

HNR 321: Sustainability

Fall 2024

T/TH 1:40-2:55, FH 580

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Introduction

The objective of this course is gain a better understanding of sustainability issues, with a special focus on how fair trade can help to achieve global sustainability. Attaining sustainability begins with raising the awareness of everyone involved, from individuals to global organizations, about the impact consumption habits and policies have on the planet and its inhabitants. Sustainability requires adopting an agenda of reducing, reusing, and recycling that promotes sustainable production and consumption practices. Fair trade has the potential to contribute to sustainable practices by providing more people access to a living wage.

Sustainability and fair trade are complex issues that require an examination that moves beyond the news and social media hype frequently surrounding ethical and environmental issues. In order to assess the value of fair trade as a means to promote global sustainability, we will consider how fair trade works, as well as the benefits and drawbacks of fair trade by discussing the political, economic, environmental, and sociocultural issues. Course assignments develop writing, critical thinking, and analytical skills by considering the foundations of these concepts, the impact of sustainability and fair trade, and connections between local consumers and global producers.

To increase your personal awareness of where you fit in the global scheme of sustainability, we will virtually visit a variety of places around the world. The assigned Responses will help you to consider the connections you have with others as well as your impact on the planet.

Student Learning Outcomes

In taking this course, you will

- Learn key international politics concepts necessary for understanding sustainability and fair trade, and apply them to current world problems.
- Demonstrate an understanding of how sustainability and fair trade apply to the principles and standards relating to the study of individuals and/or groups.
- Examine the ethical issues relevant to research and applications in international politics through analyzing sustainability and fair trade.
- Examine the impact of diversity issues within international politics through sustainability and fair trade.

- Communicate an understanding of sustainability and fair trade using methodological formats appropriate to international politics.

Readings

All course readings and media are linked to your course webpage.

Course Requirement

- Assignments (responses, critical thought paper)- 75% of overall grade
- Participation- 25% of overall grade

Assignments

Responses

The objective of the Responses is to consider your habits and reactions to sustainability issues. The purpose is threefold. First, you'll write about your current sustainability habits. Second, for each virtual site visit, you will answer questions connecting the local to the global by writing about the business and your experience. Third, you'll identify some videos about sustainability issues that interest you and comment on them. Finally, your reflections will offer a basis for comparison in the critical thought paper.

There is no word limit for the responses.

Submitting Responses

- Responses must be submitted to Canvas
- Upload file as a .doc or .docx extension- do not upload cloud documents or pdfs
- Do not save as a zip file
- Check your upload to be sure it opens and is viewable in the browser.
- No Responses will be accepted by email.
- No responses will be accepted after the time listed on the course schedule
- If Canvas is down, email me an attachment of your exam to show you completed it on time and check back to upload it as soon as Canvas is again available. You must submit it to Canvas or I will not grade your paper.

Critical Thought Paper

The objective of this assignment is for you to make connections between the course topic concepts, site visits, and your awareness, attitudes, and habits regarding sustainability and fair trade. Papers should be concise, critical analyses and applications, not reading and media summaries. The specific assignment, writing guides and specifications, and submission details are linked to the course schedule.

Class Participation

- Being prepared to discuss that day's assigned readings/videos and offering meaningful contributions to class discussion
- Showing up on time (with video on, when applicable)
- Being respectful to me and fellow classmates
- Note that work or family obligations are not legitimate excuses for missing class.
- Attend every class, never say a word, don't take advantage of e-mail responses= a **failing grade** for class participation

- This means your course grade starts at a 75%
- *E-mail Responses*
 - Provides a way to enhance your participation grade
 - Note: e-mail responses **are not** a substitute for in-class participation, though they can help your participation grade
 - Points not lost for not doing e-mail responses
 - Responses must be in formal writing style and appear in body of the message
 - 2 options:
 1. Before the start of class, email responses to the day's readings
 2. Send relevant news items—link story or video, give comments, criticisms, relevance to class topics, and/or insights
- Limit of one news item per week during regular semester

-----**Additional Information**-----

Cell Phone & Laptop Policy

- Use of laptops, phones, and other similar electronic is **not** permitted during class time. Note that you will need paper copies of course readings if you want to refer to them during discussions, as you may not pull them up to refer to them on laptops or phones.
- If I have to tell you to stow your electronic device, I will deduct 2 points off of the next assignment.
- If you have what you believe to be a legitimate reason for keeping your cell phone on during a class, let me know before the start of class.

