

**PARKLAND COLLEGE
GENERAL COLLEGE SYLLABUS
Statement of Policies and Services that Support Teaching and Learning**

A note from the Vice President for Academic Services:

Parkland College is committed to your academic success. To this end, we have adopted policies and created services to assist you as a Parkland student. This document provides a partial listing of these policies and services. Your responsibility as a student is to become acquainted with these policies and services and employ them appropriately. --- Dr. Pam Lau

Parkland College Mission

The mission of Parkland College is to engage the community in learning.

Parkland College Core Values

We believe strongly in the Core Values espoused by Parkland College: Honesty and Integrity, Fairness and Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust.

Parkland College Civility Statement

Our College Core Values of fair and just treatment and responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

POLICIES

Code of Conduct

A code of conduct reminder from the Dean of Students:

All Parkland students are expected to be responsible for their behavior. This includes monitoring your language and your behavior all around the campus, including in and out of classes. Please, think before you act! You are expected to respect yourself, your fellow students and your instructors. You have joined the Parkland College academic community. Be a good member of the community.

View the [Student Policy and Procedures Manual and Conduct Code](#) .

If you have questions or concerns, call the Office of the Dean of Students at 217-353-2048

Academic Honesty

Parkland College's values include responsibility, honesty and integrity. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the department chair, the division dean, and/or the Office of the Vice President for Academic Services. All incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Office of the Vice President for Academic Services.

Definition of Academic Dishonesty from the Student Policies and Procedures Manual:

"1. Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism:

- a. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help. Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.

- b. **Fabrication:** Falsifying or inventing any information or citation in an academic activity.
- c. **Plagiarism:** External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.
- d. **Collaboration:** Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities. Collaboration beyond this constitutes academic misconduct.”

[Full explanation of the consequences of academic dishonesty](#)

Academic Honesty Affirmation

The following statement is the sanctioned affirmation of academic honesty in works submitted by students:

“I honor Parkland’s core values by affirming that I have followed all academic integrity guidelines for this work.”

Instructor Withdrawal from a Class Section

A census of class attendance is taken at the end of the first week of instruction for the session regardless of class session length and the day(s) and frequency of scheduled class meetings.

At the census date for each class section, faculty are required to assess your attendance. If you have not attended up to that point, you will be withdrawn with no refund of tuition and fees and a grade of “W” will be recorded on your academic transcript. After this census date, if you cease to attend, the faculty member has the right to withdraw you at or before midterm. However, if you decide not to complete the class, you should not assume an instructor withdrawal. You are ultimately responsible for your own withdrawal by the withdrawal deadline. Non-withdrawn classes where the student has stopped attending will be graded.

You should also be aware of the midterm date for each class you are taking. Check for the date on my.parkland or ask your instructor.

General Education Objectives

The College catalog states “...all of Parkland’s academic offerings will help [students] grow by improving their individual skills and competencies and by providing experiences in areas they have not yet explored” (page 7, 2016-17). You are encouraged to review the Course Information Form (CIF) for your course. There, you will find the general education objectives addressed in your course. Your instructor may list the particular objectives in your syllabus. You are not only learning content specific information, but Parkland is also assisting you in realizing your “potential as learners, workers and valuable participants in a global society” (page 7, 2016-17).

SERVICES

Extended Absence from Classes

If you are absent for more than one day due to an emergency, an accident, illness or being hospitalized, you or your family need to contact the Office of the Dean of Students at 217-353-2048, so that notification can be sent to your instructors.

Please note that your instructors have their own attendance policies and you are responsible for reading each course syllabus to know these policies. Only your instructors can decide whether an absence is excused. They also determine if you can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence.

Center for Academic Success

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Center for Academic Success in D120 at 217-353-2005 or 217-351-2441. You may also email CAS at CenterForAcademicSuccess@parkland.edu.

Disability Services

The Office of Disability Services (DS) facilitates equal access for students with disabilities by coordinating accommodations and support services, and cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations under the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973, are required to register with the Office of Disability Services.

Registration with the DS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents. NOTE: ACCOMMODATION LETTERS FROM OTHER COLLEGES OR UNIVERSITIES ARE NOT ACCEPTABLE FORMS OF DOCUMENTATION.

If you have questions about getting registered with the DS office, contact Kristen Murray, Department Secretary at 217-353-2338 or via email at disabilityservices@parkland.edu.

Parkland College Library

Located on two floors in the College Center, you'll find the College Library a comfortable place to study, research, browse, and work with friends. Librarians are available to assist and guide you, and full-text databases are available online 24 hours a day 7 days a week. Access these databases from off-campus using your ParklandOne login. While on campus, use your laptop and smart devices to access the Wi-Fi network.

Your Parkland ID is your Library card. Renew library materials online in the Library catalog or call 217-353-2223. Fines and/or fees are charged for overdue, lost or damaged materials. Printing and photocopying available in black and white (10 cents per page) and color (50 cents per page).

Laptops, Kindles, calculators, headphones and more can be checked out at the Service Desk.

Get help! Use the Ask-A-Librarian service for chat, text, email, and phone assistance. For more information, see the [library website](#) or call a librarian at 217-373-3938.

Public Safety/Campus Police Department

The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays. Sign up for the Immediate Response Information System (IRIS), which provides free emergency notifications, at the [public safety website](#).

The department can be reached by:

- Visiting the main office at A160
- Calling 217-351-2369
- Dialing 911 from campus phone
- Using emergency call boxes conveniently located throughout the campus

Presentation Center

The Presentation Center in C150 provides assistance developing, organizing, and practicing individual or group presentations – including outline development as well as coping with speaking anxiety. The Presentation Center is available to all students, faculty, and staff on a drop-in basis or by appointment during the regular semester.

For additional information go to the [presentation center website](#), send an email query to presentationcenter@parkland.edu, or contact Coordinator Jody Littleton at 217-351-2532.

Recording in the Classroom

Students who wish to record classroom or other learning activities must request permission from the instructor prior to doing so. Students may record classroom and other learning activities as an accommodation under the American with Disabilities Act once the Disability Services ID Card from the Office of Disability Services is presented to the instructor. Permission for recordings of classroom learning activities is given solely for the student's personal study and review and may not be used for any other purposes.

Tech Service Desk

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

The Tech Service Desk may be contacted in several ways. You can:

- Call 217-353-3333
- Email TechHelp@parkland.edu
- Stop by Room A184
 - Service hours:
 - 7:30 am to 6pm Monday through Thursday
 - 7:30 am to 5pm Friday
- Visit the Parkland Library
 - Tech assistance available:
 - 10am to 2pm Monday through Thursday
 - 10am to 12pm Friday
- Access the [Tech Service Desk Website](#)

For helpful articles, check out the [Parkland College KnowledgeBase](#)

URLs for Accessing Relevant Online Resources

Student Policies and Procedures Manual and Conduct Code:

www.parkland.edu/studentLife/policies

Consequences of academic dishonesty:

<http://www.parkland.edu/studentLife/policies> (Student Policies & Procedures Manual, page 5)

Library: <http://library.parkland.edu/friendly.php?s=home>

Public Safety/Campus Police: www.parkland.edu/publicsafety

Presentation Center: parkland.edu/presentationcenter

Tech Service Desk: <http://www.parkland.edu/techsd>

Parkland College Knowledge Base: <https://kb.parkland.edu/>

Online help request forms: <http://www2.parkland.edu/forms/starAssistanceRequest.html>