

SYLLABUS TEMPLATE  
ANCILLARY RESOURCE  
(STAR) PLUG-INS



Office of Academic Affairs

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## Syllabus Template Ancillary Resource (STAR) Plug-ins

*We have provided language that you may find useful to add to your syllabus. Feel free to copy and paste (no citation needed). If you have language you would like to share to this resource, please email the language to the Associate Dean for possible inclusion.*

[McKendree Mission](#)

[McKendree Purpose](#)

[McKendree Learning Objectives](#)

[Academic Integrity](#)

[Artificial Intelligence](#)

[University Services to Help Students Succeed](#)

[Sexual Misconduct Policy](#)

[Sexual Assault Reporting](#)

[Bias Reporting](#)

[Nondiscrimination](#)

[Safe Zone](#)

[Distraction Policy](#)

[Engagement Policy](#)

[Attendance](#)

[Student Absences for Official Functions](#)

[VA Policy](#)

[Safety on Campus](#)

[Internships](#)

[IRB](#)

[Email](#)

[Information Technology](#)

[The Writing Center](#)

[Holman Library](#)

[Academic Records](#)

[International Student Affairs](#)

[Veteran's Affairs](#)

[Counseling Services](#)

[Health Services](#)

[Career Services](#)

[Study Abroad](#)

[Community Service](#)

[Online Etiquette](#)

[Tips for Course Success](#)

[Student and Teacher Expectations](#)

[McKendree General Education Logos](#)

## McKendree Mission (Longer Form)

The mission of McKendree University is to provide a high quality educational experience to outstanding students. We guide our students in the pursuit of academic excellence which will prepare them for leadership roles in our society. To achieve this end, we encourage broader vision, enriched purpose, engagement with community, commitment to responsible citizenship, openness to new ideas and dedication to lifelong learning. In keeping with our history and traditions, we provide our students with a rigorous, broadly based liberal arts curricula joined with specialization in a specific discipline. We cherish our historical relationship with the United Methodist Church and its tradition of Judeo-Christian ideals. Therefore, we encourage an atmosphere of open dialogue, free inquiry, and mutual respect, conducted among students from diverse backgrounds.

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## McKendree's Purpose

1. To offer undergraduate, graduate, and professional programs to develop our students' knowledge, analytical abilities, research capabilities, creativity, and sense of identity.
2. To help our students develop an appreciation and understanding of human diversity by providing knowledge of and opportunity for experience with multiple ethnicities, cultures, and societies.
3. To create an intellectual and technological environment supportive of innovative and effective teaching, research, assessment and communication, excellent writing and oral skills, and decision making.
4. To attract and maintain an excellent faculty and staff committed to teaching, to research, and to service to McKendree and the greater community while also attracting and retaining an outstanding student body.
5. To create a culture of campus life that includes experiences beyond the classroom that allow for the development of the whole person.

## McKendree Student Learning Outcomes

### **Undergraduate**

#### **Diverse Perspectives**

Students will understand human and cultural differences and acknowledge variety in viewpoints in order to foster empathy and interpersonal understanding.

#### **Personal and Social Responsibility**

Students will exhibit personal and social responsibility.

#### **Engagement**

Students will participate actively in classroom, co-curricular, and community experiences to enhance learning.

**Effective Communication**

Students will communicate effectively in oral, written, and creative forms.

**Inquiry and Problem Solving**

Students will develop and apply analytical, critical thinking, and problem solving skills.

**Discipline-Specific Competence**

Students will demonstrate the knowledge, skills, and attitudes required of their chosen discipline.

**Lifelong Learning**

Students will develop dispositions and skills for lifelong learning.

**Graduate**

**Diverse Perspectives**

Graduate students will embrace the cultures, values, beliefs, perspectives, and talents of all people in order to foster empathy and interpersonal understanding.

**Personal and Social Responsibility**

Graduate students will demonstrate advanced knowledge and willingness to apply ethical and moral decision making in professional contexts.

**Engagement**

Graduate students will participate actively in classroom and community experiences.

