

Frontiers in Neuroscience (NEU 101) Syllabus

Spring 2023 – IN-PERSON ONLY – Sections 1

111 Bessey Hall

Contact Information

Primary Course Instructor

Dr. Byron Gipson gipsonby@msu.edu

Dr. Gipson instructs the course this spring.

Office hours will take place on Zoom: <https://msu.zoom.us/j/97459185670>

Meeting ID: 940 9059 9656 Passcode: NEU311L

Office Hours: Monday 1:00 PM – 3:00 PM
Wednesday 1:00 PM – 3:00 PM

You may also schedule an appointment with me at a different time. **Please schedule appointments outside of standing Zoom hours at least 24 hours in advance.**

I will **not** hold office hours on the first day of classes (January 9). Office hours will begin Wednesday January 11.

Assistant Instructor

Assistant instructors are full time employees of MSU. They are graduates of the Neuroscience Program and have extensive knowledge of the course. They assess knowledge and provide guidance and feedback on assignments. **They are your primary contact for questions about assignments and grades.** Students find the one-on-one interactions with their assistant instructors valuable, and so you are encouraged to take advantage of their office hours.

You may also schedule an appointment with them at a different time. **Please schedule appointments outside of standing Zoom hours at least 24 hours in advance.**

In-person: Giltner Hall 204

Offered on Zoom: <https://msu.zoom.us/j/93359354774>

Meeting ID: 933 5935 4774 Passcode: NEU101

Brianna Hicks hicksb10@msu.edu

Office hours: Thursday 3:00 PM – 4:00 PM

Communication

Email

Please reserve email communication for personal matters and urgent technical issues only. These include discussions about grades, VISAs, circumstances that hinder your performance in class, and missing or broken links in D2L.

Course Description

Overview of biomedical careers and resources pursuit and achievement of career goals. You will explore connections between the desired skills sought by employers and admission committees when reviewing your experiences through reflective essays. This course does not explore the core concepts of neuroscience as most NEU courses. This course explores the professional skills of neuroscientists, including but not limited to navigating conflict, proper communication, and teamwork. Most homework assignments will be reflective essays due to the relationship of both professionalism and reflection with medical education research.

Learning Goals

This course is designed with activities that prepare you for being a sufficient and successful applicant to professional schools. These activities also mimic things that have to be done in the professional world. By the end of the semester, students that take this course should be able

- Compare career paths in neuroscience and identify the necessary skills to move through it successfully
- Develop a plan to develop those skills
- Measure and evaluate the progress effectively toward their career goals

Reference: [Hoffman LA, Shew RL, Vu TR, Brokaw JJ, Frankel RM. The Association Between Peer and Self-Assessments and Professionalism Lapses Among Medical Students. Eval Health Prof. 2017 Jun;40\(2\):219-243.](#)

Desire2Learn (D2L)

Course content, homework submissions, grading, and course announcements are handled by the [D2L course site](#) . Please set up your D2L profile and your notifications (email, mobile) so that you receive announcements in a timely manner. You are responsible for checking to make sure that your grades for assignments have been entered correctly and that your quiz responses have been logged.

All assignments must be uploaded to the proper folder on D2L otherwise you may be subject to the penalties described later in the syllabus. You are responsible for confirming that everything that you submit to D2L is successfully posted to the site AND that all files are the correct versions and are not corrupted BY THE SPECIFIED DUE DATE AND TIME ON THE SCHEDULE. Otherwise, you will not receive credit for the assignment.

Students are not to send files to one another to review. If you upload a file that is identical or nearly identical to that of another student (even if it is by accident), both students will receive a 0 grade for that assignment and will be issued an academic dishonesty report.

You are advised to complete assignments and upload documents at least one hour prior to the time they are due to allow time for D2L to process the submissions. You are also advised to read your instructor feedback on each assignment soon after it is posted so that you may improve on future assignments. Assignments must be submitted in the format specified. No credit will be given for files submitted in other formats, corrupted files, or incorrect versions of a file (such as an earlier version or the incorrect assignment).

Email Correspondence

Emails may be sent directly to your MSU account or via D2L. You are required to utilize email communication for correspondence to and from the course instructors outside of class. Make it a habit to check for emails from this class at least once every weekday. You should set up D2L emails and MSU emails to forward to the email address that you use most often. Check your junk mail as well to make sure you don't miss anything. You should enable mobile notifications if you find it difficult to remember to check your email. Please do not allow your MSU email inbox to become full and reject incoming mail.

Please allow 24 hours for a response from the course instructors to an email sent Monday-Thursday and 48 hours for a response to an email sent Friday-Sunday. You are advised to complete your assignments soon after they are assigned so that you have time to contact your course instructors with any questions you may have, receive their response, and make any necessary adjustments. Avoid waiting until the night before the assignment is due to contact them with questions, since they may not see your email in time.

