**WCU COURSE SYLLABUS**

## GENERAL COURSE INFORMATION

Course Abbreviation and Number: ND 681
**ND 681: Practicum in Clinical Dietetics**
Number of Credit Hours: 2
Semester and Year: Spring 2026
(January 12, 2026 – May 8, 2026)

**Course catalog description:** Supervised on-site experience in clinical dietetics.
**Pre-Requisites:** Admission to the MHS-ND concentration

## INSTRUCTOR INFORMATION

**Instructor:**
Debbi Quesenberry, PhD, RDN, LDN
**Office and Office Hours:**
Remote office location. Office Hours via Teams
Fridays 11am-1pm or by appointment
**Phone Contact**: 423-747-7534
**Email:** dquesenberry@wcu.edu

### COLLEGE/DEPARTMENTAL INFORMATION

College of Health and Human Sciences
School of Health Sciences – Nutrition & Dietetics
Program Location of Departmental Office: HHSB 428
Preferred contact information for the Department: 828-227-7113

**CHHS Emergency Action Plan:** Western Carolina University is committed to a safe and healthful environment that protects its students, faculty, staff, and the public, as well as its property. Employees and students at every level are responsible and accountable for the University's overall safety. Complete and active participation by everyone, every day is necessary. All staff and students are responsible for following all procedures detailed in the College of Health and Human Sciences Emergency Action Plan as well as working safely to prevent incidents. As a student you must know:

- The location of the closest emergency exit throughout the Health and Human Sciences building for all your classes and other common areas (these may be exits you don't normally use).
- Safe procedures for emergency evacuation, shelter in place, and adverse weather as well as other emerging situations.
- Emergency evacuation assembly areas.
- How you will be contacted during emergencies - consider signing up for the RAVE system.

**COURSE AIMS AND OBJECTIVES**

**Couse Introductory Information**: Supervised on-site experience in clinical dietetics.

**Course Learning Objectives:**

By the end of the course, students will be able to:

- Objective 1: Demonstrate progression in the MHS-ND program through achievement of clinical nutrition related competencies
- Objective 2: Engage in clinical nutrition supervised practice settings
- Objective 3: Reflect and share about clinical nutrition experiences, skills, and knowledge with others in professional settings

**ACEND Learning Objectives:**

In accordance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2022 Standards for Dietetics Internship Programs, ND 681 contributes to the following core competency requirements:

- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition and dietetics practice
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.
- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice for the RDN, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.

- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.12 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 4.4 Apply current nutrition informatics to develop, manage, and disseminate nutrition information and data.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for- service and value-based payment systems.
- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self- improvement throughout the program.
- CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.

**COURSE MATERIALS**

**Required Texts:** There are no required rental/purchase textbooks from the WCU bookstore, however students are highly encouraged to purchase recommended resources.

**Recommended Materials:**

- Escott-Stump S. Nutrition Diagnosis Related Care, 9th Edition Wolters Kluwer/Lippincott Williams & Wilkens, 2021
  ISBN 978-088091057-6
- Nelms, M.N., Sucher, K.P., & Long, S. Nutrition therapy and pathophysiology, 4th Edition. Wadsworth/Cengage Learning, 2020
  ISBN 978-0357041710
- Mordarski, B. Nutrition Focused Physical Exam Pocket Guide, 3rd Edition. Academy of Nutrition and Dietetics, 2021
  ISBN 978-0-88091-206-8

**Additional Materials, Equipment or Skills:** Additional readings and resources will be posted to Canvas, and may also be provided by preceptors.

- Journal of the Academy of Nutrition and Dietetics, Elsevier.
- Food & Nutrition, The Academy of Nutrition and Dietetics.
- Academy of Nutrition and Dietetics. Nutrition Care Manual: http://www.nutritioncaremanual.org.
- Academy of Nutrition and Dietetics. Evidence Analysis Library. https://www.andeal.org

**Technology:**

Students will need to use Canvas throughout the semester to access class documents and submit assignments.

Students will be using Exxat to track competencies and time card.