Extra credit projects are not an option.

Late for Class/ Missing Class

- If missing class, everything covered that class is linked online, so you know what you missed

University Grading Scale

A = 93-100	A- = 90-92	
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 66-60	F = 59-0

All University policies apply, including the honor code.

- Plagiarism is any instance of attempting to pass off *any* work of others as your own—this includes AI. This is not limited solely to directly quoting the work of others- it also includes paraphrasing the work of others without giving appropriate credit. This applies to all assignments. Plagiarizing from other students, or even from your own previous work, is not acceptable.
- The penalty for the first instance of lying, cheating, or plagiarizing is an automatic zero for the assignment in question and a 20 percent deduction in your final course grade. The penalty for a second instance of lying, cheating, or plagiarizing is a grade

of 'F' for the class and dismissal from class. All instances of lying, cheating, or plagiarizing will be reported to the Dean of Students.

Course Changes

- I have put a lot of thought into the design of the course, expectations, assignments, etc., as well as anticipating issues that might arise. Other than minor schedule shifts, I don't recall ever making changes to a course. However, I do reserve the right to make necessary changes.

Department of Political Science, Criminal Justice, & Organizational Leadership Common Course Policies Updated July 2023

The following policies apply to all courses taught by faculty in the Department of Political Science and Criminal Justice. Please note that individual faculty may have specific applications of these policies in their syllabi.

A. Classroom and Electronic Participation

Classroom participation is essential to the educational process. It is vital to your understanding of the course material, and to your overall performance. It is also a student responsibility. Class participation is generally defined as regular class attendance, proper class preparation, completing assignments and activities in a timely manner, completing assignments in the format requested, and participating in discussions both during and outside of class (e.g. Black Board discussions). Participation also refers to regular monitoring of and responding to electronic contact by professors via email, Black Board or other means. Participation may have a specific grade percentage in your class; see your course syllabi for specifics.

B. Office Hours

The instructor's announced office hours are an indication of when he or she can usually be found in the office. Occasionally other commitments will take an instructor away from the office during these times, so for important matters it is best to set up an appointment in advance. On the other hand, you should not feel restricted to seeing faculty only during office hours. The faculty is here to help you and your instructor is the first person you should turn to for assistance in your class.

C. Class Professionalism

1. Out of respect to your fellow learners, electronic devices should be turned off during class time unless you are required to be on-call by your employer. In that case, please set your beeper / phone to a non-audible signal. If you are required to leave a beeper or cell phone on during class, inform the professor of this prior to class.
2. Disruptive behavior or conduct (whether in-class or electronic) that demeans fellow class members or the instructor will not be tolerated. Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes
<http://deanofstudents.nku.edu/policies/student-rights.html#policies>
3. It is important that work with your name attached is, in fact, solely your work unless properly referenced or cited. In these days of increased access to information, it is critical that you understand the meaning, seriousness and consequences of plagiarism. If you ever have a question about giving proper credit for academic work, please consult your instructor well in advance of an assignment due date. It is expected that students will write their research papers to meet the learning objectives and educational requirements specific to this class. While a general topic area may be suitable for research that may potentially be utilized in more than one paper, submission of the same paper in two or more courses is not acceptable and will result in a failing grade. Students must notify the professor if their paper on this topic had been previously submitted in another course or will be submitted in another course.

4. The work you will do in this course and your behavior in this course are subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct. By being a student at NKU you make a commitment that individually and collectively, you will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. You also make a commitment to behavior in a professional manner, especially when involved in academic activities off campus such as travel courses or CCSA Study Abroad. For specifics concerning the honor code, see the Code of Student Rights & Responsibilities Section V, subsection G: Student Honor Code: Cheating & Plagiarism.
<http://deanofstudents.nku.edu/policies/student-rights.html#policies>

D. Student Honor Code

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student or Graduate Student Honor Codes is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community.

All NKU faculty members are asked to report incidents of academic misconduct to the office of Student Conduct Rights and Advocacy. While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein. Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of "F," or removal from the course in which the violation occurs. Repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the office of Student Conduct, Rights and Advocacy.

Additional information is available at: <https://inside.nku.edu/scra.html#policies>

E. Right to Revise a Syllabus

A syllabus is required for every class and will be distributed at the beginning of each semester. Faculty reserve the right to revise the course syllabus as needed. Changes in the specific course schedule may happen frequently, so you need to keep abreast of these changes regularly. Should a major change or update occur in the syllabus (e.g. moving a specified test date, specifying the requirements of an assignment, etc.) the specific change will be announced at least a week in advance of any activity due date (e.g. assignment, paper, test). These changes should be communicated in the manner other course updates are (paper distribution, email, or posting to Blackboard).

