

Abstract

Prepare an abstract for your presentation one week before your scheduled seminar and place it in each faculty member's mailbox. The abstract should include the title, time and place of the seminar along with a one page summary of the presentation to be given.

Important Dates:

August 26 We will have a short meeting to go over your responsibilities in S 465 at 11:30.

September 2 Schedule your oral presentation date with me.

Miscellaneous policies

I have an Open Communication Policy: If you have any questions class related please do not hesitate to email me or come by my office. Please silence cell phone ringers during class. The instructor reserves the right to answer any ringing cell phones during lecture, or to dismiss the offending student. Use of cellphones / PDAs / MP3 players and similar devices during class will be considered academic dishonesty. Recording of lectures without the instructor's permission is prohibited. Laptops should not be used during class without permission.

Academic Honesty

The university policy will be enforced. See page 70 of the 2014-15 undergraduate catalog. Some examples of academic dishonesty include (but are not limited to) copying another student's assignment, lying about being ill on the day of a test, using a cell phone or other communication device during a test, quoting an author's writing (including material found on the internet) without giving due credit.

http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf

Incomplete Coursework

The university policy will be enforced. See page 93 of the 2014-15 undergraduate catalog.

http://www.marshall.edu/ucomm/files/web/UG_14-15_published.pdf

D/F Repeat Rule

See page 88 of the 2014-15 undergraduate catalog.

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Accommodations for Disabilities

Students with disabilities must contact the Office of Disabled Student Services in Prichard Hall 117, phone 696-2271 to provide documentation of their disability to ensure proper accommodation. Please visit

<http://www.marshall.edu/disabled> for additional information.