Be aware that some 3rd-party apps may be suggested for use outside of normal coursework. These apps often have their own privacy policies. It is strongly recommended that you always review the privacy policy of

an app before deciding to use it. It is important to be aware of what data the app collects from you and how that data might be used. There will be times when a laptop, tablet, or other mobile device may be used in the face-to-face classroom experiences; announcements will appear in Canvas. A computer or tablet will be needed for any virtual meetings and work outside of class. Occasionally we will use our mobile device for in-class and virtual activities, too.

**Information about WCU minimum and recommended Computer Specifications:** As a WCU student you are required to have a laptop when you come to campus. WCU offers an Education discount through Apple and Dell, visit apple.wcu.edu and dell.wcu.edu to learn more. All WCU Faculty, Staff, and Students get free access to Microsoft Office 365 for their personal devices.

**Canvas:** This course will use Canvas as the online learning management system. If you have difficulty accessing a link please try a different browser. If that is unsuccessful, please contact IT by visiting the Technology Commons located on the ground floor of the Hunter Library, calling at 828-227-7487, or going to IThelp.wcu.edu.

**SafeAssign Tool:** All written work submitted for this class is eligible for submission to the SafeAssign tool at the instructor's discretion.

## GRADING

The graded assignments are linked to specific knowledge requirements and learning outcomes established by the Accreditation Council on Education in Nutrition and Dietetics (ACEND).
Specifics for each assignment will be posted on Canvas.

| **CRDN Competency** | **Assignment** (competency assignments specific to and required in this practicum denoted in BOLD; other assignments may be achieved in other practicums) | **Point Value** |
|---|---|---|
| CRDN 2.9 | Professional organization assignment | 50 |
| **CRDN 2.1** | **Code of Ethics for the Profession of Dietetics assignment** | 50 |
| **CRDN 3.2** | • **Nutrition Focused Physical Exam assignment** | 50 |
| **CRDN 2.2, 4.4** | **EHR Evaluation assignment** | 50 |
| **CRDN 4.9** | **Coding/Billing assignment** | 50 |
| **CRDN 1.2, 1.5,2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.8, 2.9, 2.10, 2.11, 2.12, 3.1,** | **Preceptor Mid-pt & Final Evaluations** | 100 |

| | | |
|---|---|---|
| **3.2, 3.3, 3.4, 3.6, 3.7, 3.8, 3.10, 3.12, 4.4, 4.9, 5.1, 5.4, 5.5** | | |
| **CRDN Competency Log from Exxat** (includes CRDN2.1, 3.2, 2.2, 4.4, 4.9) | | 0 |
| **SP Hours Tracking/ Time Log Form from Exxat** | | 0 |
| **Weekly Discussion Board** | | 100 |
| **Intern Completes Preceptor & Rotation Evaluation** | | 50 |
| **Clinical Nutrition Exam** | | 100 |
| **All Access Dietetics Assignments** | | 100 |
| | | |
| Total<br>Possible Points if all assignments completed | | 700 |

**Final Grade Assignments**:

| Grade | Interpretation | Percentage Grade |
|---|---|---|
| A | Superior | 93-100% |
| B | Good | 83-92.9% |
| C | Passing | 72-82.9% |
| F | Failure | < 72% |

| Other Grade Assignment Options | |
|---|---|
| I | Incomplete |
| IP | In Progress |
| S | Satisfactory |
| U | Unsatisfactory |
| W | Withdrawal |

**Graduate School Grading Policy**

A Graduate student who accumulates three (3) grades of C or any grade of F will be dismissed from the Graduate School. A student who has been admitted provisionally and fails to meet the terms of the provisional admission will also be dismissed from the Graduate School.

Students must be familiar with the class attendance, withdrawal, and drop-add policies and procedures.

**ASSIGNMENTS**

**Types of activities/exams/quizzes/exercises/projects/papers:** Details of assignments are posted in Canvas.

## Course Evaluation:

End of course student course evaluations are accessed through your Catamount email. The course evaluation is completely external to the course and the instructor has no control over access of availability. Instructors cannot view student evaluations until after final grades are submitted. All student submissions are anonymous and used to improve instruction and materials. It is very important that you complete this evaluation.