F. Accommodations Due to Disability

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs & Services Office (OSA, SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>

G. Student Responsibilities to Meet Course Obligations

You are responsible for all course assignments including class preparation, class attendance, class activities, tests, papers, labs, projects, group work or other course assignments. By reviewing the syllabus at the beginning of a course, you are responsible for meeting all specific course obligations. Additionally, some faculty may even require that each student initial a document to recognize their course obligations.

Failure to attend classes, or meet course obligations is a serious matter and it is your responsibility to communicate with the instructor should you have difficulty with meeting any course obligation. Faculty may, at their discretion, reduce grades or even fail you for not meeting specified course obligations, including but not limited to, class attendance, taking tests at a specified time, turning in papers on time and in the format required and other assignments. It is the faculty's discretion to determine the consequences of not meeting a course obligation, and many times the specific provisions and penalties are specified in the syllabus. Faculty may also require written documentation verifying your inability to meet a course obligation.

H. Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks' prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

I. Diversity Statement

Diversity describes an inclusive community of people with varied human characteristics, ideas, and world views related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive and safe environment that respects those human differences.

I. Grade Appeal

The following link explains the grade appeal process and policy. Any grade appeal needs to follow the process and the time frame listed on the policy.

<http://scra.nku.edu/policies/student-rights.html#policies>

J. Midterm Grades (for Undergraduate Courses)

Midterm grades will be provided to all students in 100 - 400 level courses, except in cases where the Department Chair and Dean have waived midterm grade reporting for pedagogical reasons. Midterm grades are only an estimate of performance as of the middle of the semester and are not an absolute predictor of final performance. Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar. (<https://inside.nku.edu/registrar/calendars.html>)

K. Non-Attendance Policy

NKU students are expected to attend the first day of each course for which they are enrolled.

For classes meeting more than once per week: If a student does not attend the first class meeting and has not contacted the instructor in advance to declare this absence, the instructor may drop the student for non-attendance. If the student also misses the second class meeting and still has not contacted the instructor about the absences beforehand, the instructor is compelled to drop this student for non-attendance.

For classes meeting only once per week: If the student misses the first class meeting and has not contacted the instructor about this absence beforehand, the instructor is compelled to drop this student for non-attendance.

For online classes: If the student does not log onto Blackboard and access course materials or contact the instructor during the first week of classes, the instructor is compelled to drop this student for non-participation (i.e., non-attendance).

L. NKU Supports Students

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. FUEL NKU is located in University Center (UC) 142, and may be reached at fuel@nku.edu. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students for support. Our Dean of Students is Arnie Slaughter, and he may be reached at slaughtera@nku.edu. Furthermore, please notify the instructor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

M. Changes in the Syllabus

The syllabus is a projection of what the instructor anticipates for the course. The instructor has the right to modify the syllabus in order to adjust to changing circumstances.

N. Credit-Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Class meeting time	37.5 Hours
Readings, media, discussion question preparation	77.5 Hours
Assignment preparation	20 Hours
Total	135 Hours

University Common Syllabus

For each course taken at Northern Kentucky University, students will receive a syllabus with specific information about the section in which they are enrolled. The following information applies to all courses at the university.

Mask Requirements

In order to minimize the risk of infection for students, faculty, and staff, face masks that cover the mouth, nose, and chin must be worn at all times when students are indoors on campus. Accommodations may be granted for reasons of health and safety, but these accommodations must be documented by the *Office for Student Accessibility*. Violation of this policy will result in students being asked to leave the classroom.

Class Workload

Students cannot learn by simply being spectators – it is not enough to watch and listen in class. Success requires an investment of time and effort outside of class in studying the material and, most importantly, in working on assigned readings, exercises, projects, research, and papers. For most three-credit courses, a typical student will need to spend nine hours per week studying outside of class. Some students will require more time than this; very few can get by with less. Students must take this out-of-class study time into account when developing course schedules. Students unable to make the needed commitment of time for class attendance *and* out-of-class study should consider taking the course some other time when their schedule will allow them to devote sufficient time to the material. Success in courses requires students to read assigned material carefully and to do assignments, projects, and papers on a regular basis. Expect the unexpected. Power outages, computer crashes, Internet interruptions, and otherwise unavoidable problems *will* happen. Students must take steps to ensure they can complete their work on time. Do not wait until the last possible moment to complete assignments. Have a backup plan in case the unexpected occurs. For example, ensure you have access to a second Internet-accessible computer (e.g., at a friend's or at the library) and avoid saving projects directly to your device (e.g., use your NKU OneDrive account).

