

# **LNU – MSU Faculty Handbook 2023-2024**





# 辽宁师范大学国际商学院

## LNU-MSU College of International Business



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This Liaoning Normal University – Missouri State University (LNU-MSU) College of International Business Handbook is adapted from the MSU – West Plains Catalog, MSU First-Year Student Handbook by Annie Busalacki and West Plain's Faculty Handbook, with relevant written materials and editing by administration, faculty and staff at LNU - MSU. This handbook is updated at least once a year.

Everyone is expected to read and comply with the regulations, policies, and requirements described herein. Failure to follow the policies set forth herein may constitute a breach of your employment contract and could result in your termination. Requirements, curricula, regulations, policies, courses, and other matters described in this publication are subject to change. Should any changes be necessary, appropriate notice will be given.



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LNU-MSU College of International Business



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# **Declaration of University Community Principles**

## **Preamble**

Community, civility, and the search for knowledge and understanding are the essence of university life. A community is a group of people who hold something fundamental in common. A university is a community whose common purpose is the creation, preservation and sharing of knowledge and understanding. The search for knowledge and truth requires a rational discourse. This, in turn, requires honesty and civility. Civility springs from the concept of respecting the rights of individuals; the community helps to protect the rights of the individual. Thus, the three are connected as the community promotes the civility necessary to engage in the pursuit of truth.

The primary participants of this community are administrators, students, faculty, and staff, who themselves come from a variety of external communities. Before becoming a part of the community of scholars that is LNU – MSU, whether as a member of the student body, faculty, administration, or staff, one should understand the full nature of that choice. The community derives its strength from each individual. Each individual derives strength from his/her association with the community. The individual must sustain the community in order for the community to protect and sustain the individual. Behaving civilly implies acting in a manner consistent with these principles, and encouraging these behaviors in others. Choosing to accept the direction of the principles strengthens both the individual and the community, but only when the choice is not forced. Discovering the natural benefit of these principles is a virtue. These principles are of little use in themselves; they must be practiced.

## **LNU – MSU History**

The partnership that founded LNU-MSU College of International Business started in June 2000. The college is a joint program between Liaoning Normal University and Missouri State University. While Liaoning Normal University is named after its home province, and Missouri State University is named after its home state, the former is located in the People's Republic of China and the latter in the United States of America. The Associate of Arts degree program has formal approval from the governing bodies of both universities – the Bureau of Education of Liaoning Province and the MSU Board of Governors.

As an educational cooperation partnership between the two universities, the goal is to increase cultural and educational exchange and to promote friendship and understanding between the United States and China.

In May 2004, Missouri State University's College of Business began offering a Bachelor of Science degree in General Business at LNU – MSU College of International Business. The Bachelor of Science degree program received formal approval from China's central government.

## **Principles**

The community of scholars that is LNU – MSU is committed to developing educated persons. It is believed that educated persons will accept responsibility to act in accordance with the following principles:

- Practicing personal and academic integrity
- Being a full participant in the educational process and respecting the right of all to contribute to the "Marketplace of Ideas."
- Respecting foreign cultures and acting as an ambassador from your country
- Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it
- Being a steward of the shared resources of the community of scholars

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that encroaches on the freedom and respect each member deserves.

## **LNU – MSU Vision Statement**

LNU-MSU College of International Business is a joint program between Missouri State University and Liaoning Normal University dedicated to providing quality business education in the spirit of international cooperation.

## **LNU – MSU Mission Statement**

LNU-MSU College of International Business is committed to the goal of producing qualified business professionals with a global perspective and skills suitable for the twenty-first century global business environment by developing an understanding of interdependence and cooperation within a unique program of higher learning.

## **LNU – MSU Governance**

The college is under the general control and management of the Joint Management Committee. The committee consists of 9 members – 5 members appointed by LNU and 4 members appointed by MSU. One member from LNU serves as the Chairman and one member from MSU serves as the Vice Chairman.

The Dean is the chief executive officer of the college, responsible to the Joint Management Committee for the administration of institutional policies and operations. The Associate Dean advises the Dean and is responsible for academic policies and procedures. The Associate Dean of Operations advises the Dean and is responsible for administrative operations of the campus.

## **Administrative Positions – Duties and Responsibilities**

### **Associate Dean**

- Chief Academic Officer of the campus
- Work with MSU Director of China programs and LNU Dean and staff to bring about a University environment conducive for optimal learning
- Consult with MSU Director of China programs, LNU Dean and faculty search committees for hiring of new Instructors and salary negotiation
- Advise LNU Dean regarding faculty performance including faculty evaluations and contract renewals – Dean of Faculty
- Bring up to date the MSU Director of China programs and LNU Dean of day-to-day operations
- Responsible for academic policies and procedures
- Work with Assistant Dean of Operations and LNU Dean on University operations budgets; approves LNU – MSU discretionary fund spending
- Responsible for semester schedules and calendars including courses offered each semester such that all degree requirements are met
- Provide pertinent information to faculty and staff via email and convene faculty meetings
- Carry out regular weekly meeting with LNU – MSU on-site Administration
- Liaison between MSU Director of China programs and faculty and staff
- Ex-officio member of the Academic Integrity Council

## **Assistant Dean of Academic Affairs**

- In the absence of the Associate Dean, serves as the Chief Academic Officer of the campus
- Work with the Associate Dean, LNU Dean and staff to maintain a university environment conducive for optimal learning for students
- Work with Associate Dean and faculty search committee to recruit, vet, and hire new faculty
- Work with Associate Dean to create and implement academic policies and procedures (forms, exam rules, cell phones, etc.)
- Work with Associate Dean regarding faculty performance including faculty evaluations and contract renewals
- Provide pertinent information to faculty and staff via email and convene faculty meetings
- Review appeals of Student Code of Conduct Committee proceedings
- Chair the Academic Concerns Committee (ACC). ACC reviews student academic suspension appeals at the beginning of each semester
- Orientation presentations on academic regulations for incoming first year students
- Documentation and organization of academic integrity violations
- Organization and supervision of the Academic Integrity Council
- Review academic integrity appeals and grade appeals (acting in lieu of department head)
- Responsible for vetting and supervision of LNU-MSU teaching assistants
- Assist the Associate Dean in other academically related matters (faculty handbook, exam rooms, collecting and reviewing syllabi, etc.)
- Assist Missouri State University - College of Business Associate Dean to resolve Academic Integrity issues, including appeals, involving 3<sup>rd</sup> and 4<sup>th</sup> year courses
- Work with Associate Dean and the Academic Center Coordinator to exercise oversight over MSU - West Plains interns attending the China Campus
- Collect faculty course grades at the end of each semester
- Ex-officio member of the Academic Integrity Council



## **Director of Budgeting and Operations**

- Oversee foreign faculty payroll
- Facilitate faculty, West Plains Interns, and Springfield exchange students' housing
- Liaison between faculty and Chinese staff
- Assist administration in development and implementation of budgets
- Oversee textbook purchases
- Assist administration in employment process
- Assist LNU Associate Dean with maintaining facilities

## **Academic Integrity Council Chairperson**

- Presides over all academic integrity proceedings
- Investigates to determine whether academic integrity violations may have occurred outside an enrolled class
- In cases of multiple offenses may call a panel to review whether additional sanctions should be imposed or degree revocation recommended
- Investigates and addresses academic integrity violations that are discovered by the instructor after the student has completed the course
- Upon receiving the Student Notification of Academic Integrity Policy Violation form from an instructor, the AIC Chair must notify the student of the right to Appeal
- Reviews petitions for XF grade removal
- Acts in lieu of department head should the Assistant Dean of Academic Affairs issue a sanction and the student appeals to the department head
- Serves as one of the permanent members of the Academic Concerns Committee

# Faculty Requirements and Contractual Obligations

## Getting Started and Expectations

Welcome to LNU – MSU College of International Business! Working and living in a foreign country can be overwhelming at times, but a truly rewarding experience with memories for a lifetime.

Faculty is expected to meet the goals and objectives of the university to fulfill its mission. They are expected to prepare lectures, grade assignments, and provide assistance to students outside of class. Faculty are approved by Missouri State University (MSU) and employed by Liaoning Normal University (LNU) as consultant lecturers, who work in cooperation with MSU to successfully teach an MSU – West Plains Associate of Arts degree in general studies. They are not employees of MSU and are expected to fulfill the obligations detailed in their contracts from LNU. This program is self-supporting as it does not take Missouri State public funds. Being an integral part of the University, faculty members are expected to be respectful of the Chinese people, their government and diversity of cultures.

## Faculty Duties and Responsibility

Duties and responsibilities of faculty members at LNU - MSU fall into two broad categories: 1) teaching, and, 2) university and community service. The primary mission of the University is to provide its students with a quality educational experience; the primary responsibility of the faculty is teaching.

Each faculty member is expected to keep abreast of developments in their respective fields and to transmit that knowledge to their students. Teaching responsibilities also entail meeting classes regularly, being available to students in conference, serving as academic advisors, and keeping accurate records of student achievement. Faculty are also encouraged to participate in school events and activities aside from their regular teaching duties.