***Tips for Success (Advice from previous students)***

- Contact your preceptor **ahead of time.** Ask about necessary onboarding paperwork, appropriate dress, availability of a kitchen or nearby restaurants to purchase lunch, the need

for specific resources, etc.

- Prior to going on site, try to obtain background information to learn about your site from their website or other available resources.
- Expect to accommodate the site's schedule so that you can partake in the "best" experiences they have to offer (except for class time). Expect to work an occasional night or weekend.
- Remember that you are a guest on-site. **Act and look your best.** Assume the demeanor of a professional person. While you are on-site, demonstrate strong interpersonal skills, good manners, tact, kindness, and appropriate behavior. Take initiative. Look for ways that you can be helpful to the site. Seek out ways to assist the site in their mission. Take every learning experience offered to you.
- Remember to be on time! Call if you are delayed or sick.
- Remember to **express gratitude!** Preceptors are not required to accept interns on site. They volunteer their time and talents that they share with you. Be sure to express appreciation to site preceptors while you are on-site. It is also a good idea to send a hand-written thank-you-note after you leave the site. It is an appreciated and meaningful gesture.

## Syllabus Updates

This syllabus, along with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course objectives and students will receive notification of such changes. Students will be notified of changes and are responsible for attending to such changes or modifications as distributed by the instructor or posted to Canvas.

## Mentoring and Persistence to Success (MAPS)

Mentoring and Persistence to Success (MAPS) provides support to students who are first- generation (neither parent has a four-year degree), low-income, financially independent (emancipated youth, homeless or without consistent residence, or aged out of foster care), or those who have participated in the Academic Success Program (ASP) or Catamount Gap. For those who enroll, MAPS provides a variety of services, including academic advising, mentoring, and personal and social coaching. You may contact MAPS at (828) 227-7127 or email maps@wcu.edu for more information. MAPS is located in 205 Killian Annex.

## FACULTY EXPECTATIONS OF STUDENTS/COURSE POLICIES

**Civil Discourse at Western Carolina:**
Consistent with WCU's core values and our campus creed, the WCU community accepts the freedoms and responsibilities of our shared community. WCU encourages all to clearly express their own views while at the same time seeking to understand the varieties of style, identity, and opinion that are held in any diverse community. In order for us to sustain a learning environment that promotes and values freedom of expression, we have a shared charge to accept personal responsibility for our actions, reactions, and speech, while seeking to learn from the actions, reactions, and speech of others.

**Classroom Expectations / Expected classroom behavior:** The shared learning space of the college classroom is built on respect for each other and each other's learning. Learning together means our actions can intentionally and unintentionally distract others from their learning goals. As responsible learners who

respect the rights of others and vow to minimize avoidable distractions such as: non-academic technology use, coming in late, sleeping, off-topic discussions, doing other homework, eating, etc.

**Generative Artificial Intelligence (AI) Use in the Classroom:**

- **Your original work is expected for *all* assignments.**
- **It is permissible to use generative AI for brainstorming and improving grammar and spelling.**
- **It is NOT permissible to use AI to write any components of any assignments or to use AI-generated text as your own.**
- **See the WCU Hunter Library AI resources and citation tips at: https://researchguides.wcu.edu/AI/ResourcesforStudents**

**Attendance:**

- Students should refer to the attendance policy outlined in the WCU DI Program Handbook.
- Students are expected to participate in all class and activity assignments, log on and review course materials, and attend scheduled practicum hours.
- Attendance will be checked periodically throughout the didactic classes on Canvas and through weekly competency logs.
- Students are expected to arrive on time and be prepared to both classes and practicum sites. Students should understand that they are responsible for the academic consequences of absences. Keep in mind that missing class or practicum hours will affect your grade.
- Students should expect at least a letter grade deduction for more than 2 unexcused absences.
- For extended illnesses, accidents, or other extenuating circumstances, please contact the preceptor and instructor as soon as possible. The WCU attendance policy and list of acceptable excused absences is located at: http://www.wcu.edu/WebFiles/PDFs/Class_Attendance_Policy_IV_Revised_8-20-08.pdf
- Regardless of the cause of an absence, students are responsible for all material presented and assigned. Please check the course schedule to see what you missed. Also, check with a classmate for class notes, handouts, etc.