Many students have claimed that they wrote an email and believed it was sent, only to see later that it was still in their outbox. Thus, make it a habit to confirm that any email that you intend to send is actually sent (ie, is transferred from your outbox to your sent mail folder) and use read receipts. Excuses related to unsent emails or emails sent to the wrong address are unacceptable.

Email communication must follow professional etiquette standards. They should not be pleading, demanding, or aggressive in tone. Those that do not meet these standards will receive a response requesting modification prior to receiving a response. Email responses from students are expected to be received within 48 hours.

Course Materials

You do not need to purchase a textbook. All resources will be posted on D2L or given during class. The list below are some that may be used in the course. These can be used even beyond the course.

- [AAMC core competencies for entering medical students](#)
- [Khan Academy](#)
- [AAMC postbaccalaureate premedical programs](#)
- [MIT Career Development Handbook](#)
- [Aspiring Docs](#)
- [American Physiological Society](#)
- [Society for Neuroscience](#)
- [American Neurological Association](#)
- [American Academy of Neurology](#)
- [National Institute of Neurological Disorders and Stroke](#)
- [Explore Health Careers](#)
- [iBioSeminars](#)
- [MSU Career Services Network](#)
- [MSU Center for Community and Engaged Learning](#)
- [MSU Physiology research](#)
- [Pathways to Science](#)
- [USA Jobs](#)

Computer/Internet/Software Requirements

You are required to have access to a laptop computer (not a tablet like an iPad and not a notebook-style computer like a Chromebook) with an up-to-date operating system, download capabilities, and reliable internet access. Instructions are provided for the Windows operating system. Students must use the FREE Office 365 Suite through MSU and to download the desktop versions to their computers, since the web versions do not have all of the features needed for this course. Using alternatives (like Google Docs and open source programs) and then converting to these file types is not advised. If you experience an issue regarding your access to either a working computer or the internet, you need to email Dr. Gipson within 24 hours of the issue. These issues will be dealt with on a case-by-case basis.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem you may:

- Visit the [MSU Tech Support Help Site](#)
- Visit the [Desire2Learn Help Site](#)
- Visit the MSU Help site at <http://help.msu.edu>
- Call the MSU IT Service Desk at (517) 432-6200, (844) 678-6200, or e-mail at ithelp@msu.edu

Course Schedule

A tentative course schedule for is provided below.

Students are responsible for carefully consulting the schedule regularly, watching any available videos and completing the assigned readings/assignments by their specified dates and times.

If the schedule needs to be modified due to unforeseen circumstances, students will be alerted of changes via email to their MSU account or as a D2L announcement in a timely manner.

Week	Dates	Topic	Lecture assignment (Due Monday, 5 PM)	Homework assignment (Due Wednesday, 5 PM)
1	Jan 9-13	Course goals & Reflection rubric	#1 Rubric examples ❖ Due Tues Jan 17	#1 Essay scoring ❖ Due Jan 18
2	Jan 16-20	MLK Day–No classes Monday Reflective writing	#2 Dissecting the essay ❖ Due Jan 23	#2 How do you study? ❖ Due Jan 25

3	Jan 23-27	Retrieval and other study skills	#3 Data on retrieval ❖Due Jan 30	#3 Do something new ❖Due Feb 1
4	Jan 30-Feb 3	Neuroscience careers and translational skills	#4 Inventory of skills ❖Due Feb 6	#4 O-Net ❖Due Feb 8
5	Feb 6-10	Resume writing	#5 Resume review ❖Due Feb 13	#5 Revised resume ❖Due Feb 15
6	Feb 13-17	Competencies for careers in health	#6 Self-assessment ❖Due Feb 20	#6 Three perspectives ❖Due Feb 22
7	Feb 20-24	Problem solving, navigating conflicts, and stress management	#7 Values and hot buttons ❖Due Feb 27	#7 Stress management ❖Due Mar 1
8	Feb 27-Mar 17	Teamwork	#8 Teamwork ❖Due Mar 20	#8 Bias in health care ❖Due Mar 22
9	Spring Break-NO CLASS March 6-10			
10	Mar 20-24	Cultural competence	# 9 Quality and culture ❖Due Mar 27	#9 Mistake essay ❖Due Mar 29
11	March 27-31	Mistakes in medicine & Responsible conduct of research	# 10 Roles in RCR ❖Due Apr 3	#10 Communication fail ❖Due Apr 5
12	April 3-7	Research careers	#11 Research skills ❖Due Apr 10	#11 Phys-MAPS ❖Due Apr 12
13	Apr 10-14	Gap year opportunities	# 12 Things to consider ❖Due Apr 17	#12 SWOT and 4-year plan ❖Due Apr 19
14	Apr 17-21	Interviewing	#13 Interview prep ❖Due Apr 24	No HW assignment
15	Apr 24-28	Multiple Mini Interviews & Situational judgment tests	#14 MMI prep ❖ Due Apr 28	No HW assignment
Friday April 28 at 5 PM is the final deadline for all lecture and homework assignments.				
Final	May 1-5	The final exam will be posted to D2L on Monday May 1 and due Friday May 5 at 5 PM. If you do not submit the final assignment, you will receive an N (No grade) for the course.		