Academic Misconduct

This Student Honor Code [the “Honor Code”] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student or Graduate Student Honor Codes is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community. All NKU faculty members are asked to report incidents of academic misconduct to the office of Student Conduct Rights and Advocacy. While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein.

Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of “F,” or removal from the course in which the violation occurs. In the case of repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the office of Student Conduct, Rights and Advocacy.

Additional information is available at: <https://inside.nku.edu/scra.html#policies>.

Sexual Misconduct

Northern Kentucky University is committed to fostering a safe and inclusive educational and work environment free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. For more information please see: <https://inside.nku.edu/titleix/policy/sexual-harassment-policy.html>.

Instructors are NON-confidential mandated reporters. This means they are required to report any information a student shares regarding sexual misconduct that occurred on NKU's campus or involves an NKU student. Any student who has or is experiencing dating violence, domestic violence, sexual assault, or stalking is encouraged to contact the Norse Violence Prevention Center (NVP Center). The NVP Center provides free, confidential advocacy services. Contact the center at 859-572-5865, or by email at nvp@nku.edu. For more information, please see <http://nvp.nku.edu/support.html>.

Prerequisites

Prerequisites for all courses are listed in the NKU catalog (<https://inside.nku.edu/registrar/catalog.html>). These are meant to convey the background knowledge expected of each student in the course. History indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. As such, it is imperative that students not take a course until they have mastered the prerequisites for that course. Prerequisites are typically one of two types: either (i) completion of specific NKU courses, or (ii) placement by satisfactory performance on a standardized exam. Students are responsible for ensuring compliance with the stated prerequisites. The department also checks prerequisites; students may be withdrawn from a course if they are found to have not met the course prerequisites.

University Policy on Non-Attendance

Face-to-Face/Hybrid Courses

NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance.

Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.

Online

If the student does not log onto Canvas and access course materials or contact the instructor by 5 PM Thursday on the first week of classes, the instructor is required to drop this student for non-participation (i.e., non-attendance). Additional attendance expectations may be found on the specific course syllabus.

Observance of Religious Holidays for Class Attendance

NKU values diverse religious perspectives and beliefs and recognizes religious practice is, for many individuals, an important element of personal identity, intellectual development and psychological well-being, and is, in many cases, inseparable from cultural identity. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a diverse and inclusive community, Northern Kentucky University believes every reasonable effort should be made to allow members of the NKU community to observe their holidays without jeopardizing the fulfillment of their academic obligations. NKU students who are unable to attend classes or participate in any examination, study, or work requirement on some particular day(s) because of

their religious belief must submit a formal request to the instructor within 3 weeks of the beginning of the semester so appropriate arrangements can be made.

Inclement Weather Policy

If NKU is open, classes will meet. For information on NKU closings, students may:

- sign-up for Norse Alert (<http://norsealert.nku.edu/>)
- call the university/weather closings hotline: 859-572-6165 or 859-572-6166
- listen to local media (information will be provided to all area radio/television stations).

Incomplete Policy

The grade of “I” (incomplete) may be assigned at the request of a student when a portion of the assigned or required class work, or the final examination, has not been completed because of a documented serious illness and/or extreme personal circumstance not caused by the student’s own negligence.

An incomplete will only be issued when the following conditions are met:

- the quality of work is satisfactory (passing), but some essential requirement has not been completed;
- evidence of a serious illness and/or extreme personal circumstance not caused by the student’s own negligence has been presented to the professor; and
- the student has developed a plan with the professor outlining the requirements and specific deadlines for completion of the missed work.

An incomplete grade must be made up by the middle of the next regular semester in which the student is enrolled. The grade for any course not completed by this deadline will be converted to the grade of “F”.

Withdrawing from a Course

The deadline for withdrawing from class with a grade of W is listed in the Schedule of Classes (<https://inside.nku.edu/registrar/calendars.html>) published for each semester. It is a student’s responsibility to be aware of this deadline. To withdraw from class, a student must process the request online via <http://myнку.nku.edu/>. Students who stop attending class without officially withdrawing will receive a grade of F.