**Timely Submissions:** All students are expected to complete and submit assignments by the posted due dates. Students should plan ahead and keep up with the assigned work. If you have questions about an assignment, ask early. Last minute questions may not be answered quickly enough for you to complete the assignment. Students should contact the professor immediately if circumstances arise that cause them to miss classes or due dates including having trouble accessing Canvas. Students are responsible for all material assigned in the class even if absent.

- Late and/or makeup assignments: Failure to meet a deadline without a valid extenuating excuse is not acceptable in the professional workplace or this course. Make-up work will only be given with acceptable accompanying documentation and confirmation from the professor. All Canvas assignments should be submitted by Monday at midnight of the week they are due. After midnight the drop box in Canvas will disappear and you will be unable to submit your assignment. DO NOT email your assignment to me, it will not be accepted. If you have a valid excuse, please see the items below for instructions on how to proceed.
- Unplanned, excused absence: If you have an unplanned excused absence that impedes your ability to submit work on an assignment due date, it is your responsibility to provide the professor with acceptable documentation (note from a healthcare provider, lawyer, jailer, jury summons, traffic accident report…) so you can be allowed to make up the assignment or discuss alternate arrangements.

You are responsible for meeting with me at within 2 weeks of the absence so that we can determine a mutually agreeable time to make up the work.

- Planned excused absence: If you anticipate having a planned absence on the day of a scheduled assignment due date or exam/quiz due to a university sanctioned event, documented religious holy day, court summons or significant medical procedure, it is your responsibility to plan ahead to ensure that you can submit the work beforehand. **If you are on a recognized collegiate athletic team and you will miss class due to sports related activities, please make sure I receive those dates during the first two weeks of the semester in order for you to receive accommodation. Due dates for work that will be missed must be established with me BEFORE your planned absence.
- Unexcused absence from a scheduled assignment will result in a grade of ZERO. Unacceptable excuses include, but are not limited to personal travel plans, non- emergency doctor's visits, over sleeping, transportation difficulties or illness of a roommate or friend.

**Expectations for Submitting Required Work**:

- All assignments are to be submitted through Canvas unless otherwise stated. Carefully read assignment descriptions in Canvas to ensure that assignments are submitted as instructed.
- Assignments should be submitted by the due date indicated on Canvas. Students with documented, excused absences may have modified deadlines established, but all others are expected to turn in assignments on time.
- Written assignments must reflect college-level professional writing skills. If there are five or more errors of grammar, spelling, sentence structure or overall organization, there will be a 5% grade deduction. Use your software checks to proof all written work before the assignment document is submitted. If you have difficulty with college-level professional writing, please utilize the resources and services offered by the Writing and Learning Commons.
- If reference citations are required for the assignment, you should follow the format of the Journal of the Academy of Nutrition and Dietetics which is based on the 11th edition of the American Medical Association (AMA) Manual of style. DO NOT USE APA or MLA as the citation style. Refer to the Journal website https://jandonline.org/content/authorinfo#ref for specifics under the heading REFERENCES for more information or contact our reference librarian for additional support.
- Name submitted assignments with the naming criteria of assignment title followed by your last name. Example: NutritionEducation_Quesenberry. Assignments with multiple document uploads should be reflected the title of the document. Work submitted without proper naming will have 1 point deducted from the total possible.
- Students are responsible for routinely checking Canvas for announcements, assignment descriptions, additional readings, and course schedule updates. Carefully read assignment descriptions in Canvas to ensure that assignments are completed and submitted as instructed.

**Expectations for Participation in Discussions:** Much of a person's learning and thinking originates in, and is supported by, interactions with other people. What happens inside the classroom (face to face and virtual) is important for your success with the course. Therefore, your performance on in-class activities and contributions to class discussion are important to you and to your fellow students and will be the basis for a portion of your course grade. I welcome your questions and input.