**Effective Communication**

Graduate students will communicate effectively in oral and written forms according to the standards of their profession.

**Inquiry and Problem Solving**

Graduate students will demonstrate advanced knowledge of research methods and apply appropriate analyses to solve problems within the discipline.

**Discipline-Specific Competence**

Graduate students will demonstrate the knowledge, skills, and dispositions required of their discipline.

**Lifelong Learning**

Graduate students will engage in scholarly activities to foster lifelong learning in professional practice.

## Academic Integrity (Longer Form)

McKendree University expects students to act with integrity in all aspects of their academic work. Plagiarism and cheating are serious violations of academic integrity. Plagiarism is defined as presenting someone else's work as one's own original work without proper citation. Cheating is defined as unauthorized or improper use of information, materials, devices, sources, or practices in completing academic work. Examples of plagiarism or cheating are:

- Copying verbatim text from a published or unpublished source, including from the internet, without proper citation. All verbatim text must be enclosed in quotation marks and cited appropriately.
- Submitting work taken from generative Artificial Intelligence (AI) without permission from the instructor (e.g., ChatGPT, Bing, Bard, Claude).
- Failing to cite AI sources if permission has been given to use AI tools by the instructor.
- Paraphrasing text without proper citation.
- Presenting ideas, research, works of art, images, data, or other information from any source as one's own original work without proper citation.
- Submitting work created by or received from another person or company as one's own original work. This includes purchasing essays or assigning another person or company to produce work on your behalf. All submissions must consist of original content.
- Submitting one's previous work for credit in another class without prior approval from the instructor. Students must receive permission from the instructor before submitting prior work.
- Using unauthorized materials such as books, notes, cell phones, or other devices during an examination without permission from the instructor.
- Copying another student's work or allowing one's own work to be copied during an examination or for an assignment.
- Communicating exam answers to another student during an exam.
- Possessing or distributing unauthorized copies of an examination before it is administered.
- Taking an examination by proxy for someone else (either face-to-face or online).
- Submitting lab reports, discussion boards, or other assignments that duplicate one's own work or another student's work in part or full, even when lab work has been collaborative (including figures, graphs, and references).
- Collaborating, without instructor permission, on assignments designed to be completed individually by each student.

- Inventing, falsifying, or manipulating data or research results, citations, or other information for assignments, reports, or research papers.
- Misrepresenting one's own or others' research results.
- Citing sources in research papers, bibliographies, or other projects that do not exist.
- Falsifying academic records, admissions documentation, or other university documents.
- Dishonesty or fabrication in communications related to academic business or coursework.
- Intentionally destroying or obstructing another student's work.

## Artificial Intelligence (Three Versions)

### **Version 1: Use of Artificial Intelligence is Unacceptable**

The learning goals for this course require that students perform all of the work that goes into assignments. As such, students may not use artificial intelligence tools (e.g., Bing Chat, ChatGPT) to generate content for assignments (e.g., text, references, code, images). Use of artificial intelligence without permission of the instructor is a violation of the McKendree University Academic Honesty policy and will be subject to academic sanctions, which may include a failing grade. If you are unsure about what tools you can use for this course or how you can use them, please ask your instructor for clarification.

### **Version 2: Acceptable and Unacceptable Use of Artificial Intelligence**

Artificial intelligence tools (e.g., Bing Chat, ChatGPT) are able to generate new content related to the assignments of this course. Certain uses of artificial intelligence will help students achieve course learning goals, and those uses are permitted. Certain uses of artificial intelligence will interfere with learning, and those uses are not allowed.

Students may use artificial intelligence tools for the following course activities and assignments.

- Course Activities [Example activities – replace with your own]
  - Generating ideas
  - Researching topics
  - Proofreading
  - Formatting references
- Course Assignments [Example assignments – replace with your own]
  - Paper proposal
  - Thesis statement
  - Paper outline

Use of artificial intelligence is not permitted for the following course activities and assignments.

