

Course Syllabus

MSMU SYLLABUS

Jane Crawford, Ph.D.

Liberal Arts 101

Introduction to the Liberal Arts Major

Summer 2019

2. Instructor information

jcrawford@msmu.edu (<mailto:jcrawford@msmu.edu>)

818-744-3967, office hours as arranged with student, Office location at Doheny, Bldg 2 Room 200A

3. Course Materials

4. Course Description

5. Course Objectives and Student Learning Outcomes

- Demonstrate ability to read and analyze the novel genre
- Respond in paragraph form to Discussion Questions

Research and compose a research essay on a topic suggested by the novels assigned, 5-8 pages, MLA format

General MSMU Assessment of Student Learning Outcomes:

Student learning is at the core of the MSMU mission. MSMU faculty developed a plan to assess the student-learning outcomes that represent the knowledge, skills and attitudes expected of (someone in our major/a university student). In this class one or more student learning outcomes will be assessed. Some of our class assignments may be used to evaluate overall student learning and to improve teaching and learning in this class, this department, and throughout the University.

Course Requirements

Each week students will read and respond to instructions in the Canvas Module.

Students must turn in a research paper to pass the class; participation on the Discussion board will not be necessary C or above.

Syllabus quiz 2 pts

Module 2 DQ	20
Choose a Topic	5 pts
Module 3 Research	
Question	20
Mod 3 DQ	20
Mod 4 Thesis	20
Mod 4 DQ	20
Quiz	10
Mod 5 Outline	20
Mod 5 DQ1	20
Mod 5 DQ2	10
Mod 6 DQ	20
Mod 6 Draft	10
Mod 7	20
Mod 8 Paper	75
Quiz	10
Oral Presentation	25

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7. Grading Scale

The university uses a plus/minus grading scale. **At the end of the course, grades will be computed according to the usual: 94-100, A; 93-89, A-; 88-86 B+; 85-83, B; 82-80, B-; 79-77, C+; 76-73, C; 72-70 C-; 69-64 D. 63-60 D- Below 60, F**

8. Course Schedule

The Calendar for the class is stated Modules. Each week a new Module provides required reading, writing and work on the research paper. A Calendar of required assignments is available to the left of the Module Screen. All work must be completed by the end of the semester unless an Incomplete has been approved.

9. Policies

a. Instructor and/or Department Policies

i. Attendance Policy:

Failure to participate for one week for no emergency reason in this online class will lower a student's grade by half a letter grade because participation in a discussion cannot be made up. Lack of participation for two weeks for no emergency reason will cause the student's grade to be lowered by a letter grade. If you have difficulty, talk to me and your adviser to explore your academic options. Late work is discounted by 10% per day.

iii. Policy on incompletes—If you are passing the class until the end and an emergency arises, talk to me or your adviser regarding an Incomplete, which must be approved by the instructor and MSMU Weekend College Online.

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b. University Policies

iii. Academic integrity policy

All degree candidates are expected to adhere to the MSMU statements on Academic Integrity (AI) in the MSMU catalog and Student Handbook. This includes avoiding plagiarism and constructing your best work on each assignment. Papers and other work including images, should not be copied from the Internet. Infractions may be addressed by the MSMU administration and possibly include an AI Board review.

iii. Academic freedom statement, such as:

For faculty, academic freedom in research, teaching, and publication is fundamental to the advancement of truth and learning. Freedom of thought and expression is essential to fulfill the mission, and obligations, of academics and educators.

The student has the freedom to express ideas that differ from any interpretation or any viewpoint presented by an instructor. In exercising this freedom, there should be no disruption of the academic process of the class.

The student has the right to be evaluated accurately and fairly on academic performance as outlined by the instructor at the beginning of the course. The student has the right to discuss and review any academic performance with instructors. A student who believes that an evaluation was made on a basis other than academic performance has the right to an appeal procedure. (For appeal procedures, see Student Handbook).

iv. Disability Statement:

Mount Saint Mary's University, Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at disability@msmu.edu.

v. Student credit hour policy:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out- of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours Taken from: <http://msmu.smartcatalogiq.com/en/2016-2018/2016-2018-Catalog/Academic-Policies-and-Procedures/General-Information-for-Undergraduate-Programs/Student-Credit-Hour>

The Learning Center is designed to help students with academic success and is a valuable resource

Estimated response time to email (e.g., 48 hours) or phone (e.g., 28 hours). DO NOT TEXT PLEASE.

d. Contact information for canceled classes: The Provost's Office is informed of cancellations; you are free to call me 818 744 3967. DO NOT TEXT PLEASE

e. Campus resources (e.g., libraries, learning center, tutoring, workshops, computer labs, help desk, cultural fluency center, security, advisement center, health center, psychologist/counseling center, other offices)

f. Student Support:

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 urged to contact the Dean of Student Life on their respective campus for support. Also, please notify the instructor if you are comfortable in doing so. Chalon Campus: Laura Crow, Dean of Student Life 310-954-4133 and lcrow@msmu.edu. Doheny Campus/WEC & Online/Sunset Gower/Graduate: Jessica Cuevas, Dean of Student Life 213-477-2570 and jcuevas@msmu.edu

g. Syllabus Language Regarding Title IX and Confidentiality

Mount Saint Mary's University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report such incidents in order to allow University to provide you with the appropriate on and/or off-campus services support should you choose. If you report this to a faculty member or any non-confidential employee of the University, as a "Responsible Employee", they must notify our University's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Mount Saint Mary's University, please go to:
<https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/campus-resources/titleIX>

Title IX Responsibilities: Mount Saint Mary's University faculty are considered to be "Responsible Employees" of the University and are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in a member of Mount Saint Mary's University faculty or any non-confidential employee of the University regarding an issue of sexual misconduct, that faculty member/employee is obligated to share such information with Mount Saint Mary's University's Title IX Coordinator. The Title IX coordinator and/or a member of the MCARES team will assist the student in connecting with all possible resources both on and off-campus, including confidential sources. For more information about your support options at Mount Saint Mary's University, please go to
<https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/campus-resources/titleIX>

As an instructor at Mount Saint Mary's University, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory "Responsible Employee" reporting responsibility related to my role as a faculty member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, in order to support you, I am required to share with University officials, any information regarding sexual misconduct or information about a related crime you may have experienced or witnessed, whether it occurred on or off MSMU's campus. Students may speak to someone confidentially by contacting MSMU's Counseling and Psychological Services, Health Services, and/or community partners - Peace Over Violence, and the Santa Monica Rape Treatment Center. For more information about your support options at Mount Saint Mary's University, please go to <https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/campus-resources/titleIX>

For questions/clarification, please contact your Title IX Coordinator, Bernadette Robert at brobert@msmu.edu, (213) 477-2511, cell – (310) 597-9043.

END OF SYLLABUS-Please ignore text below