitted (whichever comes first)* with a detailed justification as to why you believe the grade should be reconsidered.

### **Technical Issues with Course Materials**

You are expected to submit all coursework on time and **it is your responsibility to ensure that your work is submitted properly before the deadline.**

- Open your PDF file prior to uploading it to Moodle to ensure that all of your answers are visible.
- Double-check your quiz and assignment submissions right after you submit them by returning to your submission and scrolling down to the bottom of the instructions page:
  - Assignments successfully submitted will be attached on this page.

- Quiz scores should appear if your quiz was successfully submitted.

If you experience technical difficulties while navigating through the course site or attempting to submit coursework:

1. Search for a solution in the [RI Tech Hub website](#), linked in the Moodle course site.
2. If you cannot find a solution, submit a [Tech Help Form](#) (in the RI Tech Hub Website) **within 30 minutes** of the problem's occurrence.
  - a. Provide as much information as possible, so the tech team can best help you as soon as possible.
  - b. You can expect a response within 1-2 business days to help resolve the problem.
3. If you cannot access this course in Moodle, [contact Moodle support](#) for help.

### Late Work

If you have other priorities when a quiz or assignment is due, plan ahead and submit the work early. Late work will be accepted within a 24-hour window past its deadline for up to half credit. The only potential exception to this policy is for a legitimate reason, as defined below. Also note, extra credit opportunities are posted on the course site if you wish to make up lost points, but extra credit will not be accepted for any credit past posted deadlines.

### Makeup Work for Legitimate Reasons

If you experience an extraordinary event that prevents you from completing coursework on time and you would like to make arrangements to make up your work, contact your instructor within 48 hours of the missed deadline. Per University policy, legitimate reasons for making up work may include:

- illness
- serious accident or personal injury
- hospitalization
- death or serious illness within the family
- bereavement
- religious observances
- subpoenas
- jury duty
- military service
- participation in intercollegiate athletic events

Because our courses are entirely online and all materials are available to students from the first day of the term, we expect students to plan accordingly if travels or access to internet will cause them to miss a deadline. Note that our deadlines are set for 9pm CST, so traveling to a different time zone will require additional planning. Further, circumstances that qualify for making up missed work will be handled by the instructional team on a case-by-case basis; they will always be considered but not always granted. For complete information, view the [U of M's policy on Makeup Work for Legitimate Absences](#).

### Optional Extra Credit (up to 15 points)

You may earn a maximum of 15 points of extra credit throughout the term. Extra credit opportunities may take several forms (e.g., optional/bonus work on required assignments, experiential activities, campus or community events related to course topics, current events articles, etc.). Check the course outline (on the main page) to see extra-credit opportunities as well as the news and announcements forum for additional extra credit opportunities that may become available throughout the term.

### Grade Calculation

There are 200 total points possible in this class. You can calculate your course grade throughout the term:

1. Go to the “Grades” link located within the “Navigation” block in Moodle.
2. Add the points earned on the work that’s been graded. Include any points earned through extra credit. **Reminder: The Orientation Quiz is required, but points do not count toward the course total.**
3. Divide that number by the total number of points that were possible on the work that’s been graded. *Do not include extra credit in the total points possible, or work that’s been submitted but not yet graded.*

**Grading Scale**

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

% In Class	Grade	GPA
92 - 100%	A	4.000
90 - 91%	A-	3.667
88 - 89%	B+	3.333
82 - 87%	B	3.000
80 - 81/%	B-	2.667
78 - 79%	C+	2.333
72 - 77%	C	2.000
70 - 71%	C-	1.667
68 - 69%	D+	1.333
60 - 67%	D	1.000
≤ 59%	F	

A = achievement that is outstanding relative to the level necessary to meet course requirements.

B = achievement that is significantly above the level necessary to meet course requirements.

C = achievement that meets the course requirements in every respect.

D = achievement that is worthy of credit even though it fails to meet fully the course requirements.

F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).

S = achievement that is satisfactory, which is equivalent to a C- or better

N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

[U of M’s policy on Grading and Transcripts](#)

**Grade Option Change**

For full-semester courses, you may change your grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e., summer and half-term) can be found at [One Stop Student Services](#).

**Incomplete Contracts**

A grade of incomplete (“I”) shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an “I” requires that a contract be initiated and completed by the student before the last official day of class, and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student’s college). Students can learn more information and initiate an incomplete contract through the [SPHGrades website](#).

**Note:** We will not grant an “I” grade unless a majority of the coursework has already been completed satisfactorily (e.g. 75% of the coursework has been completed at or above a C-level). See [the U of M's policy on Incomplete Grades](#) for more information.

**University of Minnesota Uniform Grading and Transcript Policy**

More information on the policy can be found on [Policy Library Website](#).

**VIII. Other Course Information and Policies****Other Important Dates**

The [University’s academic calendar](#) lists important University dates, deadlines, and holidays.

**Course Evaluation**

Student feedback on course content and faculty teaching skills are an important means for improving our work. The SPH collects anonymous student course evaluations electronically using a [software system called CoursEval](#). Students who complete their course evaluations will be able to access their final grade as soon as the faculty member submits the grade in [SPHGrades](#) before it is recorded on an official transcript. All students will have access to their final grades through MyU two weeks after the last day of the term regardless of whether they completed their course evaluation or not.

