

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: COMM 692 Graduate Communication Internship

or Degree Plan(s):

Rationale: Currently, the master's degree in communication program does not offer any structured fieldwork opportunities. Adding a graduate communication internship course will help students gain practical communication knowledge and learn how to translate communication theory into practice. This experience will help them develop as communication professionals who can strategically apply their graduate-level education and be more competitive in the job marketplace. Specifically, this course will strengthen students' development in the second program learning outcome for the MA program:

"Articulate and apply communication theories and principles."

		Dept./School	College	Dean	TBC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TBC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ^{2,3}	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGBC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

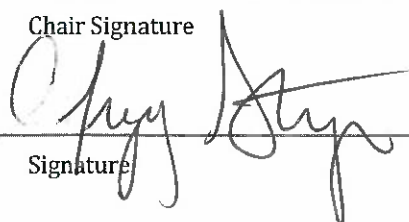
⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

	Department/School(s)
	4-12-2024
Chair Signature	Date

Chair/Program Director Signature	Date
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	College Academic Council(s)
	4-23-24
Chair Signature	Date

Chair Signature		Date
	Dean(s)	4/23/24
Signature		Date

Signature	Date
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Teacher Education Council

Signature	Date
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**Campus Academic Council:
Abilene Undergraduate or Abilene Graduate**

Signature	Date
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Provost

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date



April 15, 2024

Dr. Dorothy Andreas
Associate Professor of Communication
Department of Communication and Sociology
Sherrod Building (SHB) 134B

Re: Review of Graduate Communication Internships (COMM 692)

Dear Dr. Andreas,

Thank you for submitting the review of Graduate Communication Internships (COMM 692) to us for review. I have reviewed it based on the ACU Syllabus Guidelines. I found the syllabus to meet all aspects of the checklist.

Please note that this letter is intended as a reference, which will be read by the department chair and members of the council, who may also have questions or comments of their own. If you have any questions, please feel free to let me know.

Please also let me know if we can be of any help in the design and facilitation of this course.

Sincerely,

Dr. Scott E. Hamm,
Assistant Director, Adams Center

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

MEMORANDUM

DATE: April 13, 2024
To: Dr. Dorothy Andreas
FROM: Mark McCallon, Associate Dean for Library Information Services
RE: Course Syllabus for COMM 692 – Graduate Communication Internship

After reviewing the course application and syllabus, the library should be able to adequately support the proposed course. If additional resources are needed for the course please contact Laura Baker, Librarian Liaison for the Department of Communication and Sociology, at bakerl@acu.edu. Thank you for letting us examine the course application and syllabus.

Abilene New Course Application

Course ID (<i>Subject Code and Number</i>)	COMM 692
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1. Systems and Catalog Information Complete each item.

A	Course Developer	Dorothy Andreas
B	Course Instructor	Varies
C	Course Title	Graduate Communication Internship
D	Course Abbreviation for Banner if title is more than 30 characters	Grad Communication Internship
E		CAHSS - Arts, Humanities, and Social Sciences ▾
F		CMSO - Communication & Sociology ▾
G		3 ▾
G1		0 ▾
G2		0 ▾
H	Is the course for a fixed or variable number of credit hours?	Fixed ▾ If variable, explain rationale:
I	Is the course repeatable for additional credit?	No ▾
J	Maximum total number of credit hours a student can earn for this course	3
K		Experiential Learning (EL) ▾ See Schedule Type definitions in the Reference section.
L		3 ▾
M		Standard ▾
N	Maximum Enrollment	10

O	Catalog Description (50 words or less)	COMM 692 is a guided internship designed to provide graduate students field experiences to strategically apply communication theory. Students develop awareness of the moves between theory and praxis in their fieldwork. Prerequisites: instructor consent.
P	List any prerequisites (course/s, test scores, class standing, major, etc.)	instructor consent
Q	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	none
R	If the course is cross-listed, specify the subject code and course number of the other course	no
S	Does this course require any additional student course fees?	No ▾ If yes, attach a completed course fee form .
T1	Will the course be offered in fall terms?	No ▾
T2	Will the course be offered in spring terms?	No ▾
T3	Will the course be offered in summer terms?	Yes, every year ▾
U	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Summer 2025
V	Is this course required for a program(s)?	No ▾ If yes, attach a completed curriculum proposal to change the program(s).
W	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	No ▾ If yes, provide rationale:

