

# Policies

## Important Notes

In addition to the information below, *the student should become familiar with the School of Social Work Student Handbook and [The Golden Rule Handbook for UCF Students](#). All policies included in these handbooks apply to this class.*

Due to COVID-19, we are aware of certain circumstances students may encounter during this time. *Please reach out to your instructor if you are experiencing any difficulties and need assistance.*

## COVID-19 Policies

Review the [UCF COVID-19 Policy](#).

## Face Masks

Wear mask indoors. We expect you to wear masks indoors even if you are fully vaccinated in accordance with CDC guidelines. Masks are an additional layer of protection and reduce the spread of the virus.

## COVID SELF-CHECKER

- **Students and Employees:** The self-checker remains available in the [UCF Mobile app](#) and [online](#) as a tool for screening symptoms.
- **Visitors:** All UCF visitors and vendors are encouraged to conduct symptom monitoring through the [COVID Self-Checker](#) before arriving on campus.
- For updates, check [UCF Corona Updates](#).

## Potential COVID-19 Exposure

Because risk of exposure exists in any public place where people are present and the pandemic is a reality across our broader community, we can expect that UCF will not be immune from continued impact.

If you or someone you know tests positive for COVID-19, here are the steps you should take:

- Stay home and do not come to campus.
- Self-isolate and avoid contact with other people and social gatherings.
- Let your supervisor or faculty member know that you're ill and not able to come to work or class.
- Follow the instructions of your healthcare provider to determine if testing or treatment is needed.
- Call the [UCF COVID Line at 407-823-2509](#) if you test positive.

For updates, check [UCF Corona Updates](#).

*\*Students who fail to comply with notification and /or contact of UCF Student Health Services may be deemed a professional standards violation and disciplined by CHPS academic unit for failure to comply with expectations to abide by guidelines to safeguard the public.*

## Course Decorum

The instructor expects students to respect the culture, values, beliefs and rights of their classmates. Alternate points of view are encouraged and should be received by others with respect. Students should feel free to

express their opinions and to refer to relevant personal situations without fear of disapproval or disrespect; however, when engaging in discussion in the course, please note that this is not the venue where students should indulge in personal venting or counseling/support seeking.

### **Professional Behavior**

Professionalism is a practice behavior that students are expected to demonstrate throughout this course. Being respectful is important. Students may not agree with what everyone states, however, you are expected to listen and be respectful. Unprofessional behavior will not be tolerated; this includes rude or disrespectful comments via Webcourses tools, interactions with classmates or the instructor; and/or biased or prejudiced language towards any of the populations served by social work. Should a student exhibit unprofessional behavior, the instructor will request a meeting with the students involved. Should a disruption continue past the instructor addressing it the first time, the student will be referred to the program director and the Office of Student Conduct (see Standards for Professional Behavior attached to syllabus).

### **Diversity and Inclusion**

One way to promote a safe and caring classroom community is to encourage each student's unique voice, perspective, and presence. The following diversity statement gives professors language for explaining how students' contributions will be valued:

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at [Let's Be Clear](#) and [UCF Cares](#).

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes, contact:

- Title IX – [Office of Institutional Equity \(OIE\)](#) & [askanadvocate@ucf.edu](mailto:askanadvocate@ucf.edu)
- Disability Accommodation – [Student Accessibility Services](#) & [sas@ucf.edu](mailto:sas@ucf.edu)
- Diversity and Inclusion Training and Events – [Office of Diversity and Inclusion](#)
- Student Bias Grievances – [Just Knights Response Team](#)
- UCF Compliance and Ethics Office – [University Compliance, Ethics, and Risk](#) & [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu)
- Ombuds Office – [Ombuds Office](#)

### **Course Accessibility Statement**

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with [Student Accessibility Services \(SAS\)](#) (Ferrell Commons 185, [sas@ucf.edu](mailto:sas@ucf.edu), phone 407-823-2371). For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

### **Academic Integrity/Plagiarism**

Students should familiarize themselves with [UCF's Rules of Conduct](#).

According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise, unless specifically authorized by the instructor of record, is unacceptable. The unauthorized possession of examination or course-related material also constitutes cheating. There are many fraudulent websites claiming to offer study aids to students but are actually cheat sites. These websites encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students may NOT share/post exam questions on any study website. Students who engage in such activity are in violation of academic conduct standards and will face penalties. If a student has knowledge that this type of material is on such website, they must notify the instructor.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Paraphrasing is a skill that requires reading information and, using your own thoughts to summarize the information in a way that supports the topic discussed. While the paraphrase involves your own thoughts, it originates from a source and that source is cited. Quoting is a matter of taking words, verbatim, from another source and restating them without, or with minimal, manipulation. Quotations are placed in quotation marks (" ") or placed in a block format within the text (per APA style). Quoting does not involve analysis and synthesizing and, therefore, does not require critical thinking except when used appropriately to support (not substitute) an idea. Because of this, students are discouraged from using significant quotations as this limits your learning experience, and most writing assignments for this course will include a limit to the number of direct quotes you can use.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.
8. Soliciting assistance with academic coursework and/or degree requirements.