**Late assignments:** Any work submitted after the due date and time is marked as late and the score entered for the assignment will be a zero "0".

**Unplanned Excused Absence:** If you have an unplanned, excused absence, it is your responsibility to provide the instructor with acceptable documentation (note from a healthcare provider, lawyer, jury summons, traffic accident report etc.) the next time you attend class.

**Reporting illness:** If a student experiences an illness during the semester, it is their responsibility to alert the professor as soon as possible. In order to receive an extension on an assignment or deadline or the approval to make up an exam, doctor's note will be requested.

**Make-up options/Deadline Extensions:** Life is messy and exciting. Whether school, work, family, or friends, we do our best to plan and, where appropriate, meet deadlines and timelines. Even with the best planning, the unexpected situations and opportunities happen – illness, injury, mental health, weddings, a really cool concert ☺. When this happens, I ask that you reach out to me, preferably in advance, for a conversation. When possible, I will work with you to extend the deadline, however, I cannot guarantee an extension. Any decision will be made on a case-by-case basis.

- Excused absence (the syllabus section ***Faculty Expectations of Students/Course Policies>Attendance*** explains what is an excused absence): when possible, please notify me in advance. I understand this is not always possible and in those unique situations, please notify me as soon as appropriate. My standard policy is to extend the due date by one week, however, life is messy (and exciting) and you and I will work together to identify an appropriate due date. Each decision will be made on a case-by-case basis.
- Excused absence for a scheduled university-approved function: please notify me in advance. Course work must be completed ***prior to*** the absence unless you and I have agreed to other arrangements.
- Unexcused absence: professional courtesy is for you to notify me (either before or after the class) when you will be absent. The same is true if I am going to be absent from class. My standard policy is to assign a grade of zero for course work missed as a result of an unexcused absence. However, I open to make up the journal reflections with appropriate and timely notification and communication.
- *NOTE: there are a few in-class events where there is not an alternative assignment for the journal activity, regardless of excused or unexcused absence.*

**Extra credit:** I don't typically offer extra credit. Any extra credit offering would be extended to everyone in the course.

**Inclement Weather:** For clinical rotations it is up to the student to connect with their preceptors to determine attendance during inclement weather. For on campus programming: Decisions on class changes as a result of inclement weather will be announced on the WCU website. Commuters living outside of Cullowhee should use good judgment is attempting to reach campus during inclement weather. Please reach out to me prior to class if you are unable to reach campus. Residential students and students living in apartments surrounding campus are expected to attend unless classes have been cancelled. Check the WCU website and/or Canvas in the event of inclement weather.

**Course Communication:** Portions of this course will be administered on Canvas. Best practice is for students to access Canvas daily. Email is the most reliable way to communicate with me outside of class. Students

should use their WCU email accounts (Catamount Mail). The university spam filter often blocks non-WCU email accounts. When communicating with members of the class, course professor, guests, or departmental faculty/ staff/ students, please be professional. Written communication should include proper punctuation, grammar, spelling, sentence structure, and greetings/salutations. Use the WCU email address when communicating via email. Text messaging, instant messaging and the use of social media are appropriate methods of communication between student groups; however, these tools should not be used for communication with the professor or guest speakers.

**Cheating and Plagiarism:** Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the Code of Student Conduct (Code) and will be addressed as outlined in that document. Specific information on Academic Integrity can be found in the syllabus under **Institutional Policies: Academic Integrity Policy and Reporting Process.**

**WCU Community Creed:**

I will live by high standards of academic and personal integrity
I will embrace my responsibilities as a member of this community.
I will respect the rights and well-being of others.
I will value diversity, inclusive excellence, and individual differences.
I will engage myself in the artistic, cultural, and academic life of my University.
I will celebrate and express pride in Western Carolina University.

**Syllabus:** This syllabus, along with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course objectives and fostering a more effective learning environment. Students will be notified of changes and are responsible for attending to such changes or modifications as distributed by the instructor and posted to Canvas.