X	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	No ▾ If yes, provide course ID, term, and enrollment:
Y	List any courses in which the content overlaps the proposed course. (Course ID and Name). <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering.</i>	none

2. Curriculum

- A. Explain any effects of this course on any degree plans. If the addition of the course alters program requirements, submit a separate [Approval Chart for Curriculum Change](#) to update the program.
 - a. This course will be added to the Supplementary Course List in the Communication Master's Program.
- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.
 - a. Currently, the master's degree in communication program does not offer any structured fieldwork opportunities. Adding a graduate communication internship course will help students gain practical communication knowledge and learn how to translate communication theory into practice. This experience will help them develop as communication professionals who can strategically apply their graduate-level education and be more competitive in the job marketplace.
 - b. Specifically, this course will strengthen students' development in the second program learning outcome for the MA program: "Articulate and apply communication theories and principles."

3. Course Design

- A. Audience and Course Goal
 1. Describe the intended audience, including prerequisite skills.
 - i. The intended audience consists of second year students who are enrolled in the master's degree program in communication. They should have prerequisite knowledge and skills that are gained in the first year of the program including the four core classes and at least 2 additional communication courses.
 2. State the overarching course goal(s) in performance terms.
 - i. The purpose of this course is to support your development as a strategic communication practitioner who engages with practical problems through the creative application of communication theory. After securing employment as an intern at an organization, this course coaches you in how to engage with your employer to create a meaningful set of experiences that support organizational

goals while providing you opportunities to grow in your ability to put communication scholarship into practice. Depending on needs of the employer, you will demonstrate your strategic thinking with communication theory by: (1) creating a portfolio of high-quality products or (2) executing an in-depth project. Finally, you will reflect on your approach to engaged communication scholarship based on assigned readings, reflection journals, and summative self-assessment.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Exhibit strategic thinking about communication theory by setting goals with and for an employer that supports student professional development and organizational goals.	Internship Contract Portfolio OR Project Proposal
2	Demonstrate awareness of the move from theory to praxis.	Final Praxis Reflection Paper
3	Apply communication theories and principles to the internship organization.	Portfolio OR Project

C. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

- Schein, E. (2016). *Humble inquiry: How to provide real help faster*. Berrett-Koehler Publishers.
- Barge, K. & Craig, R. T. (2009). Practical theory in applied communication scholarship. In L. R. Frey & K. N Cessna (Eds.), *Routledge handbook of applied communication research*, pp. 55-78. Routledge
- Kreps, G. (2020). Engaged communication scholarship: The challenge to translate communication research into practice. In D. O'Hair & M. J. O'Hair (Eds.), *The handbook of applied communication research*. Wiley. <https://doi.org/10.1002/9781119399926.ch6>
- Wolfe, A. W. & Champine, T. (2023). Developing a grounded practical theory of engaged communication scholarship: Theorizing communities of practice in NCA journals. *Journal of Applied Communication Research*, 51 (2), 146-163. <https://doi.org/10.1080/00909882.2022.2127120>

4. Supporting Documentation

Required of all applications

1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section 1Y. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location(s).
7	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
8	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
9	Justification — Attach any documents to which you refer in Section 2B.

COMM 692: Graduate Communication Internship (3 credits)

Season YEAR

Online Class—All Materials and Engagement on Canvas

“...lead a life worthy of the calling to which you have been called...” —Ephesians 4:1

Instructor: Dorothy Andreas, PhD
Associate Professor of Communication
Department of Communication and Sociology
Abilene Christian University

E-mail: dca20a@acu.edu or messages in Canvas
Please allow 24 hours for a response on weekdays. A bit longer on the weekends.

Office: Sherrod Building (SHB) 134B

Phone: 325-514-6618 (m)

Office Hours: TBD: Office hours are based on faculty availability and usually set in proximity to when the course is offered. There will be 7 hours per week.

Description of Course in Catalog

COMM 692 is a guided internship designed to provide graduate students field experiences to strategically apply communication theory. Students develop awareness of the moves between theory and praxis in their fieldwork. Prerequisites: instructor consent.