**Note:** This is School of Public Health procedure—not a University-wide policy—and therefore applies to Public Health courses only.

**Course Withdrawal**

Refer to the [Refund and Drop/Add Deadlines](#) for the particular term or information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

[Contact the School of Public Health Office of Admissions and Student Resources](#) for further information about withdrawing from this course after the noted final deadline.

**Student Conduct**

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the

University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University you are expected adhere to [Board of Regents Student Conduct Code](#).

Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."

**Use of Personal Electronic Devices in the Classroom**

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom. The [U of M's policy on the Use of Personal Electronic Devices in the Classroom](#) has more information.

**Scholastic Dishonesty**

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis (As defined in the [Student Conduct Code](#)). If it is determined that a student has cheated, they may be given an "F" or an "N" for the course, and may face additional sanctions from the University. The [U of M's policy on Teaching and Learning: Instructor and Unit Responsibilities](#) shares more information on this.

The [Office for Community Standards](#) upholds the policies around scholastic dishonesty. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Indiana University offers [a clear description of plagiarism and an online quiz](#) to check your understanding.

**Appropriate Student Use of Class Notes and Course Materials:**

Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. The [U of M's policy on the Appropriate Student Use of Class Notes and Course Materials](#) shares more information.

**Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. The [Board of Regents Policy on Sexual Harassment](#) shares more information.

**Equity, Diversity, Equal Opportunity, and Affirmative Action**

The University will provide equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. The [Board of Regents Policy on Equity, Diversity, Equal Opportunity, and Affirmative Action](#) shares more information

**Inclusive Language**

While, for the most part, our culture uses a gender-binary and sex-binary framework—thinking and functioning in terms of men and women when discussing gender, or male and female when discussing biological sex, we at the Rothenberger Institute recognize that this doesn't encompass everyone's experience or identity and have therefore used inclusive language throughout the course. Such language consists of words and phrases that demonstrate respect for how a variety of individuals self-identify their gender and sexual orientation, describe their bodies and relationships, and express their sexuality. When we report research results, we use the same terms used by the researchers, recognizing that some of the research may not be inclusive. Despite its potentially exclusionary nature, we have chosen to include such research within the modules because we believe that the data still has value in informing and supporting our discussions and may be the only or best data available on a given topic.

**Disability Accommodations**

The University of Minnesota is committed to providing equitable access to learning opportunities for all students. [Disability Resource Center](#) (DRC) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact DRC at 612-626-1333 (V/TTY) or [email the DRC](#) to arrange a confidential discussion regarding equitable access and reasonable accommodations.

If you are registered with DRC and have a current letter requesting reasonable accommodations, please contact your instructor as early in the term as possible to discuss how the accommodations will be applied in the course.

**Mental Health and Stress Management**

As a student, you may experience a range of issues that can cause barriers to 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. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the [Student Mental Health website](#).

**Housing and Financial Instability**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is encouraged to utilize [local housing and financial resources](#), the [Nutritious U Food Pantry](#), the [Student Emergency Loan Fund](#), or [emergency funding through the Student Parent HELP Center](#) (for students with a child/children). Furthermore, if you feel comfortable, please notify your instructor or TA so they can provide any other resources they may be aware of.

**The Office of Student Affairs at the University of Minnesota:**

The [Office for Student Affairs](#) provides services, programs, and facilities that advance student success, inspire students to make life-long positive contributions to society, promote an inclusive environment, and enrich the University of Minnesota community.

Units within the Office for Student Affairs include the Aurora Center for Advocacy & Education, Boynton Health Service, Central Career Initiatives (CCE, CDes, CFANS), Leadership Education and Development – Undergraduate Programs (LEAD-UP), the Office for Fraternity and Sorority Life, the Office for Community Standards, the Office for Student Engagement, the Parent Program, University Recreation and Wellness, Student and Community Relations, the Student Conflict Resolution Center, the Student Parent HELP Center, Student Unions & Activities, University Counseling & Consulting Services, and University Student Legal Service.

**Academic Freedom and Responsibility**

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.\*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, your adviser, the associate dean of the college ([Dr. Kristin Anderson](#), 612-626-8568), or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.

*\* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students."*

**Student Academic Success Services (SASS)**

Students who wish to improve their academic performance may find assistance from [Student Academic Support Services](#) (SASS). While tutoring and advising are not offered, SASS provides resources such as individual consultations, workshops, and self-help materials.

**Student Writing Support**

Student Writing Support (SWS) offers free writing instruction for all University of Minnesota students—graduate and undergraduate—at all stages of the writing process. In face-to-face and online collaborative consultations, SWS consultants from across the disciplines help students develop productive writing habits and revision strategies.

## Course Syllabus—PubH 1001: Success Over Stress

Summer 2018

Consulting is available by appointment online and in Nicholson Hall, and on a walk-in basis in [Appleby Hall](#). For more information, visit the [SWS website](#) or call 612-625-1893.

In addition, [SWS's web-based resources](#) offer support on a number of topics such as avoiding plagiarism, documenting sources, and planning and completing a writing project.

### Role and Purpose of Policies

The above course policies are consistent with University of Minnesota policies and have been developed through previous experience with students. They are meant to help you meet the expectations of the course and to ensure that all students are held to the same, consistent standards and treated fairly.