**INSTITUTIONAL POLICIES**

**Community Vision for Inclusive Excellence Statement**

The diverse perspectives encountered at WCU are an important part of the preparation of students for roles as regional, national, and global leaders who contribute to the improvement of society. It is expected that members of the WCU community will not only coexist with those who are different from themselves, but also nurture respect and appreciation of those differences. We encourage civil discourse as a part of the learning enterprise, and as a campus we do not tolerate harassing or discriminating behavior that seeks to marginalize or demean members of our community.

**Course Recording and Broadcasting *(University Policy 122)***

Students may make visual or audio recordings (Recording) of any class related content, using any approved recording device (e.g., smart phone, computer, digital recorder, etc.) upon the prior permission of the

instructor and subject to the following restriction(s). The Recording, along with the video capture of visible course materials (e.g., visible PowerPoint slides and/or visible lecture notes), shall be limited to the student's personal, course related, educational use and shall be subject to all applicable copyright laws and institutional policies. The student may not transfer, transmit, or otherwise disseminate the Recording to any third party, including classmates, without the permission of the instructor. Any violation of these restrictions, or any other restriction verbally communicated by the instructor, may subject the student to the provisions of the WCU Academic Integrity Policy, the WCU Code of Student Conduct or both.

Meetings of this course may be broadcast and/or recorded. Broadcasting and recording are intended to complement the classroom experience. Instructors may broadcast and/or record courses for pedagogical use, student reference, to meet the accommodation needs of students with a documented disability, or any other reason deemed appropriate by WCU and/or the instructor.

Any recording of class that includes the image or voice of a student, or reference to the student's name, would be considered FERPA. Thus, protected. If faculty intend on making the recording available for future viewing (any viewing that is not live) will require a waiver by each student. The waivers may be collected by email or as a Blackboard discussion board post or assignment with the following statement attached: By sending this email (by replying to this discussion board, by completing this electronic form – any use of WCU official identity verification) and typing my name below I acknowledge I have read and fully understand the terms of the VIDEO CONSENT AND RELEASE FORM FOR CLASS RECORDING and hereby release the University as stated in the Form.

If a student refuses to sign the waiver, then their likeness may not be included in any video made available. In other words, they would need to be excluded from video and not allowed to ask questions. If this happens faculty would be able to grade consistent with syllabi. In other words, the faculty member has the right to penalize the student by lowering their grade for not participating. The faculty member is also free to create alternative assignments at his or her discretion.

**Accommodations for Students with Disabilities**

Accommodations for Students with Disabilities: Western Carolina University is committed to providing equal educational opportunities for students with disabilities. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Office of Accessibility Resources located in Killian Annex or call 828-227-2716. For additional information, visit go.wcu.edu/oar

**Academic Integrity Policy and Reporting Process**

Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the Code of Student Conduct (Code) and will be addressed as outlined in that document. If the charge occurs close to the end of an academic semester or term or in the event of the reasonable need of either party for additional time to gather information timelines may be extended at the discretion of the appropriate academic Dean.

General:
Instructors have the right to determine the appropriate academic sanctions for violations of the Academic Integrity Policy within their courses, up to and including a final grade of "F" in the course in which the violation occurs.

Definitions:

- Cheating – Using, or attempting to use, unauthorized materials, information, or study aids in any academic exercise.
- Fabrication – Creating and/or falsifying information or citation in any academic exercise.
- Plagiarism – Representing the words or ideas of someone else as one's own in any academic exercise.
- Self-plagiarism – Reusing work that you have already published or submitted for a class. It can involve re-submitting an entire paper, copying, paraphrasing passages from your previous work, or recycling old data.
- Facilitation – Helping or attempting to help someone to commit a violation of the Academic Integrity Policy in any academic exercise (e.g. allowing another person to copy information during an examination).

**COURSE CALENDAR/SCHEDULE**

*Please check the Canvas course for the course schedule.*

**STUDENT ACADEMIC & CAMPUS RESOURCES**

Additional information is available in Course Information Module in Canvas.

