

The material on the following pages should be copied directly onto syllabi

University State of Academic Integrity (Policy 39-20):

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of Academic Integrity Policy:

Violations of the University's Academic Integrity Policy include the following:

Cheating: using crib sheets of any kind, preprogrammed calculators or cell phones, use of notes during a closed book exam

Copying on tests: looking at other students' exams, copying with a plan with another student, passing notes during exams; exchanging exams with another student

Plagiarism: fabricating information or citations; copying from the internet or submitting the work of others from journals, articles and papers, or books; submitting other students' papers as one's own. Any material, regardless of length, that is the work of somebody else and who is not given explicit credit by citation, submitted as one's own, is plagiarized material.

Tampering with work: changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work

Acts of aiding and abetting: Facilitating academically dishonest work by others; unauthorized collaboration on work; permitting another to copy from one's exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited

Unauthorized possession: Buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission

Submitting previous work: Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor

Ghosting or misrepresenting: Taking a quiz or exam or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class for another student or having another student do the same in one's place

Altering exams: Changing incorrect answers and seeking favorable grade changes when instructor returns graded exams for in-class review and then collects them; asserting that the instructor make a mistake in grade. Other forms include changing the letter and/or numerical grade on a test.

Computer theft: Electronic theft of computer programs or other software, data, images, art, or text belonging to another.

General University procedures for addressing academic integrity situations as well as different sanctioning guidelines for minor, moderate, or major offenses of academic integrity can be found at:

<http://www.psu.edu/dept/oue/aappm/G-9.html>

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The College of Health and Human Development's academic integrity policies can be found at: <http://www.hhdev.psu.edu/policies/academicintegrity/>

Detailed information about the **Student Code of Conduct**, expected student behavior, student rights, and the judicial process is available at the Office of Student Conduct: <http://studentaffairs.psu.edu/conduct/>

In all HRIM classes no academic dishonesty will be tolerated: if a student is caught cheating or plagiarizing, a sanction can be recommended that may include receiving an "F" or "XF" grade in the course.

Diversity Statement:

Diversity is broadly defined as "human differences," including differences in age, social class, disability, race, ethnicity, immigrant status, gender, religion, veteran status, and sexual orientation. In the School of Hospitality Management we strive to communicate, in word and deed, our commitment to the importance of valuing and managing diversity for both individual satisfaction and organizational effectiveness in hospitality.

Students with Disabilities

Academically qualified students with disabilities are welcomed in this course. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services (ODS) in 116 Boucke Building at (814) 863-1807 (V/TTY). More information can be obtained at www.equity.psu.edu/ods. Please contact me as early as possible in the semester regarding the need for reasonable academic adjustments.

Emergency Preparedness Information:

PSUTXT is a service designed to alert the Penn State community via text messages to cell phones when situations arise on campus that affect the ability of the campus – students, faculty and staff – to function normally. Subscribers also can elect to have alerts sent to an e-mail address. A campus-wide emergency will be announced via PSUTX as well as by other mechanisms. Subscription information can be found at: <http://live.psu.edu/psutxt>

Policy on Student Responsibilities and Classroom Conduct:

1. Students are responsible for attending all classes, taking notes, and obtaining other materials provided by the instructor, taking tests, and completing assignments as scheduled by the instructor.
 - a. Requests for taking exams or submitting assignments after the due dates require documentation of events such as illness, family emergency or a university sanctioned activity.
 - b. Conflicts with dates on which examinations or assignments are scheduled must be discussed with the instructor or TA prior to the date of the exam or assignment.
2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
3. Students are responsible for monitoring their grades.
4. Students must contact the instructor as soon as possible if they anticipate missing multiple classes due to events such as chronic illnesses, travel related to team sports, or other university activities. The instructor will determine the minimal attendance and participation required in order to meet course responsibilities.

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5. If extra credit assignments are offered, they must be offered to all students and should not be used to boost the grade of an individual student.
6. Behaviors that disrupt other students' learning are not acceptable (e.g., arriving consistently late for class; cell phone use, reading non-course materials, or social conversation during class), and will be addressed by the instructor.

Educators Code of Conduct:

Details about Principles of Ethical College and University Teaching can be found at:

<http://www.gradsch.psu.edu/facstaff/tethics.html>

Violations of the Educator's Code of Conduct:

Should a learner experience conduct that is inconsistent with the Educator's Code of Conduct, he/she is encouraged to first address the issue with either the educator responsible for the inconsistency or the director of the course in which the educator teaches. Should this attempt to resolve the problem fail, or if the nature of the inconsistency is such that the learner does not feel comfortable addressing the issue with either the educator or the course director, the student may consult other individuals. These individuals may include but are not limited to: the student's academic advisor, faculty advisor, director/professor-in-charge of the undergraduate program, and the department head. The decision of who to contact may be dependent on the educational program of the learner and/or type of violation that was encountered. Students should go to the department's website to locate appropriate individuals but are encouraged to begin with their instructors and their instructors' supervisors if the instructor is a graduate student.