- Course Activities [Example activities – replace with your own]

- Impersonating yourself during class discussions or group work
- Completing any work where you collaborate with other students
- Writing sentences or paragraphs for any assignment or discussion
- Course Assignments [Example assignments – replace with your own]
  - Annotated bibliography
  - Paper or presentation drafts
  - Final papers or presentations
  - Exams

Students are responsible for ensuring that work they complete using artificial intelligence is accurate, ethical, and legal. All sources used to complete work in this course, including artificial intelligence, must be cited and documented. [Insert instructions for preferred citation style (e.g., [APA Style](#), [MLA](#)).] In addition, students must indicate all content they have copied directly from an artificial intelligence tool using quotation marks or other approved indicators of copied work.

Use of artificial intelligence in unauthorized ways is a violation of the McKendree University Academic Honesty policy and will be subject to academic sanctions, which may include a failing grade. If you are unsure about what tools you can use for this course or how you can use them, please ask your instructor for clarification.

### **Version 3: Use of Artificial Intelligence is Permitted**

Artificial intelligence tools (e.g., Bing Chat, ChatGPT) are able to generate new content related to this course. Certain uses of artificial intelligence will help students achieve the learning goals of this course. Students are permitted to use the following artificial intelligence tools [list accepted tools] in completion of the following assignments [list accepted assignments].

Students are responsible for ensuring that work they complete using artificial intelligence is accurate, ethical, and legal. All sources used to complete work in this course, including artificial intelligence, must be cited and documented. [Insert instructions for preferred citation style (e.g., [APA Style](#), [MLA](#)).] In addition, students must indicate all content they have copied directly from an artificial intelligence tool using quotation marks or other approved indicators of copied work.

Use of artificial intelligence in unauthorized ways is a violation of the McKendree University Academic Honesty policy and will be subject to academic sanctions, which may include a failing grade. If you are unsure about what tools you can use for this course or how you can use them, please ask your instructor for clarification.

## **University Services That Help Students Succeed And Be Healthy**

Students have access to a number of free services designed to help them succeed in college while maintaining a healthy lifestyle. The Student Success and Advising Center offers tutoring and individualized academic guidance; the Writing Center offers assistance with all steps in the writing process; and Health Services provides confidential counseling for students who need assistance with personal stress, problematic behaviors, or mental health concerns.

## McKendree Sexual Misconduct Policy & Procedures

McKendree University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

### ***Sexual Misconduct***

“Sexual misconduct” is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

### ***Sex Discrimination***

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any University program or activity because of their sex. Sex discrimination can include adverse treatment based on one’s sex.

### ***Sexual Harassment***

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be use as the basis for academic or employment decisions affecting that individual or,
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as intimidating, hostile, or offensive employment, education, or living environment

### ***Sexual Violence***

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

### ***Consent***

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

### **Domestic Violence, Dating Violence & Stalking**



### ***Domestic Violence***

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### ***Dating Violence***

“Dating violence” means violence committed by a person who is or has been in social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

### ***Stalking***

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

## Sexual Assault Reporting (Shorter Version)

If a student comes to me to discuss or disclose an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if I otherwise observe or become aware of such an allegation, I will keep the information as private as I can, but as a faculty member of McKendree University, I am required to immediately report it to McKendree’s Title IX Coordinator.

## Bias Reporting

McKendree has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of bias, prejudice or discrimination against a student can report their experiences. Submit a Bias/Hate Crime Incident Report via the McKendree University website on My MCK homepage

by clicking the Incident Reporting tile, clicking on Bias or Hate Crime Reporting Form, and clicking Submit.

## Nondiscrimination

Appreciation for diversity is one of the foundational aspects of the McKendree University Mission. In addition, the Student Handbook states that “McKendree University does not discriminate on the basis of race, religion, gender, ethnic background, age, disability, sexual orientation, or gender expression.” This

class follows the same policy, and any failure to maintain these standards should be brought to the attention of the instructor, reported using the McKendree Incident/Report Referral Form found on the MyMcK homepage, and/or reported to a Title IX coordinator.