Specifically, faculty must do the following:

- Begin and end classes at the scheduled times. Classes must also be held in the room scheduled. If the faculty member wishes to move classrooms, he / she must contact the Associate Dean or Assistant Dean of Academic Affairs
- Deliver 15 instructional hours per week. An instructional hour is considered 50 minutes. One non-laboratory credit hour is 750 contact minutes per semester; one laboratory credit hour is 1500 contact minutes
- To hold a minimum of one office hour on campus for every three hours of class time. Students' availability, to ensure they are able to meet during some of these office times, must be taken into consideration. Each faculty member must be available in his/her office at least 5 hours each week (one hour for each three credit

hour class) for consultation with students who are in his/her classes and with his/her advisees. The office hours must be posted in a place where students can see the notice. Faculty members should make special appointments for students who cannot appear during the regular office hours because of schedule conflicts

- End the course as per the date given in the published semester academic calendar
- Keep an accurate account of grades and attendance so that he or she will have factual information for a fair evaluation of each student. Evaluation of student performance and assignment of final course grades are the responsibility of the faculty. All faculty members must leave all grade books with the Associate Dean before leaving for the semester
- Give a final exam and also to give it during scheduled final exam week.
- Fulfill your proctoring duties as designated in the final exam schedule
- Be knowledgeable of essential aspects of the curriculum and procedures of the University in order to provide accurate and timely advice to students. In the advisement process, faculty members may not make representations or commitments which are inconsistent with authorized University policies
- Be in attendance at the AA degree commencement
- Comply with administrative requests for reports and information
- Submit course grades to the Assistant Dean of Academic Affairs at the end of each semester
- Submit complete grade book to the Assistant Dean of Academic Affairs if not returning for the subsequent academic year
- Attend all faculty meetings
- Attend the meeting for departing faculty if you are not returning for the subsequent academic year
- Faculty may be assigned to staff Academic Integrity and/or Student Code of Conduct Committees should the need arise

***Failure to comply with the above provisions and the terms set forth in your contract will constitute a breach of contract resulting in breach of contract penalty (as stated in your contract) and/or forfeiture of your salary for the final month of your contract and withholding of the letter of release from LNU.***

## **Employment Policies and Procedures**

The Associate Dean may make a recommendation to the Dean of LNU-MSU CIB for immediate termination of employment with LNU for breach of a provision(s) in your contract and/or addendum to your contract that warrants said action or in the event of an employee engaging in unethical and/or illegal conduct or any other behavior deemed by the Associate Dean to warrant a recommendation of immediate termination.

If termination of employment is deemed necessary, the Associate Dean, in consultation with the Associate Vice President or designee at Missouri State University - Springfield, will make a recommendation to the Dean of LNU-MSU CIB. The Dean will make the final decision on whether to terminate the instructor's employment with LNU.

The Associate Dean, at his or her discretion, may select and apply progressive disciplinary procedures (see below) deemed appropriate to address the problem.

### **1. Written warning**

The Associate Dean will provide the instructor with a written warning detailing the misconduct and/or performance issue. A copy of the memo will be kept in the instructor's personnel file.

### **2. Written Reprimand**

Written reprimand documents the issue and warns that further violations may result in termination of employment. A copy of the reprimand will be kept in the instructor's personnel file.

## **Faculty Development and Orientation, and Semester Meetings**

Faculty development and orientation will be provided a few days before the start of the semester by the school administration and other instructors. This is required for all new and returning faculty as this will be the primary means of dispensing new and important information. Faculty is also expected to attend periodic meetings during the semester to keep informed of college policy, procedural changes and professional development. All faculty should plan to return to campus about one week before the semester start date so they can attend orientation and prepare for classes (including writing a syllabus).

## **Curriculum**

Course content should reflect the core concepts established by Missouri State University – West Plains and be delineated by the course description (see Course Descriptions section).

Each faculty member is expected to:

- Use the textbook provided by LNU-MSU (Books at LNU-MSU are purchased by the college and provided to the students)
- Have any additional books or materials approved first before using in course
- Not to violate copyright laws. Faculty members should be aware of laws and ethical responsibilities that govern the use of copyrighted materials. Legal responsibility for the use of such materials rests with the individual faculty member who, consequently, should remain informed about current copyright law
- Actively engage students, and hold them accountable for the reading and lecture material with discussions, writing assignments, quizzes, and exams
- Consider study guides, reviews, web postings, etc. to help students manage material and prepare for tests and writing assignments

- Assist students with study skills and techniques specific to your discipline to improve their chances for success
- Consult and collaborate with the appropriate faculty body and Associate Dean or Assistant Dean of Academic Affairs when you have concerns about curriculum

## **Syllabus**

This is essentially a contract of what is expected between both faculty member and student. The course syllabus provides students with a road map for success for the course in which they are enrolled. It also provides important information regarding relevant university policies and with additional policies followed by individual instructors. In addition to the policy statements and course description, most syllabi include schedules with assignment and examination deadlines. Faculty must provide a copy (hard or electronic) of their course syllabus to the Associate Dean by the start of the semester and syllabi will be reviewed by the Assistant Dean of Academic Affairs.

Faculty members should:

- Create a course syllabus that follows Missouri State University – West Plains’ master syllabus. (The sample Master Syllabus can be found in the appendix)
- Include the following in the syllabus:
  1. Short Course Description
    - a. Class purpose
    - b. Course content
  2. Set time of Office Hours
  3. Uniform Academic Integrity Policy of LNU-MSU College of Business
  4. Absence Policy
    - a. The number of absences allowed
    - b. Policy toward late arrival
    - c. Policy toward early departure
  5. Textbooks Required
    - a. A list of textbooks and other sources to be used for the course and whether they are recommended or required reading
  6. Examinations
    - a. How many exams
    - b. The type of exams to be expected (essay, short answer, etc.)
    - c. The material to be covered on each exam (a general idea)
    - d. Test Dates (If unknown, the approximations and a statement concerning announcement of test dates)
  7. How the course grade will be determined by showing grading scale
  8. Any Term Papers if applicable
    - a. Dates that term papers are due

- b. The criteria used to determine the grade
- 9. Final Examination
  - a. Type of final--comprehensive or not
- 10. Makeup Work
  - a. A statement of whether or not makeup work is accepted
  - b. Limitations on work accepted
- 11. Using Bloom's Taxonomy for Course Objectives and Student Learning Outcomes
  - a. Set objectives following the taxonomy to lead students to different levels of learning
- 12. Class Schedule and calendar

## **Attendance**

Because class attendance and course grade are demonstrably and positively related, the University expects students to attend all classes in which they are enrolled. Each faculty member has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each faculty member will make available to each student a written statement of the specific attendance policy for that class.

Specifically, faculty:

- Should take attendance for each class period
- Are encouraged not to make attendance a disproportionately weighted component of the final grade
- Are expected to be reasonable in accommodating students whose absence from class resulted from:
  - Participation in University-sanctioned activities and programs;
  - Personal illness; or;
  - Family and/or other compelling circumstances.

*Faculty have the right to request documentation verifying the basis of any absences resulting from the above factors.*

## **Grades**

Evaluation of student performance and assignment of final course grades are the responsibility of the faculty.

Each faculty member is required to:

- Turn in final grades using the Missouri State University – West Plains' Grizzly Den website via <https://mygrizzlyden.missouristate.edu/>
- Submit grades for all students, even those who have not attended

- Only give an incomplete grade “I” for extenuating circumstances that occur late in the semester, circumstances that make it impossible for the student to complete the course. An incomplete should only be issued when a small portion of the coursework is unfinished. The Faculty member who issues the incomplete grade must complete the “Assignment of Incomplete Grade” form through Missouri University - West Plains.

It is not an acceptable practice for students to be allowed to earn extra credit after the semester is finished and final grades have been submitted. *It is not professional for a member of the administration, faculty, or staff to try to petition a faculty member to change a student grade.*

Any changes to final grades must be handled through the procedure outlined further in this document.

## **Rosters**

Faculty is expected to monitor their class rosters in Grizzly Den throughout the semester. About one week after the semester starts, they must complete Discrepancy reports.

- If a student is attending class, but not on the class roster, the student must go to the Registrar to enroll immediately
- If a student is on the roster but not attending class, report this on the discrepancy report through Grizzly Den

Discrepancy reports must be completed as soon as possible to ensure all students who are attending class are registered, and those registered are attending class.

## **Faculty Illness or Absences**

In the event a class is missed, classroom is changed or the meeting time is changed, the faculty member must contact the following people: their students’ class supervisor, Lori Gong and Associate Dean Mike Coutts. They should also make sure specific assignments and / or instructions are given to students when reporting absence. In the event one should miss more than one class meeting, arrangements should be made with students for the missed classes to be made up during an alternate time period.

## **Political Activities**

Since a faculty member at LNU – MSU lives and works in China, he / she does not possess the same Constitutional right to free expression as do most private citizens of Western countries. One must be careful to tread lightly when discussing on or teaching about issues of religion and politics. A faculty member should not purport to be a spokesperson for the University unless is designated as such. Faculty should consider themselves as ambassadors from their respective

country to China by respecting Chinese culture and values, and abide by the laws of the government.

## **Important Dates**

Please consult the published Academic Calendar for this information. Important dates and deadlines will also be disseminated by regular communication via Associate Dean or Assistant Dean of Academic Affairs.

## **Other Pertinent Information**

### **Faculty Evaluations**

Faculty evaluation is an important part of what LNU-MSU does to assess its ability to deliver quality education to the students. All faculty members are evaluated in each course and course section taught every semester. This process may include:

**Student evaluations:** Each faculty member will be evaluated by his/her students at the end of the semester. New faculty members may also be evaluated mid-term by his/her students. The results of the students' evaluations will be available after the end of the semester.

**Peer evaluations or Associate Dean (or designee):** Each faculty member will be required to have his or her class evaluated every semester by either:

- One peer (one in similar field of study), or;
- Associate Dean (or designee)

Faculty may also be asked to submit for review assessment plans, exams, writing assignments, samples of graded student work, or other materials. Faculty will be able to view the results of the student evaluation on Grizzly Den.

### **Email accounts and Computer Resources**

Each faculty members will have an MSU email address and a Grizzly Den account for accessing the MSU online system for inputting grades. This MSU email account serves as the primary means of communication between faculty, students, and administrators. Faculty members must become familiar with the use of this account and check it often.