Purpose of the Course

The purpose of this course is to support your development as a strategic communication practitioner who engages with practical problems through the creative application of communication theory. After securing employment as an intern at an organization, this course coaches you in how to engage with your employer to create a meaningful set of experiences that support organizational goals while providing you opportunities to grow in your ability to put communication scholarship into practice. Depending on the needs of the employer, you will demonstrate your strategic thinking with communication theory by: (1) creating a portfolio of high-quality products or (2) executing an in-depth project. Finally, you will reflect on your approach to engaged communication scholarship based on assigned readings, reflection journals, and summative self-assessment.

Format of the Course

The course is comprised of a 120-hour internship and virtual instructional component. Resources on Canvas will be focused on engaging in reflection on readings and experiences, explaining assignments, tracking progress on the portfolio or project, and gaining support. It is your responsibility to check the weekly announcements that will be posted each Monday and keep up with your due dates.

Student Responsibilities

You are responsible for locating a professional internship with an organization that will provide you with experience in working in a field of communication. You must have my approval before starting your internship. Both the ACU's Career Center and I can provide you with assistance in finding an internship. But ultimately, securing an internship is your responsibility.

Criteria for Internship Approval

You must meet the following criteria before an proposed internship will be accepted:

1. You must identify a *professional internship* designed to provide professional knowledge and skill development consistent with your major and career goals. As a graduate student, this internship must allow opportunities for increasing autonomy and strategic application of communication knowledge.
2. You must write an internship contract discussing why your internship provides opportunities for graduate-level strategic application of communication knowledge and increasing autonomy on tasks that you are learning. Your contract should include a (1) job description, (2) identify new skills you will develop, (3) identify communication scholarship you wish to apply, (4) explain how the internship would connect to your possible future career, and (5) explain how it provides opportunities to create a portfolio of products OR an opportunity to develop and execute an in-depth project. Your direct supervisor must sign this justification to verify the accuracy of the job description and demonstrate agreement for the strategic application of communication knowledge and skills.
3. You must identify a direct supervisor with academic training and/or significant professional experience in the field in which you will intern. More important than a title is that this supervisor have significant face-to-face or online contact with you throughout the internship.
4. You must receive my approval for your proposed internship via email.
5. No hours worked prior to enrollment in COMM 6XX and my approval of the internship may be counted toward the 120 required hours.
6. The department does not accept internships with close relatives as direct supervisors.

Teaching Philosophy

As a lifelong, practicing Christian, the mission and service of Jesus Christ inspires my vocational calling as an educator to help develop you (my students) for lives of purpose, service, and leadership as ethical and competent communicators. I hope you walk away from my class as critical thinkers who are curious about the causes of social dilemmas and can contribute ethical and just solutions to these dilemmas. Since effective communication is situation specific, I strive to create classes in which you can develop the ability to analyze situations using the components of theory. Then, from this analysis be able to draw on an ever-increasing repertoire of skills to address issues, strategically achieve goals, and provide thoughtful answers to how our society can live well together to the glory of God.

ACU Mission Statement

"To educate students for Christian leadership and service throughout the world."

College of Arts, Humanities, and Social Sciences Mission Statement

"The College of Arts and Sciences engages students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers."

Communication and Sociology Department Mission Statement

"To educate students for Christian service and leadership throughout the world by developing communication skills through analyzing, managing, changing, and advocating ideas, people, organizations, and cultures."

Course Objectives and Competencies

Competencies	Method of Assessment
1. Exhibit strategic thinking about communication theory by setting goals with and for an employer that supports student professional development and organizational goals.	Internship Contract Portfolio OR Project Proposal
2. Demonstrate awareness of the move from theory to praxis.	Final Praxis Reflection Paper
3. Apply communication theories and principles to the internship organization.	Portfolio OR Project

Grading

Assignments	Points
Internship Contract	10%
Portfolio OR Project Proposal	15%
Praxis Reflection Journal Entries (5)	20%
Final Praxis Reflection Paper	25%
Final Portfolio OR Project	30%
Supervisor Mid-term and Final Performance Evaluations **Required to pass the course	No grade
Documentation of hours worked **Required to pass the course	No grade

Your final grade will be based on the following scale:

A = 90% - 100%	B = 80% - 89.9%	C = 70% - 79.9%	D = 60% - 69.9%	F = below 60%
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Required Materials