## Safe Zone



I am part of the Safe Zone Ally community network of trained McKendree University faculty/staff/students who are available to listen and support you in a safe and confidential manner. As a Safe Zone Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation/gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

## Distraction-Free Environment Policy

Humans can hold  $7\pm 2$  items in their memory and can actively work with only about half of those items at one time. Attention is a limited resource and dividing attention leads to poor information processing and learning. Research shows that electronic devices distract both the user and individuals around the user. As such, this class will be distraction free. Distracted students will be asked to leave class and return when they are ready to focus.

## Engagement Policy

Engagement is essential to the goals of this course. Being able to focus attention on work is a basic professional skill. Learning only occurs when people focus their attention on a topic. Effective teamwork and discussion require that people pay attention to others. To ensure focused attention in this class, the teacher and students will follow these policies.

- Use electronic devices only for class activities such as taking notes or referring to course readings.
- Be completely distraction free during class time devoted to active learning and discussion: remove earbuds, silence notifications, and place any device that will attract attention out of view (including wearable devices).

- If you know that your attention needs to be on matters other than class (e.g., an emergency text message), leave class and return when you are able to fully engage.
- Your distractions can affect others' engagement, so avoid any behaviors that will distract others from learning.

## Attendance [Student-Friendly Language]

You will benefit greatly from attending class. Meta-analysis has shown that class attendance is the best known predictor of college GPA (Credé, Roch, & Kieszcznka, 2010). Daily attendance allows active participation and collaboration, which enhance learning. In general, classroom learning experiences are difficult to make up. Because learning is the central purpose of college, attendance is mandatory for all class periods.

## Student Absences For Official University Functions

Students shall be excused without penalty from class to participate in official university sanctioned student activities, including intercollegiate athletic competitions, debate meets, band and choir performances, university field trips, and other events approved by the Provost. Students are not to be excused from class to attend practices. Faculty or staff in charge of such activities shall file with the Provost's Office at least one week in advance, if possible, a list of students and dates they request the students to be excused from class. The Provost shall ensure that notification about approved student activities is communicated to the faculty in a timely manner. In addition, students must give satisfactory notice to their instructors prior to scheduled absences. Students are responsible for all content and assignments missed while absent from class to attend university sanctioned student activities. Any deviation from this policy must be approved by the Provost.

## Va Policy On Class Attendance

According to the "Veterans Education and Employment Assistance Act of 1976," veterans who are absent from a class for an excessive amount of time must be reported for non-attendance to the Veterans Administration. The veteran's last date of attendance is determined by the instructor's roll book.

## Safety On Campus

In order to ensure the safety of members of the University community, McKendree maintains a staff of public safety officers. The Office of Public Safety is located at 535 Monroe Street, and public safety officers patrol the campus twenty-four hours per day throughout the year. Public safety officers are responsible for maintaining a safe and orderly environment on the campus; assisting members of the University community as needed; responding to emergency situations including fire alarms, inclement

weather alarms, and other incidents; and enforcing University policies. Public Safety may be contacted by telephone at Ext. 6911. When leaving a message for Public Safety, please be sure to include your name, your location, and a phone number where you can be contacted.

## Internships

The internship program links academic life to the challenges of the world of work. The internship experience complements traditional coursework by providing students the opportunity to apply classroom theory and knowledge in the work environment.

Through the Office of Career Services, students may begin the internship process if they meet the following criteria:

- have junior level status (60 credit hours)
- have completed at least 12 credit hours in the major
- currently hold a minimum overall GPA of 2.0
- have a major GPA consistent with graduation requirements
- and not have been on academic probation in the last academic year Students must work a total of 45 hours per credit hour during the semester and complete required assignments for each credit hour granted. Student interns work with the close supervision of faculty members, on-site supervisors, and Career Services. Internship credit applied to a major or minor may not exceed the equivalent of one course (three to four semester hours).

## Research Institutional Review Board

The Institutional Review Board (IRB) at McKendree University has been established to review research involving human participants in order to assure adequate safeguards for those who voluntarily choose to engage in research projects. Any faculty members or students who conduct research using human participants should consult the IRB website for more information on the ethical use of human participants and applying for IRB approval.