For more information about Academic Integrity, students may consult the [Academic Integrity modules](#)

For more information about plagiarism and misuse of sources, see “[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices](#)”.

## **Responses to Academic Dishonesty, Plagiarism, or Cheating**

Students should also familiarize themselves with the procedures for academic misconduct in UCF’s student handbook, [The Golden Rule](#). UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an “F” letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a “Z” designation on one’s transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let’s avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

## **Turnitin.com**

In this course, we may utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student’s assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit assignments through the Canvas Assignment Tool in electronic format. After the assignment is processed, as an instructor I receive a report from turnitin.com that states if and how another author’s work was used in the assignment. For a more detailed look at this process, visit [Turnitin](#).

## **Participation**

Student participation is an integral part of this course. Students are expected to assume responsibility for their own learning and to actively involve themselves in discussions and exercises. Please be prepared to actively engage in the learning so that you can meaningfully participate in class discussions and exercises. Students must be prepared to complete exams and quizzes during the due date and time indicated in the course. Make-up exams/quizzes will be given **ONLY** in extreme circumstances and the student must have documentation of the extraordinary circumstance (student hospitalization; severe illness; death in the family; car accident). The student must notify the instructor for approval as soon as possible and present documentation. Out-of-town vacations, trips, mild colds, and other similar circumstances do not qualify as extreme.

## **Academic Engagement**

All faculty are required to document students’ academic activity at the beginning of each course. In order to document that you began this course, a discussion post/assignment is included and/or attendance will be taken.

**Failure to complete the assignment or discussion posting may result in a delay in the disbursement of your financial aid.**

## **Make-Up Assignments for Authorized University Events or Co-curricular Activities**

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at: [UCF Policies and Procedures](#) (under Academic Affairs 4-401.2).

## **Written Assignments**

Effective written communication skills are essential to professional social work practice. Thus, students are expected to present their ideas clearly and adhere to accepted APA standards of writing. **Correct use of grammar, punctuation, and spelling will be considered when assignments are graded.** All written assignments must be typed, and all margins must be one inch. The cover page of a paper is not considered to be a page of text. When required, references should be included in the APA format.

Assignments emphasize the skills needed in social work practice. Assignments will be evaluated and graded on the following criteria.

1. Appropriate use of APA writing style
2. Adequate number of references cited (if applicable)
3. Organization and clarity of ideas presented
4. Ability to integrate theory and practice appropriately
5. Ability to use analytical skills throughout the assignment
6. Creative ways of responding to the instructions beyond the requirements

Students are encouraged to use the University Writing Center (UWC) for assistance in preparing written assignments. UWC staff may be reached at (407) 823-2197 or [University Writing Center](#).

## **Late Assignments**

All assignments must be submitted through Webcourses by the due date and time. No assignments will be accepted by email unless the instructor has given explicit prior approval. **Late assignments could potentially receive grade deductions (up to the discretion of each instructor) for each day that they are late regardless of the reason unless the student gained prior approval from the instructor.** No assignment will be accepted after the last day of class. It is the student's responsibility to make arrangements with the instructor regarding late assignments.

## **Incomplete Grades**

Incomplete grades are only granted by the instructor, when the student who has completed most of the course work, attended class regularly and submitted all prior assignments is faced with an exceptional circumstance that prevents the student from taking an exam, a quiz, or submitting the remaining assignments. In those exceptional circumstances (death in the family, student in a car accident, student hospitalization, etc.), the student or a member of the student's family should contact the instructor. Once able, the student will provide the necessary documentation per School and University policies and make arrangements with the instructor for the work to be completed to qualify for an incomplete grade. All work must be completed by the end of the following semester. Students who experience chronic medical or personal problems that prevent them from attending class regularly are encouraged to review policies relating to securing a leave of absence from their university studies.

## **Religious Observances**

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at [UCF Regulation 5.020 Religious Observances](#).

### **Deployed Active Duty Military Students**

Students who are deployed active duty military and/or National Guard personnel and require accommodation, should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

### **UCF Cares**

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit [UCF Cares](#) if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail [ucfcares@ucf.edu](mailto:ucfcares@ucf.edu) with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

### **Campus Safety Statement for Students in Online-Only Courses**

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to [myUCF](#) and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.

### **UCF Creed**

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

#### **Integrity**

I will practice and defend academic and personal honesty.

#### **Scholarship**

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

## **Community**

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

## **Creativity**

I will use my talents to enrich the human experience.

## **Excellence**

I will strive toward the highest standards of performance in any endeavor I undertake.