- Schein, E. (2016). *Humble inquiry: How to provide real help faster*. Berrett-Koehler Publishers.
- Barge, K. & Craig, R. T. (2009). Practical theory in applied communication scholarship. In L. R. Frey & K. N. Cessna (Eds.), *Routledge handbook of applied communication research*, pp. 55-78. Routledge
- Kreps, G. (2020). Engaged communication scholarship: The challenge to translate communication research into practice. In D. O'Hair & M. J. O'Hair (Eds.), *The handbook of applied communication research*. Wiley. <https://doi.org/10.1002/9781119399926.ch6>

Wolfe, A. W. & Champine, T. (2023). Developing a grounded practical theory of engaged communication scholarship: Theorizing communities of practice in NCA journals. *Journal of Applied Communication Research*, 51 (2), 146-163.
<https://doi.org/10.1080/00909882.2022.2127120>

ASSIGNMENTS

Internship Contract (10% of final grade)

This document outlines: (1) the job description, (2) new skills you will develop, (3) communication scholarship you wish to apply, (4) an explanation about how the internship will connect to your possible future career, and (5) an explanation about how it provides opportunities to create a portfolio of products OR an opportunity to develop and execute an in-depth project. You should work closely with your supervisor to develop this contract to ensure that (1) you meet their work expectations and (2) they can support your development goals.

Portfolio OR Project Proposal (15%)

This 3 page document outlines the practical rationale, theoretical rationale, process, deliverable outcomes, and criteria for assessment for the strategic communication applications that you will provide in your internship. Since the organizational needs for each internship are unique, you can choose from a Portfolio option or a Project Option. In the portfolio option, you will identify 6-8 high quality and meaningful products that you could create as part of your internship responsibilities. In the project option you will identify a larger scope project that you will be able to plan and execute during the course of your internship. For both options, you should work closely with your supervisor to ensure that you are meeting the organization's needs and that the organization can support your efforts.

Praxis Reflection Journal Entries (20%)

The purpose of these 3 double-spaced page reflection papers is to reflect on how you see communication theory in your internship experience. Additionally, for each entry, you will reflect on an assigned reading and consider how you are thinking about praxis, engaged scholarship, and how you approach applying communication scholarship in a professional setting. There are 5 Praxis Reflection Journal Entries.

Final Praxis Reflection Paper (25%)

The purpose of this 6-7 double-spaced page paper is to articulate your approach to applying communication scholarship in professional settings. You will draw upon your internship experiences and the course readings to develop your arguments. The paper should be formatted according to APA, 7th edition standards.

Final Portfolio OR Project

The purpose of this assignment is for you to polish and submit artifacts that demonstrate your strategic thinking and communication skills. The form of this final product should match what was set forth in the Portfolio OR Project proposal. You, your supervisor, and I will assess the portfolio or project according to according to the assessment criteria outlined in the proposal. Part of the final product submission includes

reflection on how you moved from theory to praxis by discussing how you applied communication scholarship to accomplish your communication tasks for the portfolio OR project.

Documentation

You have three internship documentation forms that must be completed in order for you to earn credit for the course. They are not assigned a grade but must be completed to pass the course. (1) Mid-term supervisor performance review, (2) Final supervisor performance review, and (3) Documentation of hours worked.

SCHEDULE

Note: This schedule is based on having the course run through summer sessions 1-4.

	Readings	Assignments
Week 1		Submit: Internship Contract
Week 2	Schein, E. (2016). <i>Humble consulting: How to provide real help faster</i> . Berrett-Koehler Publishers. Chapters 1-4	Submit: Praxis Reflection Journal #1
Week 3		Submit: Portfolio OR Project Proposal
Week 4	Barge, K. & Craig, R. T. (2009). Practical theory in applied communication scholarship. In L. R. Frey & K. N. Cessna (Eds.), <i>Routledge handbook of applied communication research</i> , pp. 55-78. Routledge	Submit: Praxis Reflection Journal #2
Week 5		
Week 6	Kreps, G. (2020). Engaged communication scholarship: The challenge to translate communication research into practice. In D. O'Hair & M. J. O'Hair (Eds.), <i>The handbook of applied communication research</i> . Wiley. https://doi.org/10.1002/9781119399926.ch6	Submit: Praxis Reflection Journal #3 Mid-Term Supervisor Performance Evaluation
Week 7		