### **Severe Weather Policy**

Under severe weather conditions, university officials will announce whether the university is open, closed, or on a snow schedule.

Announcements for the Lebanon Campus will be posted on the McKendree website, KMOX radio (1120 AM), and KMOV television (Ch. 4).

Snow schedule:

- Lebanon classes beginning at 8:00 a.m. and 9:00 a.m. are canceled.

- 9:30 a.m. classes will begin at 10:00 a.m.
- Normal class schedule resumes beginning with 10:00 a.m. classes.
- All offices open at 10:00 a.m.
- For severe weather schedules at off-campus sites, if the site is open, then classes will be held.

## Email

Every student is issued a McKendree email account, which is one of the major means of communication from offices such as the Office of Academic Records, Student Affairs and the Business Office. All students are responsible for checking their McKendree email accounts regularly and are accountable for information disseminated to their email accounts. Failure to read university communications sent to McKendree email accounts does not absolve students from knowing and complying with the content of these communications.

## Information Technology Department

Situated in the lower level of the Piper Academic Center, the Information Technology Department and HelpDesk office hours are Monday – Friday from 6:00 am to 5:00 pm. Support is also available via email at [helpdesk@mckendree.edu](mailto:helpdesk@mckendree.edu) or by phone (618)537-6445. Information Technology provides a variety of services to students. These services include login assistance, student id cards, computer and mobile device support, e-mail assistance, on campus internet services which includes on campus wireless access and more. Please visit [support.mckendree.edu](http://support.mckendree.edu) for a full list of IT services provided by the McKendree Information Technology Department.

## The Writing Center

The Writing offers face-to-face and online appointments for a variety of classes. Consultants in the Writing Center can assist with writing in any discipline, at any level, and at any part of the writing process. To schedule an individual appointment go to the Academic Success and Advising Center webpage.

## Holman Library

Holman Library, completed in 1969, houses a collection of books, periodicals, government documents, and audiovisual equipment and materials that are available to all students for check-out or for in-library use. The library also provides ample space for students to study, including individual study carrels and group study rooms. The library also offers a Mac computer lab, scanners, and collaborative workstations. In addition to the materials available in the library, other resources can be accessed via interlibrary loan. The library belongs to the CARLI consortium, which allows you to request items

through many academic libraries throughout the state of Illinois. We also offer interlibrary loan services for journal articles. The library staff is always available to assist you in locating materials, and staff members can also help you get started on research for papers and projects.

## Office Of Academic Records

Academic Records, located on the first floor of Old Main, is the place to go if you have questions regarding adding or dropping courses, transferring credits to McKendree, or sending your McKendree transcripts to employers or other schools. They can also answer questions about registration deadlines, grade changes, and updating your address.

## Russel E. and Fern M. Hettenhausen Center For The Arts

Opened in 2006, The Hett has quickly taken its place as the premiere venue for the arts in Southern Illinois, presenting world class dance, drama, classical music, and jazz. The 488-seat auditorium is located on Alton Street across from the campus fountain and Piper Academic Center. The Hett also houses a number of classrooms and rehearsal rooms, and is the home of many groups on campus: the Department of Music, the Department of Theater, our athletic bands, Show Choir, and more.

The Hett is named for Russel E. and Fern M. Hettenhausen of Belleville, IL. The Hettenhausen's shared a lifelong love for the arts. Following the death of Russel, Fern sought out a way to memorialize him in a fitting manner. She stepped forward with the lead gift of six million dollars and jump started the effort to construct a new arts center on McKendree's beautiful campus. Her gift is a lasting tribute to her husband and her commitment to the arts and young people who study here.