Faculty must:

- Check their MSU email account regularly, including during the semester breaks as this is how the university primarily communicates with instructors.
- Use their MSU email account for any official communication related to job duties



Information required to set up one's account will be gathered during the orientation meeting by Zhenning Yu (Ben), or one can do the following:

1. Work with Zhenning Yu (Ben) to get MSU email account, OR;
2. Go to <http://helpdesk.wp.missouristate.edu/gettingstarted.asp> to get an MSU email account from <http://bearmail.missouristate.edu> and to gain access to Grizzly Den at <https://mygrizzlyden.missouristate.edu/>.
  - a. Work with Zhenning Yu (Ben) to get an BearPass ID Number and a Confirmation Number
  - b. Check the Appendix section "Create Account Instructions"

If e-mail password is forgotten or account locked out, see Zhenning Yu (Ben) in office 410 or contact at BenjaminYu@MissouriState.edu

You will need the following information:

1. BearPass ID Number
2. Login ID
3. Old Password
4. Name
5. Date of Birth

## **Salary and Compensation**

Faculty will be paid the net salary after taxes according to the stated contract amount. One is paid *forward* on the 9<sup>th</sup> of each month (or the next business day). The salary is paid via direct deposit with China Construction Bank. For information regarding direct deposit, contact Brandon Flint.

## **Travel Benefit**

### **New Faculty**

LNU-MSU shall purchase for Faculty a one-way economy class ticket between the location of origin and Dalian at a reasonable price at least 30 days in advance of the travel date. Alternatively, Faculty may submit an itinerary, including the ticket price and, subject to approval by LNU-MSU, may purchase a one-way economy class ticket and be reimbursed for this expense upon arrival. Faculty should keep all receipts and boarding passes and submit these to LNU-MSU.

### **Departing Faculty (Not Renewing Contract for Following School Year)**

LNU-MSU shall purchase for Faculty a one-way economy class return ticket between Dalian and the location of permanent residence, or subject to approval by LNU-MSU an alternate location within Faculty's passport country, at a reasonable price, purchased at least 30 days in advance of the travel date. The travel date shall be no later than July 31st.

Faculty may request cash payment in lieu of a flight ticket, the amount of which is equal to the cost of a one-way economy class ticket between Dalian and the location of permanent residence or, subject to approval by LNU-MSU, an alternate location within Faculty's passport country, at the lowest price quoted on June 1st for the travel date of July 1st. Faculty must notify LNU-MSU of this request no later than May 31st. The cash benefit will be deposited on the last month of the contract.

### **Returning Faculty (Renewing Contract for Following School Year)**

LNU-MSU shall purchase for Faculty a round-trip economy class ticket between Dalian and the location of permanent residence, or subject to approval by LNU-MSU, an alternate location within Faculty's passport country, at a reasonable price, purchased at least 30 days in advance of the travel date.

If Faculty chooses to travel before the end of the contract period Faculty may submit an itinerary, including the ticket price and, subject to approval by LNU-MSU, may purchase a round-trip economy class ticket and be reimbursed for this expense no later than the June pay period. The request for approval must be made at least 30 days in advance of the travel date.

Faculty may request cash payment in lieu of a flight ticket, the amount of which is equal to the cost of a round-trip economy class ticket between Dalian and the location of permanent residence or, subject to approval by LNU-MSU, an alternate location within Faculty's passport country, at the lowest price quoted on June 1st for the travel dates of July 1st through August 20th. Faculty must notify LNU-MSU of this request no later than May 31st. The cash benefit will be deposited on the last month of the contract.

### **Health Insurance**

Health insurance is provided for faculty by China Life Insurance Company Limited, Dalian Branch. This covers all healthy faculty members (no pre-existing conditions) living and working in China at Liaoning Normal University, up to age 69.

The premium is ¥1000 per year. Each faculty member is responsible for paying 20% (¥200) of the premium. Note: *Health coverage is valid only at Tertiary A Level (三甲) hospitals within Dalian.* Benefits (per year) include:

- Accidental death - ¥ 100,000
- Accidental disability - ¥ 100,000
- Accidental Injury (In-Patient) - ¥ 100,000
- Accidental Injury (Out-Patient) - ¥ 10,000
- Illness (In-Patient) - ¥ 100,000

For more information, please contact Becky He at: [BeckyHe@missouristate.edu](mailto:BeckyHe@missouristate.edu)

### **Copy Center**

Faculty can make copies in the Copy Center located on the 2<sup>nd</sup> floor. Please try to give at least 24 hours for copies to be completed. During the period just before the final exams, it is strongly advised to give the Copy Center at least 2 or 3 days to complete necessary copies.

### **Office Space**

Each faculty member is provided a cubicle with desk, chair, and desktop computer. All computers have Internet access and relevant software (office suite). Printing can be picked up in the Copy Center or can be printed on local office printer.

### **Health Screening**

Upon arrival in Dalian, China requires all foreign experts to undergo a health screening. This includes a blood and urine test, and chest x-ray.

### **Dress Code**

Business casual is acceptable while teaching class to maintain a professional atmosphere. No shorts or sleeveless shirts should be worn to class.

### **Faculty Mentoring**

The university has a mentoring program for new incoming faculty which is a part of mission to maintain the collegial atmosphere. Living and working in another country may be daunting at times. To help facilitate this process of adjusting to a new culture, a current faculty member will help work individually with the new faculty member to:

1. Pick them up from the Airport
2. Get settled in their apartment that day or evening
3. Give them their contact information including your phone number and email. The new faculty member will have the mentor's information before they arrive so they can communicate with them should they need any help or have any questions before they arrive
4. Take them to the school their first time to show them their office, classroom, etc.

5. Give general mentoring and assistance by taking them shopping to buy food, get a phone, buy a SIM card, etc.

## **Responsibilities of Faculty towards Students**

Faculty must respect their limitations as instructors and the responsibilities of the class supervisors. Faculty members are not to act as students' guardian or friend. When advising students, instructors must be careful to tread lightly as to respect the confidential nature between the student and their instructor. Faculty members, being consultant lecturers, provide a service to which students must perform academically to earn grades. All faculty members work in cooperation with administration and staff to provide an atmosphere which is conducive for optimal learning.

## **Academic Standings**

The following terms describe academic standings for students at Missouri State University-West Plains.

### **Good Standing:**

- A student who has a cumulative grade-point average (GPA) of 2.0 or above at Missouri State University-West Plains is considered to be in good standing. A student must maintain at least a 2.0 cumulative grade point average to graduate.

### **Probation:**

- The purpose of scholastic probation is to remind students that the quality of their overall academic work is unsatisfactory and to provide support to the student for improvement.
- A student who has maintained a cumulative GPA of 0.00 to 1.99 is placed on academic probation. The student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (fall or spring).

### **Admitted on Probation:**

- A student who is transferring credits to Missouri State University-West Plains with a cumulative GPA between 0.00 and 1.99 is admitted on probation. A student must make at least a 2.0 GPA in subsequent semesters until Good Standing is achieved or they will be suspended for one academic semester (fall or spring).

### **Re-admitted on Probation:**

- A student who has attended Missouri State University-West Plains and is returning after an absence of more than two semesters with a cumulative GPA of 0.00 to 1.99 will be re-admitted on academic probation. A student must make at least a 2.0 GPA in subsequent semesters until Good Standing is achieved or they will be suspended for one academic semester (fall or spring).

**Suspension:**

- A student who is placed on academic probation but does not maintain a term GPA of at least 2.0 in subsequent semesters (excluding withdrawals) until Good Standing is achieved, will be suspended for one academic semester (fall or spring).
- A student who has been re-instated from suspension must maintain a term grade-point average of 2.0 or above in subsequent semesters, or the student will be suspended for one academic semester (fall or spring).

**Appeal of Suspension:**

- A student wishing to appeal a suspension should submit the appropriate form to the office of academic affairs. The Academic Concerns Committee will determine if the appeal is granted.

**Re-instatement from Suspension:**

- A student suspended for academic reasons is eligible to apply for re-instatement after remaining out of school for a minimum of one semester (fall or spring). The student must meet with the Academic Concerns Committee to be reinstated.

**Academic Integrity and Policies**

The community of scholars that is LNU – MSU is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from, and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars and that all members of the community share the responsibility for fostering academic integrity.

The LNU – MSU Faculty Handbook states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including the range of possible sanctions. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, must also be consistent with MSU policy on student academic integrity.

**Definition: Academic Dishonesty**

Any one of the following acts constitutes academic dishonesty. Students need to review the following:

### **Cheating**

The term “cheating” refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise.

### **Fabrication or Other Misconduct in Research**

The term “fabrication” refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; “misconduct in research” refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

### **Plagiarism**

The term plagiarism includes, but is not limited to, the use, by paraphrase (using someone else's ideas or words) or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, (whether intentional or not.) This includes any material copied directly or paraphrased from the Internet. Turning in a paper you wrote for another class, paraphrasing entire passages from, or portions of, a paper submitted as an assignment in your or any other class, constitutes plagiarism. Furthermore, having someone write a paper for you, purchasing a paper from another person, or buying a paper from an agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

### **Facilitating Academic Dishonesty**

Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

### **Definition: Academic Integrity Council (AIC):**

*The Academic Integrity Council is charged by the Associate Dean to: (1) enforce the LNU – MSU (Missouri State University-West Plains’) academic integrity policy, following the procedures stated here in; (2) periodically review and amend these policies and procedures, subject to approval of substantive changes by the academic dean, Faculty Senate, Student Government Association, and/or Board of Governors; (3) organize/conduct campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promote a campus-wide climate of academic integrity.*

*The 13- member LNU-MSU Academic Integrity Council (AIC) consists of:*

- four voting student members;
- seven voting ranked faculty members;
- academic integrity chair (or designee), who is the nonvoting chair of the council;

- the Associate Dean or Assistant Dean of Academic Affairs, ex officio (without voting privileges)

**Definition: Academic Integrity proceeding:**

At the LNU-MSU Dalian campus, an academic integrity proceeding is conducted by a five-member panel (three faculty and two students) drawn from the voting AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred. An academic integrity proceeding is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems, nor does it serve the same function. A proceeding is not a court or tribunal. Rather, it is an academic process unique to a community of scholars.