Week 8	Wolfe, A. W. & Champine, T. (2023). Developing a grounded practical theory of engaged communication scholarship: Theorizing communities of practice in NCA journals. <i>Journal of Applied Communication Research</i> , 51 (2), 146-163. https://doi.org/10.1080/00909882.2022.2127120	Submit: Praxis Reflection Journal #4
Week 9		
Week 10	Schein, E. (2016). <i>Humble consulting: How to provide real help faster</i> . Berrett-Koehler Publishers. Chapters 5-7	Submit: Praxis Reflection Journal #5
Week 11		
Week 12		Submit: Final Portfolio OR Project Submit: Documentation of Hours Final Supervisor Performance Evaluation
Finals Week		Submit: Final Praxis Reflection Paper

COURSE POLICIES

Attendance

This is a virtual class and so we will not meet in-person. Each week on Mondays, I will post support materials in Canvas to help you understand expectations for course assignments and help you thoughtfully engage with class exercises that lead to personal growth. We will also schedule 15-30 minute one-on-one virtual meetings every two weeks.

Participation

This is a graduate class and therefore you should expect that this course will be demanding. In addition to the 120 internship hours that you will complete, you should expect to spend on average 1 hour a week to completing readings and assignments. Each assignment is designed to enhance your awareness of your knowledge and skills as related to your anticipated vocation and career. If you treat the assignments as an opportunity to grow personally and prepare for your job search, you will discover many wonderful things about yourself. Additionally, I expect you to follow all policies in the [ACU student handbook](#) regarding dress and comportment.

Written Assignments

All written assignments should be typed in a 12 point conventional font with conventional spacing and one-inch margins. Homework assignments can single-spaced. All major assignment papers should be formatted in APA style according to the 7th edition manual from 2019. In particular you should attend to properly formatting the title page, the abstract, headers, and citations.

Late Work and Due Dates

I expect you to complete all assignments on schedule. Any assignments that are late will be lowered by 5% of its grade value for each day past the due date. Late work will not be accepted past the posted availability date in Canvas.

Make-up Work

Students who miss class for university-sponsored reasons or have an excused absence may turn in the assignment up to one week from when you return to class. If the work is turned in past the grace period, it will receive a zero. You must initiate all conversations about this using email so that we both have a record of what has been determined.

Grade Appeals

If you wish to contest a grade, you must wait 24 hours. After the 24-hour period has elapsed, you have one week (7 days) to bring me your objection in the form of typed, rational argument that is based on the assignment expectations as communication in Canvas, in the syllabus, and on the assignment rubric (if applicable). I will consider your argument and schedule a virtual appointment to discuss your objections and my decision.

UNIVERSITY POLICIES

ADA Compliance Policy

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu call their office directly at 325-674-2667.

Academic Integrity Policy

A zero-tolerance policy is in force regarding academic dishonesty. As defined by the ACU Academic Integrity Policy: "Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying." Violations of academic integrity can occur in any assignments for the class—written papers, creative assignments, presentations, role plays, journal and reflection assignments, and any other daily assignments submitted for grades. The ACU

policy explains that, "Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified." See the full university policy, including how to appeal a decision, by following [this link](#).

Specific examples of academic dishonesty in this course include, but are not limited to the following:

- Using others' ideas and words without proper documentation (such as failing to cite original sources of information and/or use quotation marks appropriately)
- Using other students' work as your own, including another student's ideas, phrases, paraphrases, and/or sentence structure in part or in whole
- Using examples provided by the instructor as your own
- Falsifying information (that is making up information yourself or getting made up information from a poor quality source)
- Sharing and giving any written work you have completed to another student when it is an individual assignment for purposes of copying (such as ePortfolio reflections, your resume, etc.)
- You may work with another person while completing an assignment and share some ideas but all submitted work must be completed by you and distinct from others
- Allowing another person to use your ideas, phrases (including paraphrases), or sentence structures and/or to copy your work in part or in whole

Anti-Harassment Policy

As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone in the [ACU Counseling Center](#). All of your options are available for review by clicking on the link to ACU's [policy](#).