Upcoming events, performances, and shows can be viewed at [http://www.mckendree.edu/the\\_hett/current-events.php](http://www.mckendree.edu/the_hett/current-events.php)

Tickets can be purchased online; by phone, mail, or fax; or at the Box Office located in the Hett lobby. Tickets are free for McKendree students and offered at a discounted price of \$5.00 for faculty and staff. Valid ID is required at the door of the performance for all discounted tickets. All discounts must be requested at the time of purchase. More information on purchasing tickets can be found at [http://www.mckendree.edu/the\\_hett/get-tickets.php](http://www.mckendree.edu/the_hett/get-tickets.php).

**TICKET LIMITS.** When purchasing tickets for some events, you are limited to a specified number of tickets for each performance (also known as a "ticket limit"). If there is a ticket limit, it will be mentioned on the event page and is verified with every transaction. Please adhere to published ticket limits.

## First-Generation Student Success Program

First-Generation Student Success is a program serving first-generation college students at McKendree University whose parents did not complete a 4-year degree. The first-gen program offers a variety of services, such as: assistance with searching and applying for scholarships; guidance for families of first-generation students; and networking opportunities to meet with first-gen professors and first-gen

students. The program also offers online services for off-site students and referrals to both on- and off-campus resources.

## Office Of Diversity And Inclusion

The Office of Diversity and Inclusion works to encourage all students to participate in campus events and leadership opportunities. This office implements cultural activities that are of interest to non-majority groups of all kinds and sponsors meetings, training sessions, and workshops campus-wide that discuss issues of multiculturalism, diversity, leadership development, and academic skills enhancement.

## International Student Affairs

McKendree's Director of Diversity and Inclusion works with our international students to make their transition to the United States as seamless as possible. The Director is available for advice on immigration compliance regulations, school transfers, and personal matters.

## Veteran's Affairs

McKendree offers Veterans Affairs services in the Financial Aid office, first floor of Old Main. This service is designed to assist veterans in using their Veterans Affairs education benefits. Students are reminded to supply their Certificate of Eligibility when visiting the office. Other forms will be supplied by the School Certifying Official in the Financial Aid office. For more information, contact Ext. 6529 on the Lebanon campus or 618-744-9321 at Scott Air Force Base.

## Counseling Services

McKendree offers individual psychological counseling through Counseling Services, located in the Health and Counseling Services building at 513 Stanton Street. Counseling Services strives to provide support and resources to everyone in the campus community, helping students navigate an exciting time of growth, exploration and personal development. Many students find counseling helps them find balance, clarify their priorities, and make the best choices while at McKendree. Appointments can be made by calling (618) 537-6503, Mon. – Fri., 8:00am -

5:00pm. All counseling is confidential.

## Health Services

Available to all students, Health Services' clinic is open from 8:00 a.m. - 4:30 p.m. Monday through Thursday and 8:00 a.m. - 2:00p.m. on Friday. The clinic is located in the Health & Counseling Services building at 513 Stanton St. Services include first aid and treatment of minor illness and injuries. More severe medical problems are referred to local physicians or to a physician of the student's choice. Health

Services also offers wellness information and programming. Students are encouraged to visit for information and advice concerning diet and nutrition, stress management, and exercise programs. More information on the variety of services offered is available on the Health Services page of the McKendree website. Residential students needing medical attention after business hours should contact Public Safety or the Resident Director on duty. In extreme emergencies, students should immediately contact Emergency Medical Services (911). Students are expected to coordinate their own transportation to medical services off-campus for doctor visits, urgent care, etc. University officials cannot transport students to medical visits.

## Career Services

Career Services provides McKendree University students with comprehensive career planning and job search assistance. Staff members are available to help guide students in choosing a potential career, gaining career-related experience, and preparing for an effective job or graduate school search. They also provide information on off-campus part-time jobs, internships, and full-time professional employment opportunities. Career Services sponsors various events and sessions throughout the year, creating venues where students can network and interview with employers. Students are encouraged to take an internship for academic credit their junior and/or senior year to both prepare for the working world and to gain valuable experience. Make sure to visit Career Services early in your time at McKendree to best utilize their services! Contact (618) 537-6806 or stop by the office on the first floor of Clark Hall for more information about any of the services that are provided to students.