Students are generally not permitted to withdraw after the deadline; after that date they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student’s situation after the deadline. This will require documentation and the permission of the department chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.

Grade Appeal

Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal (<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>).

Diversity

Diversity describes an inclusive community of people with varied human characteristics, ideas, and worldviews related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed,

national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive environment that respects those human differences. It is our responsibility as citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

As a college student you will have the opportunity to discuss many topics within your classes that will elicit a variety of responses and ideas. An important part of a college education is taking these varied opinions and life experiences into consideration when forming an educated opinion. Therefore, it is critical that we actively listen to and respect one another in the classroom and in online forums.

Inclusive Excellence

At NKU, we believe that individual differences can deepen understanding of one another and the world around us rather than divide us. Instructors at this university value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities. We strongly encourage everyone to share their rich array of perspectives and experiences, but to do so in a way that is respectful of others. Our discussions are opportunities for each of us to challenge underlying assumptions about our beliefs as we advance our knowledge, skills, and dispositions as professionals in our chosen discipline. Instructors reserve the right to intervene in discussions/communication between and among students if the atmosphere begins to appear hostile or aggressive in any manner. It is the instructor's role to foster a classroom environment that is optimal for the learning of all students. Any students who believe their differences may in some way isolate them from the class community or have approved accommodations from the Office of Student Accessibility should contact their instructor early in the semester about their concerns to create a learning environment conducive to engagement in the course and NKU community.

Student Support

Health, Counseling, and Student Wellness (HCSW)

Anxiety, depression, and other mental health concerns are common among college students. Any student who feels such emotions are getting in the way of their day-to-day activities and/or academic success is encouraged to contact NKU's Health, Counseling, and Student Wellness Center. To make an appointment, call the HCSW at 859-572-5650 or walk in at University Center 440. For more information, please see <https://inside.nku.edu/hcsw.html>.

W. Frank Steely Library

Students seeking research sources and/or information for assignments, general knowledge, or interest can visit, email (library@nku.edu), chat, call (859-572-5457), or text (859-534-9800) Steely Library, or request a research appointment to work with a librarian. Sources, services, and more information can be found at <https://inside.nku.edu/library.html>.

FUEL NKU

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. FUEL NKU is located in Albright Health Center 104, and may be reached at fuel@nku.edu. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact Student Affairs (859-572-6447; vpsa@nku.edu) for support. Furthermore, students are encouraged to notify their instructors if they are comfortable in doing so. This will enable instructors to provide any resources they may possess.

Learning PLUS

Students experiencing roadblocks (e.g., financial, personal, and social concerns) to academic success may seek assistance from Learning PLUS - <https://inside.nku.edu/plus.html>) who offer assistance in academic tutoring, developing success skills, a math center, and a writing center.

Learning Management Software

Canvas (<https://nku.instructure.com>) is an integral component of our courses. Most of the course materials (e.g., syllabus, schedule, readings, and movies) are only available on Canvas. Any questions or problems with the course Canvas site should be brought to the professor's attention as soon as possible. In addition to downloading and installing Office 365 (free for NKU students, see <https://inside.nku.edu/it/service-catalog/software/softwarecatalog/microsoft-stu.html>), students who need access to Microsoft products (e.g., Word, Excel, PowerPoint) or Adobe Acrobat Pro and SPSS off campus may access NKU software and network drives from anywhere using NKU Virtual Desktop (VMWare View, <https://one.nku.edu/task/all/virtual-desktop>).

All technology problems must be addressed directly to the NKU IT Help Desk (<https://inside.nku.edu/it/service-catalog/supporttraining/hd.html>).

Student Evaluation of Instructor and Course

NKU takes instructor and course evaluations very seriously. They represent an important means of gathering information about instructors and courses, information that will be used to enhance student-learning opportunities. As such, NKU asks its students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

For a full-semester course, evaluation periods begin two weeks prior to final exams. For seven-week courses, evaluation periods begin at midnight the Thursday of week 6 and close 11:59 p.m. the Sunday of week 7. For five-week courses, evaluation periods begin at midnight the Thursday of week 4 and close 11:59 p.m. the Sunday of week 5. Students are notified by email when the online evaluation process is available and are sent several reminders until evaluations are completed.

Student evaluations are strictly confidential, and results are not available to instructors until after final grades for the course are posted. The university has established extensive precautions to prevent individual student comments from being identified.

In addition, students should be aware:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.
- For more information and to view the instructor and course evaluation schedule, visit the student evaluation home page (<http://eval.nku.edu>).