

Southwest Minnesota State University
Social Work Program Policy on Academic Behavior

STUDENT RESPONSIBILITIES: Students are responsible for **understanding** all information contained in the SMSU Social Work Program Handbook, the SMSU Social Work Program Field Manual, the SMSU Student Handbook.

CLASS ATTENDANCE: Students are responsible for arriving to class on time and for communicating ahead of time (whenever possible) if they expect to be late. Students are expected to attend entire class sessions and return after a break. Students who are repeatedly late or absent will meet with the professor to discuss the issue. If tardiness or absence continues, professor may take further action including deduction of points, an incomplete grade, or failure of the course. In-class exercises cannot be made up unless you have received permission to miss the class ahead of time.

CLASSROOM BEHAVIOR: Students are expected to avoid all side conversations - either in sign, passed notes, wireless communication devices, or voice. Faculty and students are expected to treat one another in a respectful and appropriate manner. Eating and drinking in class is at the discretion of the instructor. Courses with live Zoom sessions are included in these expectations. Students are expected to have their cameras on during Zoom sessions unless prior permission was granted by the instructor to have the camera off.

ELECTRONIC DEVICES: Students are responsible for turning off all cell phones or other wireless communication devices during class. NOTE: This does not mean putting them on silent or vibrate. If a device is needed for emergency reasons, please contact your professor before class begins. All students must have ear buds and/or other similar IEMs removed during class. **For privacy and confidentiality reasons**, students are prohibited from recording and/or taking pictures during class or Zoom sessions. This includes records and/or pictures of the instructor, other students or presentation material from the course. If a student wishes to record or take a picture from the course, the student needs the consent of the instructor (and potentially all students in the course).

E-MAIL: Students will be expected to use and maintain their free SMSU E-mail address. Students are expected to check their email accounts on a regular basis and will be responsible for any instructions or assignments that may have been sent by their instructors.

ASSIGNMENT DUE DATES: Assignments are due on the scheduled date. Extensions are to be considered a very rare event and granted under unusual circumstances.

TESTS: Students will not be excused from tests except for emergencies and illnesses. If you miss class during a scheduled test, please contact your professor at the earliest possible convenience. Doctor's slips may be expected.

FINALS WEEK: Students are expected to be available through the last day of final exam week. Students should not make any travel plans that begin before the end of final exam week. Excuses such as wedding plans, family member wedding plans, family celebrations, vacation travel to warmer (or colder) climates, international travel, educational travel to elsewhere (unless cleared in writing prior to leaving), and so on, will not be accepted as a valid reason for leaving early or

returning to campus after the first day of classes. Exceptions may be requested ahead of time and must be approved by your instructor.

ACADEMIC HONESTY: Offenses against academic honesty are acts which unjustly advance one's academic standing at Southwest Minnesota State University and include knowingly permitting or knowingly aiding a person in an offense against the academic policy. This includes the prohibition of using Artificial Intelligence (AI) technology (for example, ChatGPT) for papers, discussions, or other course related assignments unless expressly allowed by the instructor. If the instructor observes language that appears not to be written in your own words (ex: from a published source, an artificial generation platform, or another student's work) you will need to explain that situation or receive a significant penalty, including the possibility of zero points, for that work.

CREDIBLE SOURCE MATERIALS: Students must cite credible source materials. Information from and references to unreliable sources will not be accepted and are subject to point deductions.