## Study Abroad

McKendree University encourages all Bearcats, starting sophomore year, to explore opportunities to study abroad. You can spend a semester studying in another country absorbing new cultures, languages and ways of life. All that while remaining enrolled at McKendree. Working with financial aid, your advisor and the transfer coordinator keep your McKendree graduation plans on track. These experiences also translate to an added edge when looking at graduate school or post graduate employment.

Students from all disciplines can now have this enriching and eye-opening adventure, where learning extends to the world beyond the classroom walls. The study abroad program is open to any student who has earned a minimum of 45 credit hours and has achieved a 2.75 GPA. To begin the application process contact the study abroad coordinator in Academic Records OLM 102.

## Lyn Huxford Center For Community Service

The Lyn Huxford Center for Community Service, located in Bothwell Chapel, aims to provide experiential learning and enriching service to engage McKendree University and its students with both their local and global communities. We strive to develop socially responsible global citizens. This is done through academic coursework, service experiences, educational programming and opportunities for personal growth. LHCCS works with partner agencies to serve the community, coordinating individualized service



placements, weekly service opportunities, and group service projects. Through the LHCCS' partnerships, we are able to build a spirit of service on campus that is carried with students into their lives and careers after graduation. LHCCS coordinates events and programs to build social awareness among the campus community. Retreats are provided to analyze issues and systems affecting social injustice, and reflections, workshops, and coordinating meetings through the McKendree Community Action Team (McCAT) student group are also offered to build each individual's understanding of justice.

## Online Etiquette

- Avoid writing messages in all capital letters and/or bold, because it is considered shouting.
- Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it.
- Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
- Never use profanity in any area of an online course. The transcripts of online course bulletin boards, e-mail, and chat sessions can be saved.
- When responding to messages, only use "Reply to All" when you really intend to reply to everyone on the original email.
- Avoid unkindly public criticism and hurtful comments to others in an email.
- Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may be misinterpreted.
- Florida Community College (2006), available at <http://www.distancelearning.org/howtosucceed.html>

## Tips for Success in this Course

[There could be several examples of different teachers' lists]

1. Come to class with an understanding of the assigned reading.
2. Use the learning objectives/prep guides to focus your reading of the textbook.
3. Actively participate in class: think about the content, ask questions, and contribute to collaborative work.
4. Use the learning objectives/prep guides to prepare for quizzes.
5. Start studying early, distribute studying over time, and study by repeatedly testing knowledge with learning objectives/prep guides.
6. Start papers early so that you can check the assignment against the rubric, have me read a rough draft, and go through multiple drafts.
7. Come to my office hours or make an appointment if you need individualized help with course topics.

## Parallel Student and Teacher Expectations (sample)

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| <p><b>As a student,</b></p> <ol style="list-style-type: none"><li>1. Be ready to learn from the start of class to the end of the class period,</li><li>2. Act professionally and respectfully toward each other and people with mental illness,</li><li>3. Have all assignments completed and ready to submit before class,</li><li>4. Collaborate with peers in a professional way and take advantage of differences in expertise,</li><li>5. Ask questions and give answers (even if they might be wrong),</li><li>6. Ask for help when it is needed, and</li><li>7. Start work early enough to ask questions and receive feedback.</li></ol> | <p><b>As the teacher, I will</b></p> <ol style="list-style-type: none"><li>1. Plan productive learning activities and engage you during the entire class period,</li><li>2. Treat students with respect as adult learners who can make informed decisions about their education,</li><li>3. Provide you with prompt feedback on assignments in class and through grading,</li><li>4. Provide structured collaborative learning activities known to increase learning,</li><li>5. Answer questions and encourage participation,</li><li>6. Offer prompt assistance to students that helps them learn and not just give “right answers,” and</li><li>7. Provide feedback on any work given to me well ahead of the due date.</li></ol> |
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LOGOS



E N G A G E M E N T



C O M M U N I C A T I O N



D I V E R S I T Y



R E S P O N S I B I L I T Y



I N Q U I R Y



L I F E L O N G   L E A R N I N G