Grading

Final grades will be determined by submitting satisfactory, on-time submissions of lecture assignments, homework assignments and the final. Submissions will be tracked in D2L. You should check the D2L gradebook at least once per week and/or whenever a new entry has been posted. Each assignment is graded in a similar way.

This is a Pass/ No Grade Course. The grading scheme is described thoroughly below. If an assignment is submitted on-time and is satisfactory, you will receive the full 100 points.

Those individuals who follow instructions carefully, fully engage with the material, and turn in complete assignments on time should do well in this course. Those individuals who have trouble with following directions, miss deadlines, and submit sloppy work may not do well. If you start to struggle due to circumstances outside of your control, the best advice we can give is to communicate them to the instructors early and often.

The table below describes grading for homework and lecture assignments and the next possible steps.

Grade	Description	Action
100	Assignment was submitted on time and is satisfactory.	No further action is necessary.
75	Assignment was submitted late and is satisfactory.	No further action may be necessary. If you have multiple late assignments, you may need to submit make-up assignments to earn a passing grade in the course.
50	Assignment was submitted on time and is unsatisfactory.	Check the feedback, revise the assignment, and resubmit it by April 28 at 5PM . If your resubmission is satisfactory, I will change your grade to 100.
25	Assignment was submitted late and is unsatisfactory.	Check the feedback, revise the assignment, and resubmit it by April 28 at 5PM . If your resubmission is satisfactory, I will change your grade to 75. If you have multiple late assignments, you may need to submit make-up assignments to earn a passing grade in the course.
0	Assignment was not submitted when grades are posted	Submit the assignment by April 28 at 5PM . If your submission is satisfactory, I will change your grade to 75.
--	Grades have not been posted yet for the assignment	Grades will be available within 1 week hopefully, so be patient.

The table below shows the possible points you can earn in this course.

Assignment Type	# of Assignments	Points Per Assignment	Total Points Possible
Lecture	14	100	1400
Homework	12	100	1200
Final	1	100	100
			Total Points Possible in course 2700

The table below shows the points needed to earn a grade of P (pass) for the course.

Course Grade	Points
P (pass)	2400-2700
N (no grade)	0-2399

Lecture Assignments (Each is worth 100 points)

The lecture assignments will help you engage with and better understand the lecture content. There is one lecture assignment per week. Most weeks, the lecture assignment will be **due on Monday at 5 PM**, unless Monday is a holiday or break. (For example, the first lecture assignment will be due on Tuesday January 17th at 5 PM, because

Monday the 16th is MLK Day.)

Lecture assignments are *not* graded on accuracy. If you follow directions and complete the entire assignment, you will receive full credit.

If you submit a lecture assignment late, you will lose 25 points. Having an incorrect answer is OK because you learn by recognizing your mistakes.

Homework Assignments (Each is worth 100 points)

It is important to carefully read the instructions for each assignment posted on D2L. Homework assignments will greatly help with your reflection on your life experiences as well as curriculum. Reflective writing is used in many career paths. You will have plenty of practice doing it in this course. Reflective writing is one of the most important parts of admission to graduate or health professional schools. You should plan to spend **an hour or more each week** working on the homework.

Some homework assignments may prepare you for the next week's lecture while most allow you to apply what you learned in that week. Homework submissions are due to D2L by 5:00 PM one week after the class related to that homework was due. Attendance and paying careful attention in class will be best for completing homework assignments. Please see the grading table regarding requirements for each final grade in this course.

Late submission on homework assignments will result in a 25-point loss on that assignment.