**Definition: Academic Integrity Council Panel (AIP):**

An academic integrity panel consists of five members: five voting panelists drawn from the membership of the AIC, plus the chair of the AIC, who is a non-voting member of the panel and responsible for assembling the panel and conducting the proceeding. Five voting panelists constitute a quorum for a proceeding, and at least two but not more than three panelists must be students. This panel only meets when needed.

**Reporting Academic Dishonesty**

*Any student who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, Assistant Dean of Academic Affairs, and/or the Associate Dean. Incidences of apparent academic dishonesty may also be reported directly to the Academic Integrity Council by contacting the Chair of the Council. Anonymous reports will not be accepted, but the identity of any person reporting a suspected instance of academic dishonesty will be held in strict confidence.*

**Academic Dishonesty not associated with Enrollment in a Course**

Any incident of alleged academic dishonesty by a student not enrolled in a particular course (for example, taking a test for a duly enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at LNU – MSU outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.



**IMPORTANT NOTE: The student charged with an academic integrity violation must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted.**

No grade–related sanction may be imposed until a student admits misconduct and/or forgoes appeal right, or is found in violation after a formal proceeding. If an academic integrity matter is pending at the end of a semester, the instructor must assign an incomplete in the course until the matter is resolved. Every sanction should be in writing, copy on file with AIC. **A student cannot avoid a failing grade by dropping the course. The instructor can impose a sanction of F or XF even if the student drops the class, including drops that occur prior to the no-penalty drop deadline.**

### **Sanctions available to Instructors**

1. Denying credit on the assignment/exam
2. Requiring additional assignments/exams
3. Lowering assignment/exam grade
4. Lowering the student’s course grade
5. Issuing a failing course grade of F
6. Issuing a failing course grade of XF, indicating failure due to academic dishonesty. The XF grade functions just like the F in GPA calculations and is recorded on the student’s academic transcript.

## **Academic Integrity Procedures – Summary for Instructors**

1 Instructor / Student Discussion: Ideally, in the first step, the instructor and student meet face-to-face as soon as possible to discuss the alleged violation of the AI policy. The instructor is strongly advised to have another instructor present during the meeting. In this meeting, the instructor presents the student with allegation of academic dishonesty and any evidence supporting that allegation, and informs the student of intended sanction. The instructor can impose only those sanctions that are specified in the instructor’s course policy statement, either by explicitly listing the sanctions or by a direct reference to the Missouri State University-West Plains academic integrity policy, including directions for obtaining the policy on the web. The student presents evidence of his/her innocence. [GO TO #2]

2A No AI Violation Occurred: If, after this meeting, the instructor believes that no violation had occurred, the allegation(s) will be dropped. [STOP]

Or

2B A Violation of the AI Policy Occurred: If the instructor still believes that the AI policy has been violated by the student, he/she must provide the student with a written summary of the

alleged incident and the intended sanction(s), with copies sent to the Assistant Dean of Academic Affairs and the Chair of the Academic Integrity Council, to be maintained as part of Academic Integrity Council (AIC) records and so that repeat offenders may be identified. Instructor MUST use the official student notification form provided by the Assistant Dean of Academic Affairs.

When a report of academic dishonesty is received by the Chair of the Academic Integrity Council, the student will receive another letter, copied to the instructor and the Assistant Dean of Academic Affairs. This letter will verify that a report has been received from the instructor and indicate how it will be used, affirm the confidentiality of the report, reiterate the student's right to appeal, and recommend that the student review the university's AI policy. [GO TO #3]

Note: The student must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted (if the semester ends before this occurs, an "I" grade must be given).

3A No appeal to the Assistant Dean of Academic Affairs: Records are maintained, but the case ends here. [STOP]

Or

3B Appeal to Assistant Dean of Academic Affairs: Within one week of receipt of the instructor's written summary of the allegation, the student who wishes to appeal must submit to the Assistant Dean of Academic Affairs his/her own written summary of the grounds for appeal or review. Upon receipt of the student's written appeal, the Assistant Dean of Academic Affairs will meet separately with the student and the instructor. The Assistant Dean of Academic Affairs must notify the instructor and the student in writing of his/her decision, and must inform the instructor and the student that either may appeal the decision (in writing) to the Chair of the Academic Integrity Council within fifteen (15) academic days (days when classes are in session) from the date of the decision. The Assistant Dean of Academic Affairs must send a detailed report of his/her decision along with pertinent documents to the Chair of the Academic Integrity Council. [GO TO #4]

4A No appeal to the Chair of the Academic Integrity Council: Records are maintained, but the case ends here [STOP]

Or

4B Appeal to the Chair of the Academic Integrity Council: The Chair of the Academic Integrity Council will assemble a five-member panel of faculty and student members of the Council to hear the appeal, and will notify the student, the instructor, the Assistant Dean of Academic Affairs, and Associate Dean, Mike Coutts, in writing a minimum of fifteen (15) academic days prior to

the proceeding, and will provide them with information about the proceeding. An Academic Integrity Proceeding is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney. [STOP]

#### ASSIGNING THE “XF” GRADE:

To issue a course grade of “XF” the instructor must send a request to the Dean of Academic Affairs of Missouri State University (MSU)-West Plains in writing that he/she intends to impose this sanction. The request is to be made only after the student foregoes appeal or the sanction has been upheld after the student has exhausted the appeals process. The instructor should send the “XF” request as soon as possible with the occurrence of the foregoing event(s). The Associate Dean (LNU-MSU), Assistant Dean of Academic Affairs (LNU-MSU) and the Chair of the Academic Integrity Council (LNU-MSU) should be copied on the email request to the Dean of Academic Affairs of MSU-West Plains for issuance of an “XF” grade. The Dean of Academic Affairs of MSU-West Plains will then notify the Records Office in West Plains and the instructor upon approval. The instructor should forward the email approval from the Dean of Academic Affairs of MSU-West Plains to Theresa Combs at MSU-West Plains to ensure the “XF” has been placed on the student’s transcript. Theresa Combs will provide the instructor with confirmation. *Please note the approval of the “XF” grade is within the discretion of the Dean of Academic Affairs of MSU-West Plains.*

Multiple academic integrity violations or serious academic integrity violations along with other serious violations of LNU-MSU student rules can be brought before the academic concerns committee or an academic integrity panel, and further sanctions may be applied.

#### REMOVING THE “XF” GRADE:

After a time period of at least twelve months has elapsed since the grade of "XF" was imposed, a person who has received a grade of “XF” (whether or not currently enrolled as a student at Missouri State University-West Plains) may file a written petition to the Chair of the Academic Integrity Council (LNU-MSU) to have the grade of “XF” removed from the transcript and permanently replaced with the grade of “F.” Three letters of reference deemed relevant by the Chair of the Academic Integrity Council must be submitted along with the petition. The decision to remove the grade of "XF" and replace it with an "F" shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council (AIC), which will undertake a review of the record of the case. (The Chair of the Academic Integrity Council is a non-voting member) The AIC will attempt to certify that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at Missouri State University or another institution. Generally, the grade of "XF" ought not to be removed for acts of academic dishonesty requiring significant premeditation, or involving repeated offenses, or accompanied by illegal, threatening or disruptive behavior. The decision of the AIC at initial

review shall not be subject to subsequent AIC review for four years, unless the AIC specifies an earlier date on which the petition may be reconsidered. AIC determinations pertaining to the removal of the "XF" grade penalty may be appealed to the Dean of Academic Affairs of MSU-West Plains.

### REVOKING A GRADE/DEGREE:

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an F or XF grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with copy to the Assistant Dean of Academic Affairs and the Associate Dean. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

*The above AI summary is solely intended as a quick reference guide for the instructor. It is the responsibility of the instructor to be familiar with academic integrity policies and procedures of MSU-West Plains. Questions regarding policies and procedures can be directed to the Assistant Dean of Academic Affairs (LNU-MSU).*

*The complete Student Academic Integrity Policies and Procedures can be found at the link below:*  
<https://wp.missouristate.edu/catalog/policy-academic-integrity.htm>

### **Policy on Use of Unauthorized Electronic Devices in Classes and Exams**

As a member of the LNU-MSU College of International Business learning community, each student has a responsibility to other students who are members of the community. When students use cell phones or cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, LNU-MSU College of International Business prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and not be taken out during class. Exceptions to this policy may be granted at the discretion of the instructor.

The student is expected to comply with rules of the University and all reasonable rules of the course instructor. The instructor may choose to impose a penalty for noncompliance with rules. It is also within the course instructor's authority to deny a student who violates University rules or is disruptive the right to attend the class.

In testing situations, use of cell phones or similar communication devices, or any other electronic or data storage device, may lead also to a charge of academic dishonesty and additional sanctions under the *Student Academic Integrity Policies and Procedures* (<http://www.missouristate.edu/provost/22102.htm>).

There are two appeal processes available to students. A sanction for class disruption may be appealed using the appeal process stated in the Class Disruption policy; however, a violation that involves a charge of academic dishonesty must be appealed using the process described in the *Student Academic Integrity Policies and Procedures*.

