

**The Political Science Department of The University of Iowa  
Professor Tom W. Rice, Chair, 341 Schaeffer Hall, 335-2358**

**STUDENTS WITH DISABILITIES** Website: <http://www.uiowa.edu/~sds/>

Instructors will make reasonable accommodations for students with physical, mental or learning disabilities. Students with disabilities which may require some modification of seating, testing, or other class requirements are to inform the instructor (after class or during the instructor's office hours) so that appropriate arrangements may be made. It is the student's responsibility to contact Student Disability Services, 133 Burge Hall (335-1462) and obtain a Student Academic Accommodation Request form (SAAR). The form will specify what course accommodations are judged reasonable for that student. An instructor who cannot provide the accommodations specified, or has concerns about the accommodations, must contact the Student Disability Services counselor who signed the request form within 48 hours of receiving the form from the student.

**DEPARTMENTAL/COLLEGIATE COMPLAINT PROCEDURES** Website: [http://www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml#5](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#5)

(See "Student Complaints") A student who has a complaint against any member of the college's teaching staff is responsible for following the procedures described in the Student Academic Handbook, which is available on the web site of the College of Liberal Arts and Sciences: [http://www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml/](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml/) The student should attempt to resolve the issue with the faculty member or teaching assistant involved. Lacking a satisfactory outcome, the student can turn to the department chair, whose name is listed above along with contact information. (If the complaint concerns a teaching assistant, the student should contact the supervising faculty member first.) If a satisfactory outcome still is not obtained, the student can turn to the College of Liberal Arts and Sciences. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times, failure to provide disability accommodations, or grading grievances. In complaints involving the assignment of grades, it is college policy that grades cannot be changed without the permission of the department concerned.

**PLAGIARISM AND CHEATING** See Academic Fraud at [http://www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml) for the complete policy. You are expected to be honest and honorable in your fulfillment of assignments and in test-taking situations. Plagiarism and cheating are serious forms of academic misconduct. Examples of them are given in the Student Academic Handbook:

[www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml/](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml/) The Department of Political Science works with individual instructors to detect plagiarism and cheating and to ensure that appropriately serious punishments are applied. An instructor who suspects a student of plagiarism or cheating must inform the student (preferably in writing) as soon as possible after the incident has been observed or discovered. Instructors who detect cheating or plagiarism may decide, in consultation with the departmental executive officer, to reduce the student's grade on the assignment or the course, even to assign an F. The instructor writes an account of the chronology of the plagiarism or cheating incident for the departmental executive officer who sends an endorsement of the written report of the case to Associate Dean of the College of Liberal Arts and Sciences. A copy of the report will be sent to the student.

**SEXUAL HARASSMENT** You should familiarize yourself with the following web site link from the College of Liberal Arts:

<http://www.sexualharassment.uiowa.edu/policy.php>

**YOUR RESPONSIBILITIES**

Your responsibilities to this class-and to your education as a whole-include attendance and participation. This syllabus details specific expectations the instructor may have about attendance and participation. You have a responsibility to help create a classroom environment where all may learn. At the most basic level, this means you will respect the other members of the class and the instructor and treat them with the courtesy you hope to receive in return.

**ENROLLED COURSES OUTSIDE YOUR COLLEGE**

Taking a course outside the College of Liberal Arts and Sciences means that class policies on matters such as requirements, grading, and sanctions for academic dishonesty are governed by the College where the course resides. Students wishing to add or drop this course after the official deadline must receive the approval of the Dean of that College. Details of the University policy of cross enrollments may be found at: <http://www.uiowa.edu/~provost/deos/crossenroll.doc/> Deadlines: See Registrar's Office web site: <http://www.registrar.uiowa.edu/>

**PLUS-MINUS GRADING**

All the department's instructors can append plus or minus grades to the letter grades they assign for the course. If the instructor does not specifically indicate in the syllabus that he or she will not assign plusses or minuses, students should assume that this form of grading will be used.

**HOMEWORK EXPECTATION**

For each semester hour of credit that a Political Science course carries, students should expect to spend approximately two hours per week outside of class preparing for class sessions. That is, in a three-credit-hour course, instructors design course assignments on the assumption that students will spend six hours per week in out-of-class preparation.

Please visit the Political Science Department's web site: <http://www.polisci.uiowa.edu/>. It is frequently updated with new events and procedures in our department, changes in the Schedule of Courses, plus TA and faculty office hours when available. You also may find current information on pre-advising and registration. Our Vernon Van Dyke Computing Facility (Political Science ITC) is located in room 21 Schaeffer Hall. Available hours are listed at our web site and also posted outside room 21 SH.