**Writing and Learning Commons (WaLC):**

The Writing and Learning Commons (WaLC), located in BELK 207, provides free course tutoring, writing tutoring, supplemental instruction (SI) sessions, academic skills consultations, international student consultations, and online writing and learning resources for all students. To view schedules and make appointments for any of these services,
visit http://tutoring.wcu.edu/ or call 828-227-2274.

**Tutoring for Distance Students:**

For distance students (including students at Biltmore Park) who cannot attend tutoring sessions in the Writing and Learning Commons (WaLC) or the WCU Math Tutoring Center, tutoring support is available through Brainfuse HelpNow: https://www.wcu.edu/apply/distance-online- programs/current-students/tutoring-support.aspx

**Math Tutoring Center:**

The Mathematics Tutoring Center (MTC) in Killian Annex 214 provides tutoring for math courses and math-related content across the curriculum, workshops on study skills specific to math courses, and graduate and professional exam preparation resources. **Until the COVID-19 Social Distancing order is rescinded, all MTC tutoring will be done online**. For more information, including directions on how to set up online appointments, please visit http://mtc.wcu.edu/ or contact us at 828–227–3830.

**Hunter Library:**

Hunter Library provides students with online access to books, scholarly articles, news articles, videos, and other sources. The print collection is available for home delivery in summer, 2020. Search the library's holdings and get personal assistance via chat at http://www.wcu.edu/hunter-library or find discipline-specific guides and assistance at http://researchguides.wcu.edu/

**Canvas Support:**

The learning management system for this class is Canvas and can be found at http://canvas.wcu.edu Additional help with Canvas can be found at http://help.wcu.edu , (828) 227-7487 or by visiting the Technology Commons located on the ground floor of the Hunter Library.

**Academic Toolbox:**

The Academic Toolbox is available in all WCU courses via the course Blackboard site. It can be found in the left-hand side column. The Academic Toolbox contains information and contact information for nearly all of the resources needed by WCU students, including but not limited to: technology assistance, academic services, student support, co-curricular programs and university policies.

**Academic Calendar:** This includes dates for all breaks, university closures, final exams, etc. Key dates include:

Spring 2026
First Day of Classes – Monday, Jan 12
MLK Day – No classes Monday, Jan 19
Census Date – Monday, January 26
Fifth Week Grades Due – Monday, Feb 16
Spring Break – No classes Mon.-Fri., Mar 9-13
Withdrawal Deadline – Friday, Mar 20
No classes – Wed.-Fri., April 1-3
Last Day of Classes – Friday, May 1
**Final Exams:** Final exams May 2-8
All Grades Due by 10:00 am Monday, May 11

**Academic Resources**

- Accessibility Resources
- Brainfuse (*tutoring for distance learners*)
- Center for Career and Professional Development
- First Year Experience
- Hunter Library
- Discipline-specific guides and assistance
- Mentoring and Persistence to Success (MAPS)
  - You may contact MAPS at (828) 227-7127 or email maps@wcu.edu for more information.
- Mathematics Tutoring Center
  - Visit http://mtc.wcu.edu/ or contact us at (828) 227–3830.
- Military Student Services
- Registrar's Office
- Tutoring for Distance Students

- Undergraduate Advising Center
- Undergraduate Course Catalog
- Writing and Learning Commons (WaLC)
    - Visit http://tutoring.wcu.edu/ or call (828) 227-2274.

**Campus Resources and Activities**

- Academic Calendar
- Be Prepared for an Emergency
- Counseling and Psychological Services
- Diversity webpage
- Health Services
- myWCU
- WCU Website

**Technical Resources**

- **Canvas Help**
- Canvas Student Guides
- Login to Canvas
- Supported Browsers & Computer Requirements
- **Canvas on the Web**
    - How do I get help with Canvas as a student?
    - How do I get help with the Student app on my Android device or iOS device?
        - Download the Canvas Student Android App
        - Download the Canvas Student iOS Mobile App
    - Canvas Operational Status
    - Canvas Release Notes
- **Information Technology at WCU**
    - IT Help Desk
    - Learn about the Technology Commons