## **Academic Honors**

Special distinction is awarded at graduation to students who demonstrate high scholarship in completing an associate degree. Academic honors will be granted if a student has attained an overall grade point average calculated based on all college work at LNU – MSU (Missouri State University-West Plains and transfer combined). The following designations indicate a consistently high level of academic achievement throughout a student’s entire academic career and will be acknowledged in the academic transcript and at commencement:

- Summa Cum Laude: overall GPA of 4.000
- Magna Cum Laude: overall GPA of 3.700-3.999
- Cum Laude: overall GPA of 3.400-3.699

## **Academic Record and Transcript of Credits**

A record (transcript) is permanently maintained for each LNU – MSU student at Missouri State University-West Plains. This record includes a list of courses in which the student has enrolled (except for those dropped during the Change of Schedule period or Add/Drop week), as well as the credits and grades earned in those courses. For students with transfer credit, an entry will appear on the transcript indicating the number of credit hours awarded for each institution attended.

All students are issued an official copy of their transcript upon graduation. Requests for additional copies must be submitted in writing on a transcript request form available at the registration and records office or at <http://wp.missouristate.edu/recreg/transcript-information.htm> or by providing the following information:

1. student’s full name and any former names
2. student’s BearPass number or date of birth
3. last semester of attendance
4. student’s current address and daytime phone number
5. address to which transcript is to be mailed
6. student’s signature to authorize the release of transcript

Transcripts will not be released for students who owe \$25 or more to the MSU – West Plains. Such debts must be paid in full before the transcript can be released. No fee is charged for transcripts issued to the student or sent via regular mail. A \$25 fee will be charged for transcripts sent via express or over-night mail. Students will find additional transcript information and may view an unofficial copy of their transcripts by clicking on the MyGrizzlyDen icon on the Missouri State University-West Plains homepage at <http://wp.missouristate.edu> and following instructions to the secure website.

## **Adding and Dropping a Class**

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a possible financial obligation. Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure described later in this section. Students are not withdrawn from classes until they have completed this process. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below. Students who wish to add or drop intersession courses, short courses and other courses that do not meet for a full semester or block should contact the registration and records office for information on policies, procedures, and deadlines.

**Prior to the beginning of the semester and during the Change of Schedule period or Add/Drop Week:** Drops, adds and section changes may be accomplished by contacting (Wendy) Wen Tan, Registrar, in the main office. Students who owe additional fees because of adding a class are responsible for arranging to pay those fees immediately. Failure to do so may result in cancellation of the student's current schedule of classes.

International students need to refer to the fee refund schedule, the academic calendar, instructor drop, enrollment status, overload permission and related topics for additional information regarding drops and withdrawals.

### **To Drop a Course(s):**

1. Students obtain a drop form from (Wendy) Wen Tan, Registrar, and enter the information on the form and acquire all required signatures
2. Student must have the Assistant Dean of Academic Affairs or Associate Dean sign the form last before returning it to the Registrar.

### **Grading Dropped Courses:**

1. Courses dropped before the end of the change of schedule period will not appear on the transcript.

2. Courses dropped before the Automatic Drop Deadline for drop/withdrawal, pass/not pass, (see academic calendar for specific dates) for that course will be assigned a final grade of W.
3. After the automatic W grade for drop/withdrawal, students may still drop a course during the Penalty Drop Period (see academic calendar for specific dates). Students who drop during the penalty period will have a W assigned if passing the course. If the student is not passing the course an F grade will be assigned. A W indicates the course was dropped without penalty. An F grade is calculated in the grade point average.
4. No drops or withdrawals are allowed after the Penalty Drop Deadline (see academic calendar for specific dates).

Students should use the drop procedure judiciously as numerous W grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time enrollment status (12 credit hours) may jeopardize the Chinese student visa for international students. Students who drop because of a concern regarding their grade in a course are strongly encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with the academic advisor / class coordinators prior to dropping.

### **To Add a Course:**

In general, only courses that have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the change of schedule period for the regular term has ended. In cases of extenuating circumstances, to add a full semester-length class after the change of schedule period for the regular term, follow these steps:

1. Obtain a change of registration form from (Wendy) Wen Tan, Registrar, and enter the information on the form.
2. Take the form to the instructor whose signature and date of signature indicate approval to add the course after the change of schedule period.
3. Take the form to the Assistant Dean of Academic Affairs or Associate Dean whose signature and date of signature indicates approval to add the course after the change of schedule period.
4. Return the completed form to (Wendy) Registrar. If space is available, the student will be added to the course.

### **Change of Schedule:**

1. Students must obtain a registration form from (Wendy) Wen Tan, Registrar, and enter the required information on the form.
2. Student must have the Assistant Dean of Academic Affairs or Associate Dean sign the form before returning it to the Registrar.
3. Students take the completed form to the Registrar. No change of schedule is official until received and processed by the registration and records office at West Plains. The date of the drop shall be the date the student submits an official drop request to the Registrar.

## **Withdrawal from University**

Students who wish to withdraw from all courses for a given semester should follow the withdrawal procedure below. Withdrawal means dropping all classes for the term. Students are not withdrawn from classes until they have completed this process.

Students must initiate the withdrawal process electronically (through University email) by contacting Theresa Combs at: [WPRRChina@MissouriState.edu](mailto:WPRRChina@MissouriState.edu) Students cannot withdraw from the University through *My Grizzly Den* as the system will not drop a student's last class. Individuals taking only one class who wish to drop that class must withdraw from the University.

If a student withdraws prior to the Last Day to Drop/Withdraw, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates), he or she will have a final grade of 'W'. This deadline is approximately one week prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester. A 'W' indicates the course was dropped without penalty.

The last day for withdrawing from school is one week prior to the last day of the semester (see the Academic Calendar for the specific date). Withdrawal is not complete until the registration and records office has processed the paperwork. The date of withdrawal will be the date the withdrawal request is submitted to the registration and records office.

If academic dishonesty is substantiated after a student has withdrawn from the University or after a student has dropped a class, the 'XF' grade can still be assigned.

### **Administrative Withdrawal:**

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
  - 10<sup>th</sup> class day of the 16-week or longer term
  - 7<sup>th</sup> class day of the 8-week term
  - 4<sup>th</sup> class day of the 5-week and 4-week term



- 2<sup>nd</sup> class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate prerequisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Student who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded according to the LNU-MSU College of International Business refund policy.

## **Grade Appeals**

A student who believes he/she has reasons, which can be substantiated, to request grade changes must, provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned:

1. Write a formal letter to the instructor (or to Assistant Dean of Academic Affairs if the instructor is no longer on campus) requesting a re-evaluation of his/her performance in the course; and,
2. Provide the following information in the letter: Name and student ID; course number, title, and section; semester and year taken; name of instructor; a clear statement of the grade change request; and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records and respond in writing to students in a timely fashion. If it is determined a student's request is justified, the faculty member will prepare a grade change authorization and submit it to the Assistant Dean of Academic Affairs who will forward it to the Terri Combs, the Registration and Records Assistant in West Plains. A faculty member may not change an F grade to a W in those cases in which the student did not follow the proper procedures for dropping the course.

A student may appeal a negative decision of the faculty member to the Assistant Dean of Academic Affairs and, if necessary, to the Associate Dean or his/her designee. They together shall attempt to resolve the issue through mediation, but the responsibility for the student's grade remains with the faculty member. In cases that cannot be resolved, the student may appeal to the Academic Concerns Committee. The faculty member who assigned the original grade will be informed of any action taken and reasons for such action.

### **Requests Based Upon Exceptions to University Policy:**

In those cases in which the grade received by the student is the result of University policy rather than a faculty member's evaluation of performance in a course (e.g., an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student's written appeal should be directed to the Assistant Dean of Academic Affairs.

### **Requests for Grade Changes Made After an Extended Period:**

Appeals for changes in a student's academic record must be submitted to the Assistant Dean of Academic Affairs prior to the end of the first semester of enrollment following the term in which the grade was assigned. Appeals made after an extended period will be considered by the Academic Concerns Committee only if there were extenuating circumstances.

### **Grade Re-Evaluation**

A student may request an assigned grade be changed provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

### **Requests Based Upon a Re-evaluation of Performance:**

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for all grades assigned to students, and, therefore, each faculty member will maintain records to support student evaluations and grades. This means that faculty should retain grade sheets and final exams for at least one semester after the course is finished.

## **Grading and the Credit System**

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses):

A (4) = Excellent work.

B (3) = Superior work.

C (2) = Satisfactory work.

D (1) = Minimum passing work.

F (0) = No credit is given.

W (0) = Course dropped without penalty.

P (0) = Course passed under the Pass/Not Pass system.\*

NP (0) = Course not passed under the Pass/Not Pass system.\*

I (0) = A small portion of a course, such as a term paper or final examination not completed.

AU (0) = Audited with no credit.

Z (0) = Deferred grade to be given only to students enrolled in specific courses which may not be completed within a semester. If a Z grade is not removed within two calendar years (whether or not the student is enrolled), the grade becomes a W.

E (0) = No credit – Academic Renewal.

XF (0) = No credit is given. Failure due to academic dishonesty.

\*P and NP grades are not calculated in the grade point average.

## **Incomplete Grades**

An incomplete grade can be assigned by an instructor when a small portion of course work has not been completed. In each instance where an I grade is assigned, the course instructor shall, at the end of the semester in which the I grade is given, indicate on an assignment of incomplete grade form what the student must do to complete the course and how the completed work will affect the final grade. The original copy must be filed with the registration and records office at West Plains, which will then send a copy to the student.

If a student needs to repeat a course or a significant portion of a course, a W or F should be assigned according to regulations governing the assignments of such grades. A W grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An "I" grade must be removed by the end of the following semester or earlier as specified by instructor; otherwise, the grade of I automatically becomes an F grade. An extension of the time limit or other necessary arrangements to remove an I grade will be made only if a student makes a written request for such extension and the extension is approved by the instructor and the Associate Dean or his/her designee. An approved request for extension of time for removal of an I grade must be placed on file in the registration and records office at West Plains. The student should arrange with the instructor for the completion of the work. When the work is completed, the instructor will complete a grade change authorization form which is sent by email from the registration and records office. The student will be sent a copy of the form with a letter indicating the adjusted grade point average

## **Academic Freedom and Professional Ethics**

In developing a statement of faculty responsibilities and ethical standards, Missouri State University subscribes to the belief, long held by the learned professions, that self-regulation is preferable to any externally imposed discipline.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards for their discipline. They demonstrate respect for students as individuals, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas they show due respect for the opinion of others. They acknowledge

academic debts and strive to be objective in the professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of the institution.

As members of their institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain the right to criticize and seek revision. Professors determine the amount and character of the work they do outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of a community, professors have the rights and obligations of citizens. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Membership in the academic community imposes on students, faculty members, administrators and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes of teachers or colleagues.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism gender or personal beliefs.

It is the teachers' mastery of their subject and their own scholarship which entitle them to the classroom and to freedom in the presentation of their subject. Thus, it is improper for instructors to intrude materials which have no relation to the subject matter of the course as announced to their students and as approved by the faculty in their collective responsibility for the curriculum.

## **The Academic Center: Empowering Success through Improved Writing Skills**

The Academic Center is a welcoming place for students to gain advice on any writing assignment regardless of the course or topic. Whether you are just beginning an assignment or are in the final stages of a project, we can help.

During a session, the tutor, using a facilitative approach, focuses on the academic quality of the paper, aiding the writer in achieving college-level technique. Instead of merely proofreading, the tutor enhances the author's work by asking questions, making suggestions, and guiding the author to a greater understanding of the paper at hand and of writing in general. Tutors can aid in every part of the writing process, including brainstorming, researching, drafting, revising, and organizing a paper. Tutors also assist writers with grammar, punctuation, and the citation methods of the Modern Language Association (MLA), the American Psychological Association (APA), the American Medical Association (AMA), and the Associated Press (AP), among others.

The Academic Center asks students to bring in a project well before it is due and, if possible, to bring the class assignment sheet to the appointment, making it easier for the tutor to interpret the particular demands of the paper. Every paper is different, and a writer's needs differ from paper to paper. The focus of the session is to empower the author in becoming a better writer; thus, the tutor offers advice on critical thinking and the writing process. It is the Academic Center's philosophy that improved writing skills lead to educational and professional success in college and beyond.

## Course Descriptions for AA Program

### **ACC 201**

#### **Introduction to Financial Accounting**

**3(3-0) F, S**

*Prerequisite(s): Placement in MTH 135.*

Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements.

### **ACC 211**

#### **Introduction to Managerial Accounting**

**3(3-0) F, S**

*Prerequisite(s): ACC 201.*

Methods and procedures employed in managerial accounting with emphasis on the use of accounting data for decision-making. A grade of C or better is required in this course in order to take ACC 301, 311, 321, or 331. This course may not be taken pass/not pass

### **CHI 101**

#### **Elementary Chinese I**

**3(3-1) D CBE.**

Essentials of grammar through aural-oral practice, dictation, reading, and writing. Course conducted in Mandarin Chinese as far as practicable. International and Intercultural component.

### **CHM 116**

#### **Fundamentals of Chemistry**

**4(4-0) D**

*Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125.*

Same course as CHM 105 except it does not include a laboratory component. Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of introductory chemistry. (CHM 106 will not count toward chemistry major or minor.) Students should be aware that CHM 106 may not satisfy the chemistry requirement for other majors.

## **CIS 101**

### **Computers for Learning**

**3(2-2) F, S**

Use of the computer including the use of operating systems, e-mail, surfing the Web, word processor software, desktop publishing, spreadsheet software, and database management software. Course may be waived by proficiency exam.

## **CIS 201**

### **Computer Applications/Business**

**3(2-2) F, S**

A study of the use and applications of computer information systems concepts in business and public organizations. The course emphasizes the use of spreadsheet software to plan, analyze, design, develop and test business solutions.

## **COM 115**

### **Fundamentals of Public Speaking**

**3(3-0) F, S**

Principles of public speaking. Preparation and delivery of speeches. Emphasis on informing and persuading audiences.

The Honors component would be a project prepared by the student that would result in a 30 to 60 minute program to educate the audience on a topic approved by the instructor. The program would be presented to a live audience or over community cable. A **B** grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript.

## **ECO 155**

### **Principles of Macroeconomics**

**3(3-0) F, S CBE.**

Prerequisite(s): ACT Reading score of 18 or greater or an Accuplacer reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150.

This course prepares the student to understand the economic structure of the United States and its place in the world economy, to interpret common economic measures, to understand the processes of governmental fiscal and monetary policies, and to evaluate individual decision-making from an economic perspective.

## **ECO 165**

### **Principles of Microeconomics**

**3(3-0) F, S CBE.**

*Prerequisite(s): Grade of C or better in RDG 125.*

Basic principles of economics with a particular emphasis on the nature and application of those bearing on decision making within a household, firm or industry; including consideration of

problems respecting the composition and pricing of the national output, distribution of income, pricing and output of factors of production and foreign trade.

## **ENG 100**

### **Introduction to College Composition**

**3(3-0) F, S**

*Prerequisite(s): Required of some students as determined by scores on placement tests.*

An introduction to the composition sequence: the purpose of whole compositions, the processes that lead to finished compositions, and the parts that combine to create compositions. May be taken Pass/Not Pass (P/NP). Students who take the course P/NP will receive a P only if their course grades equal a **C** or higher. Students must earn a **C** or better in ENG 100 to pass and to progress into ENG 110.

## **ENG 110**

### **Writing I**

**3(3-0) F, S**

*Prerequisite(s): A grade of **C** or better in ENG 100 or placement into ENG 110.*

A critical reading and writing skills applicable within and beyond the college community. Emphasis on composition processes, argumentation of diverse issues, and collaborative learning, such as peer review. A grade of **C** or better is required in this course in order to take ENG 210 or ENG 221.

## **ENG 210**

### **Writing II: Academic Writing**

**3(3-0) F, S**

*Prerequisite(s): A grade of **C** or better in ENG 110 and 24 credit hours.*

Study of the practice of the discourse conventions of academic writing about public affairs from the perspective of an educated person. Preparation for writing within disciplines. Additional course work will be required for students taking as an Honors course, and a **B** grade or higher must be earned in order for the student to receive an Honors designation.

## **ENV 105**

### **Environmental Science**

**4(3-2) F, S**

*Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of **C** or better in RDG 125 or NelsonGDenny score of 11.0 or higher.*

The study of global geological cycles, biodiversity trends, human population dynamics, sustainable land and water usage, pollution impacts, energy challenges, climate change and future predictions for a cooperative global effort toward a habitable planet. The course includes



a laboratory component. Partially fulfills the general education requirements in the natural sciences.

### **GRY 100**

#### **World Regional Geography**

**3(3-0) F, S**

An examination of the world's geographic regions focusing on the location of Earth's major physical features, human populations and cultures, and their interaction. Topics include natural systems, globalization, ethnic and geopolitical conflicts, and human impacts upon the environment. This course provides both an introduction to geography as a discipline and a basic geographic foundation for those interested in current international issues, politics, history, and public affairs. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

### **HST 121**

#### **Survey of US History before 1877**

**3(3-0) F,S CBE.**

Covers the history of the formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric and diplomatic experiences.

### **HST 122**

#### **Survey of US History since 1877**

**3(3-0) F, S CBE.**

Modernization of the United States and its role in the world affairs from the late 19th Century to the present, with emphasis on industrialization and urbanization and their impact on socioeconomic and international developments. Additional course work will be required for the students taking this as an Honors course, and a **B** grade or higher must be earned in order for the student to receive an Honors designation.

### **IDS 110**

#### **Student Success**

**2(2-0) F, S**

This course introduces the overall goal of general education. Students are expected to become involved as they learn time management, decision making, critical thinking and skills necessary to complete a college education through the textbook and classroom activities.

## **IDS 297**

### **Topics in Globalization**

**2-3(2-0 or 3-0) F, S**

*Prerequisites: Completion of 40 credit hours including COM 115, ENG 110, ENG 210, MTH 135 and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210, IDS 110, and concurrent enrollment in MTH 135 ; or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 135, and concurrent enrollment in ENG 210.*

Required of all students seeking the AA in General Studies and of selected AAS degree programs (students should review the catalog description of degree programs to see which degree programs require this course). This course provides a culminating experience for the general education program and includes some non-course educational experiences. The course is a variable content course which uses an interdisciplinary approach to present topics related to global issues from the perspectives and interactions among multiple fields. This course is communications and/or writing intensive. Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of **F** in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete. May be repeated a maximum of 6 hours with content change on a space-available basis.

## **KIN 210**

### **Healthy Lifestyles**

**3(2-2) F, S**

This course introduces conceptual and practical information relating to the impact of lifestyle choices on the health and wellness of the individual and society. Students in this course study a variety of fitness-wellness topics while initially and summatively garnering personal fitness-wellness data in both academic and laboratory settings. Collected data are synthesized and critically appraised, resulting in the construction of individualized fitness-wellness programs implemented and periodically re-evaluated over the course of the semester via reflective journal writing; and periodic quizzes and examinations that tie lecture theories to laboratory practices in critical thinking-peer teaching contexts. Laboratory activities help the individual discover his/her needs for achieving and maintaining high level wellness.

## **LAW 231**

### **Legal Environment of Business**

**3(3-0) F**

*Prerequisite: 24 credit hours.*

Ethical and legal issues in the domestic and international regulatory environment of business. Foundations of legal reasoning, case analysis, legal dispute resolution and reporting, court systems, and sources of law. Substantive areas of torts, contracts, sales, products liability, and consumer rights and remedies. Contemporary legal issues explored in such areas as regulation

of environmental practices, deceptive advertising, debt collection, employment, antitrust, and computer law.

### **MGT 286 Business Communications**

**3(3-0) F**

*Prerequisite(s): ENG 110.*

Managerial business communication theory and practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions, and communicating with other cultures and nationalities.

### **MTH 135**

#### **College Algebra**

**3(3-0) F,S**

Topics include: problem solving, polynomial, rational, exponential, and logarithmic functions, equations, inequalities and their applications; coordinate geometry, including conic sections and systems of equations/ inequalities; and an introduction to sequences and series. Students not having taken MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. A student who takes MTH 135 and MTH 138 receives credit toward graduation for only one of the courses. This course will not count towards mathematics major or minor.

### **MTH 285**

#### **Calculus for Business and the Social Sciences**

**3(3-0) D**

*Prerequisite(s): C grade or better in MTH 135 or MTH 138.*

Short review of algebra, absolute value and inequalities followed by elements of geometry, limits, the derivative, anti-derivative, and their applications. A student can receive credit for only one of MTH 285 and 287. A student taking MTH 285 and MTH 261 receives credit only for MTH 261.

### **PHI 110 Introduction to Philosophy**

**3(3-0)**

*Prerequisite(s): Appropriate placement score or completion of IDS 150.*

This course explores various ways of understanding the human self and its relation to the world. Through a consideration of what can be known, what is worth valuing, what reality is, and what the nature of the Self may be, the course deals with central themes that arise from the human quest for deeper self-understanding. Additional course work will be required for the students taking this as an Honors course, and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

## **PLS 101**

### **American Democracy and Citizenship**

**3(3-0) F,S CBE.**

*All students enrolling for PLS 101 must be eligible for ENG 110 or higher.*

This course familiarizes students with the institutions and constitutional framework of the United States and Missouri. The course emphasis is on the values, rights, and responsibilities that shape the public decision making of active and informed citizens and influence contemporary public affairs in a democratic society.

## **PSY 121**

### **Introductory Psychology**

**3(3-0) F,S CBE.**

Principles of human behavior; human growth and development; motivation; behavior organization; related research methods. Additional course work will be required taking this as an Honors course, and a **B** grade or higher must be earned in order for the student to receive an Honors designation.

## **QBA 237**

### **Basic Business Statistics**

**3(3-0) F, S**

*Prerequisite(s): MTH 135*

Collection, analysis, interpretation, and presentation of data related to business, measures of central tendency and dispersion, elementary probability, probability distributions, sampling, standard error, interval estimation, hypothesis testing. Computer statistical packages will be utilized in analysis of a variety of applications problems.

## **THE 101**

### **Introduction to Theatre and Drama Arts**

**3(3-0) D**

The creative processes of transforming drama to stage, film, and television. A study of the collaborations and contributions that the various artists make to the process. Intended to increase the audience's ability to think critically about the artistic experience. Buying tickets to and attendance at local productions required.

# Appendix

## Academic Vocabulary and Glossary

### Audit

Grading option that allows completion of a course without receiving credit or a traditional grade. An audited course cannot be used to fulfill a degree requirement.

### Change of Schedule (Add/Drop)

Students who wish to add or drop selected regular semester courses may fill out a form at the registration center. Check the class schedule with your advisor for applicable deadlines. Each semester there will be a deadline (usually in the ninth week, just after mid-terms) for dropping a course and receiving an automatic **W** (Withdrawn). Dropping after this deadline may result in a grade of **F**. Consult with your advisor before changing your schedule.

### Classification

Undergraduate students are classified by the number of credit hours earned: freshmen = 0–29; sophomores = 30–59; juniors = 60–89; seniors = 90+.

### Course Code

Each department has a specific three-letter code. For example, the Communication Department code is COM. These codes are used along with course numbers when registering for classes.

### Course Numbers

Each individual course has a specific course number. For example, Fundamentals of Public Speaking is commonly referred to as COM 115. General rules when looking at course numbers:

<b>100–199</b>	Lower division courses designed for, but not limited to, freshmen
<b>200–299</b>	Lower division courses designed for, but not limited to, sophomores
<b>300–399</b>	Upper division courses designed for, but not limited to, juniors
<b>400–499</b>	Upper division courses designed for, but not limited to, seniors
<b>500–599</b>	Upper division courses designed for seniors, post baccalaureate, and graduate students
<b>600–899</b>	Graduate students only

### Credit hours

Each class is designated a number of credit hours. The number of hours relates to the amount of time spent in class each week. Lecture courses meet fifty minutes per week for a semester to earn one hour of credit. Most lecture courses are three credit hours and usually meet 50

minutes on Monday, Wednesday, and Friday or one hour and 15 minutes on Tuesday and Thursday. Laboratory and studio courses are different; they meet 100 minutes a week for a semester to earn one hour of credit. A minimum of 125 credit hours is required for graduation.

### **Degree Audit**

Advising tool designed to assist in tracking a student's progress towards his or her program of study. It lists the general education, major, minor, and other academic requirements of the University.

### **Dual Enrollment**

Typically refers to high school students who are receiving high school credit while also being enrolled in college-level credit. This term can also refer to students who are concurrently enrolled in two or more higher education institutions.

### **Full-time student**

In the fall and spring semesters, undergraduates who carry 12 or more credit hours are considered full-time. All students who carry six or more hours in the summer semester are considered full-time. An international student at LNU – MSU must be enrolled in at least one course to be considered a student in China.

### **Good standing**

To stay in good academic standing at LNU – MSU, a student must maintain a grade point average of at least 2.0 at LNU – MSU and on LNU – MSU work combined with transfer grades. A student who is not in good standing will be placed on scholastic probation or suspension. A student could also be placed on warning if the overall GPA remains above a 2.0, but the semester GPA indicates academic problems.

### **Grade reports**

Grade reports are provided to students on the MSU website via the "My Information" link.

### **Incomplete grade**

An I grade can be assigned by an instructor when unusual circumstances prevent a student from completing a small portion of a course. An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, or the I grade becomes an F.

The remaining work to be completed and associated deadline shall be communicated in writing to the student.

### **Instructor drop**

If a student does not attend class by the second class meeting of a semester, and has not communicated with the instructor or department, the instructor may drop the student from the class. A student who wishes to drop a course must complete a change of schedule form on the web or in person and not expect to be dropped from class merely by not attending.

### **Intent to Graduate**

Form completed by students who believe they are in their final semester of coursework. This form triggers a review of the student's academic record, inclusion in the commencement program, and diploma ordering.

### **Intersession courses**

Special courses taught between fall and spring semester, between spring semester and summer session, or between summer session and fall semester.

### **LNU – MSU**

Liaoning Normal University – Missouri State University College of International Business

### **Overload**

The maximum number of credit hours a student may take in the fall or spring semester is 19. Ten hours is the maximum number for summer session. Students wishing to take more hours must apply for an overload from the Associate Dean or Assistant Dean of Academic Affairs.

### **Prerequisites**

A prerequisite is a requirement that a student must meet before he/she can enroll in a course. The undergraduate catalog lists all prerequisites.

### **Repeat**

A student may repeat a course to improve his/her GPA under certain circumstances. If a D or F grade is earned on the first attempt, the course can be repeated. Whatever grade is earned on the second attempt replaces the D or F grade in the calculation of the GPA. The first grade will always show on the transcript.

### **Section numbers**

Each course is scheduled in one or more sections. The section number separates courses into different meeting times and places. You must identify section numbers when registering.

**Transcript**

Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

**Withdrawal**

Withdrawing from LNU – MSU University means dropping all courses. Students wishing to withdraw must submit a written request to withdraw to the Office of the Registrar. Check the class schedule or the LNU – MSU Web site for applicable deadlines.



## Master Syllabus

Accreditation for the two year program by the Higher Learning Association is based on the understanding that the program at the Dalian campus is a replica of the program offered at West Plains; therefore, we are advised to follow this master syllabus closely.

### I. GENERAL INFORMATION

Instructor:

Course / Section:

Term:

Credit Hours:

Phone / Email: (At least one should be given)

Office Location:

Office Hours: (You are expected to a minimum of hold one office hour on campus for every three hours of class time. Please check your students' availability to ensure they are able to meet with you during some of these office times.)

### II. COURSE DESCRIPTION:

Insert the course description from the on-line catalog. <http://www.wp.missouristate.edu/Catalog/>. If the course has a prerequisite or co-requisite, add this statement: Failure to meet a prerequisite (or co-requisite) may result in a student being dropped from the class at any time during the term. A list of courses and prerequisite are available in Appendix I.

Note: Students may show up in your classes that have not met the prerequisite, therefore it is important that you check the official on-line class roster for your class. If the name is not on the official roster, it may be that the student has not met the prerequisite.

### III. TEXTBOOK / MATERIALS

Include here a standard bibliographical citation for each textbook (alphabetical by author or consistent with the stylebook used in your discipline) and a list of other materials, if required or provided by the instructor.

#### IV: COURSE OBJECTIVES

Clearly state objectives for what students will be asked to do, not objectives for the instructor. Review the sample syllabus for your course which is available from the Associate Dean. Ensure your course reflects these objectives.

Use the active voice - state what the student will be able to do at the end of your course. You may want to include the methods used to assess the objective. An example from COM 115 might be "Students will be able to organize a speech." (The instructor would assess this based on outlines and speeches).

Please note: Effective course objectives are measurable by the means of assessment stipulated in the next section (assessment). While some objectives will be course specific, others should link to the five areas of learning assessed by the West Plains campus:

- Communication
- Critical Thinking
- Information Management
- Collaboration
- Global Awareness

The link to the general education goals is <https://wp.missouristate.edu/Academics/general-education-goals.htm>

In light of increased emphasis on assessment of student learning at MSU-West Plains and in order to be in phase with their syllabus, please include the following statement on assessment.

"This course participates in the learning assessment program at MSU-West Plains. I have created an assessment plan to evaluate the effectiveness of the learning/teaching process. This plan is focused on assessing your achievement in meeting the learning objectives of the course and promoting the five areas of learning: Communication, Critical Thinking, Information Management, Collaboration, Global Awareness. This will involve in-course activities and evaluation of learning you exhibit in specific course components (e.g. papers, oral presentations, lab reports, exams, etc.) This process is to improve learning for you and future students, and your cooperation with this assessment program assists me in improving the quality of this course."

#### V. COURSE REQUIREMENTS AND ATTENDANCE

A. **List requirements the student must meet – Student Learning Outcomes.** Be specific. For example, "All students must complete the following: two (2) exams, one (1) written project,

and one (1) cumulative final exam.” Remember it the university policy to have a cumulative final exam or activity.

Note: Remember that the course objectives, as stated in the syllabus in section IV, MUST be measured by the means of assessment you stipulate in this section.

**B.State the attendance policy for your class.** The instructor’s policy should be in compliance with the university policy as stated in the current MSU-WP catalog which can be found at the following address:

<https://wp.missouristate.edu/Catalog/policy-attendance.htm>

Because class attendance and course grades are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each instructor will make available to each student a written statement of the specific attendance policy for that class.

The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from:

- participation in University-sanctioned activities and programs;
- personal illness; or
- family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors.

## **VI. GRADING**

A. Include the grading scale (percentage required for an A, B, C, D, F).

B. Also include how the percentage figures are derived. If assignments are weighted by percentage of the final total, list these: For example:

- 1 research project = 30%
- 2 quizzes @ 10% each = 20%
- Final exam = 50%

C. If participation is part of the course grade, the method of evaluating participation must be explained clearly. If attendance is figured into your grading policy, indicate specifically how that figure is to be derived.

#### **D. Academic Integrity Rules**

**Definition: Academic Dishonesty:** Any one of the following acts constitutes academic dishonesty:

- **Cheating:** The term cheating refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise.
- **Fabrication or other misconduct in research:** The term fabrication refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; misconduct in research refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

**Plagiarism:** The term plagiarism includes, but is not limited to, the use, by paraphrase (using someone else's ideas or words) or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, (whether intentional or not.) This includes any material copied directly or paraphrased from the Internet. Turning in a paper you wrote for another class, paraphrasing entire passages from, or portions of, a paper submitted as an assignment in your or any other class, constitutes plagiarism. Furthermore, having someone write a paper for you, purchasing a paper from another person, or buying a paper from an agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

- **Facilitating academic dishonesty:** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

**If I suspect that a student has committed an act of academic dishonesty, I may impose the following sanctions:**

- Deny credit on an assignment or exam
- Require additional assignments or exams
- Lower the student's course grade
- Issue a final course grade of F
- Issue a final course grade of XF (flagrant or repeat offenses)

\*\*\*For more information regarding *Student Academic Integrity Policies and Procedures*, please visit: <https://wp.missouristate.edu/catalog/policy-academic-integrity.htm>

### **University Cell Phone Policy**

As a member of the LNU-MSU College of International Business learning community, each student has a responsibility to other students who are members of the community. When students use cell phones or cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, LNU-MSU College of International Business prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and not be taken out during class. Exceptions to this policy may be granted at the discretion of the instructor.

The student is expected to comply with rules of the University and all reasonable rules of the course instructor. The instructor may choose to impose a penalty for noncompliance with rules. It is also within the course instructor's authority to deny a student who violates University rules or is disruptive the right to attend the class.

**E. State policy concerning make-up work.** (There is no set policy to be followed by all instructors, but the policy of the individual instructor should be included in the syllabus.)

### **F. SCEDULE OF ASSIGNMENTS / READINGS**

<b>Week/Date</b>	<b>Assignments</b>	<b>Special Requirements</b>
1/12	Introduction to course	
1/14	Diagnostic essay	In-class essay
1/19	Chapter 1	Ex. 1.1

### **G. OTHER THINGS YOU MAY WANT TO PUT IN YOUR SYLLABUS**

**Classroom Behavior:** This is an adult classroom. Please be respectful of other students, the instructor and the facility. No smoking, spitting, hitting, or 'rough-housing' please. Racial slurs, foul language and excessive teasing are also not acceptable.

**Electronic Devices:** (WHAT WILL BE YOUR POLICY FOR THE FOLLOWING – Refer to handbook policy)

- Cell phones:
- Electronic dictionaries:
- Personal Entertainment Equipment:

**Testing Procedures:** Prepare a policy for your students to follow.

## **Useful Websites**

Missouri State University

<http://www.missouristate.edu/>

LNU – MSU College of International Business

<http://china.missouristate.edu/dalian.htm>

Grizzly Den

<http://mygrizzlyden.missouristate.edu>

U.S. State Department

<http://www.state.gov/>

U.S. Consulate, (Shenyang)

<https://china.usembassy-china.org.cn/embassy-consulates/shenyang/>

Western Union for sending or receiving money

<https://www.westernunion.com/us/en/home.html>

## Shipping Address

You must configure your computer to properly display the Chinese characters.

1. Click on **Start**
2. Click on **Control Panel**
3. Click on **Date, Time, Language, and Regional Options**
4. Click on **Regional and Language Options**
5. Select the **Languages** tab.
6. Check the box "Install files for East Asian languages".
7. Click the button **OK**.

If you are having a package shipped from overseas please use the English and Chinese label provided below:

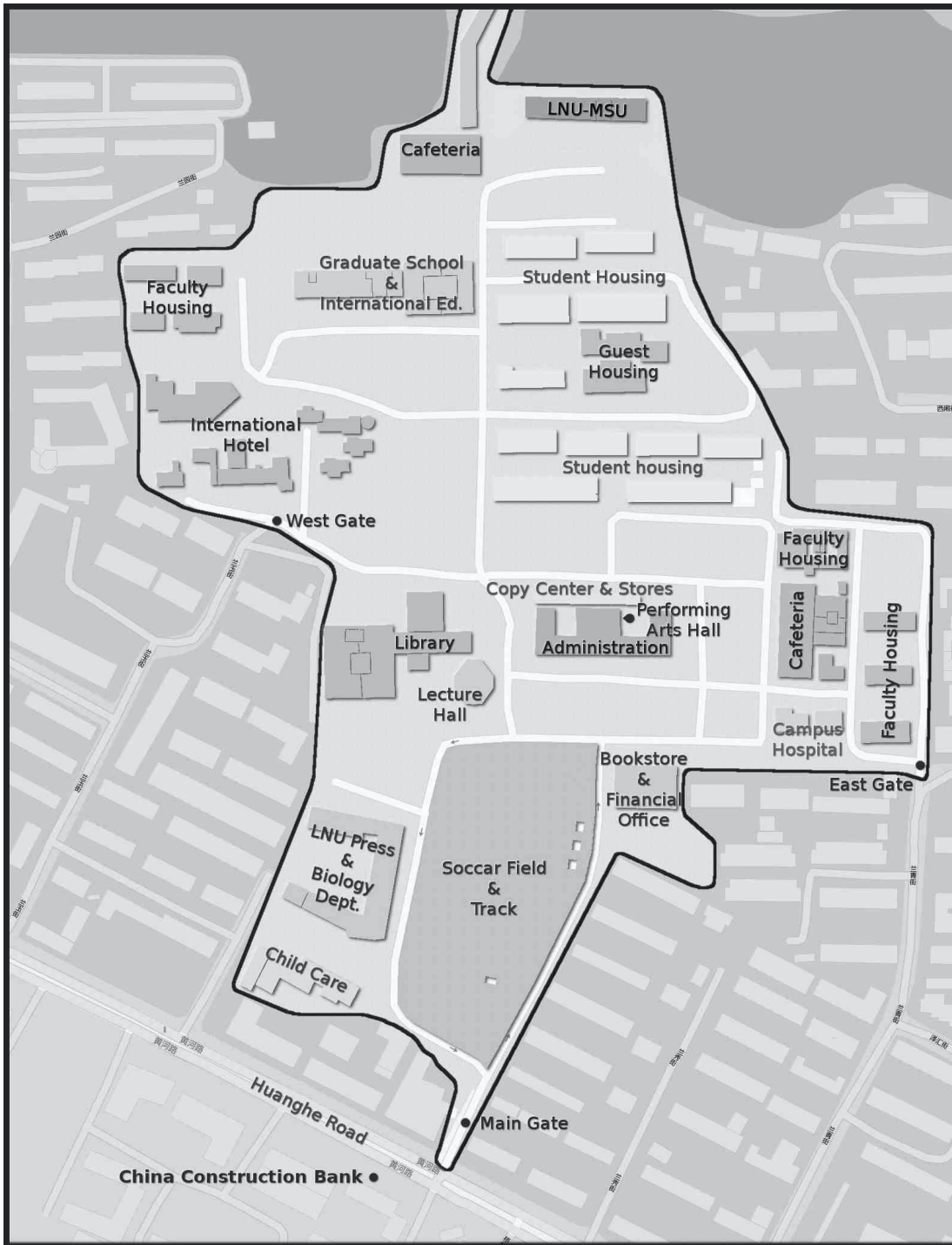
*[Insert Name Here]*

Liaoning Normal University  
LNU-MSU College of International Business  
P.O. Box 13001  
850 Huang He Road  
Dalian, Liaoning, 116029  
CHINA

*[Insert Name Here]*

中国辽宁省大连市黄河路 850 号 13001 信箱  
辽宁师范大学国际商学院  
邮编 116029

# Liaoning Normal University - North Campus



**Liaoning Normal University  
Huanghe Road North Campus**