Final Exam (100 points)

The Final Exam is another writing assignment occurring during final exams week. You do not need to study for the final exam. The final exam is not optional. You must complete the final exam in order to pass the course. [MSU Final Exam Policy](#)

Late Assignments

Assignments must be turned in on time to receive credit for the assignment. Make it a habit to double-check that you submitted the correct document to D2L prior to the deadline. Typically, assignments are graded several days after a due date

***** You may not show an instructor the time it was last modified on your computer to receive credit for any assignment. *****

Incorrect location upload policy for individual assignments

If you repeatedly upload an assignment to the incorrect D2L dropbox, the assignment grade will be reduced by - 25 (for example, it will drop you from a 100 to a 75). Thus, always double check that it was placed in the dropbox for the correct topic (pay close attention to the assignment week # specified in your schedule). If you discover that you accidentally uploaded it to the incorrect dropbox before the deadline, you may simply upload it to the correct one. If you discover it after the deadline, you must upload it to the correct dropbox and send your assistant instructor an email telling them where you accidentally uploaded it the first time.

Makeup Assignments (Each makeup assignment is worth 25 points)

If you lose points because you submitted a lecture assignment or a homework assignment late, you may submit a makeup assignment. These are graded when time is available. A list of makeup assignments and the instructions will be posted on D2L. The deadline for submitting makeup assignments is Friday April 28th (the last day of classes) at 5 PM.

Contesting grades

Students are expected to review their feedback for homework assignments on D2L before bringing their concerns to the instructional team. Honestly self-assess whether you perhaps misunderstood or overlooked something, and if that mistake led to the deduction. You are encouraged to contact members of the teaching team to help clarify misunderstandings of the material. If a genuine grading error has been made (such as a missed score for part of the rubric), it would be appropriate to email or attend Zoom office hours with your Assistant Instructor to discuss your concern. However, we will not re-grade individual elements of the assignment.

If you believe that the grade you received did not reflect the overall quality of the assignment, you are required to communicate with your assistant instructor (Brianna) in order to allow them to clarify why any area was

determined to be unsatisfactory. After that, you may formally request a re-grade of the entire assignment by Dr. Gipson within 7 days that the grade was posted to D2L. Please email Dr. Gipson (CC your Assistant Instructor) stating as such, and that you understand the new grade will stand. It may be better, worse, or the same as your initial grade. Please do not attempt to bargain or negotiate for a higher grade. If you have a genuine concern that you are consistently receiving unfair grades on writing assignments, please send an email that describes your evidence in detail to Dr. Gipson, and he will attempt to rectify the situation.

Inclusivity

This course will be conducted in an atmosphere of mutual respect and affirms people of all gender expressions and identities. The instructors were provided with a class roster with your name as you provided it to MSU. However, if you prefer to be called a different name than what is on the roster, please let Dr. Gipson know. You are also invited to share your pronouns.

Professional conduct and appropriate netiquette

Be professional in your communications. Interact with your fellow classmates and instructor as you would in your professional life. Use appropriate language and grammar. Be clear and concise. Have opinions but be respectful of disagreement. Be cautious with humor or sarcasm. It's not that we want to create a dull environment devoid of fun, but it is very easy for these tones to be lost in text. If you want to make jokes or be sarcastic, indicate your intent with emoticons or a sarcasm tag "/s". Please be kind and respectful.

If necessary, the instructors will complete a professional conduct assessment form for students who do not follow these guidelines and provide feedback about conduct in these areas. If a student receives a professional conduct assessment, they will be assessed again at the end of the semester. **If they are not rated as satisfactory in all categories in the final assessment, then their final grade in the class will be reduced by one grade level.**

Participation

Students are required to complete all lecture assignments in their entirety. Excused extensions on lecture assignments or homework may potentially be arranged for the following excuses, and then only if the student follows the procedures outlined for communicating and documenting that particular excuse as outlined below. For excused extensions, an instructor will email you the revised due dates for any associated assignments.

Students with unexcused extensions will receive a 0 for the associated assignment. Modules are open for at least 6 days prior to due dates in order for students to be given more than enough time to work on the components at times convenient for them. Students are highly encouraged to complete assignments well ahead of their due dates so that there is sufficient time to post questions to instructors and to allow for unanticipated events.

This policy is in effect from the first day of the semester. The instructors reserve the right to provide exceptions to the policies on an individual basis.

In most circumstances, make-up assignments will be offered for excused absences. Once you have contacted Dr. Gipson and sent the appropriate documentation, an instructor will respond to you via email to schedule revised due dates. You must respond to this email within 24 hours to verify that you received the email and have noted your revised due dates.

Illness or injury

1. **DO NOT ATTEND CLASS IF YOU HAVE COVID-LIKE SYMPTOMS OR HAVE HAD CLOSE CONTACT WITH SOMEONE WHO HAS COVID-LIKE SYMPTOMS.** If you are ill or must care for someone who is ill, you must email Dr. Gipson prior to class to tell him that you will be unable to make it to class. Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.

Bereavement due to death in the family or similar tragedy

1. You must email Dr. Gipson prior to class to tell him that you will be unable to attend class. Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.
2. Within 14 days of the requested excuse, Dr. Gipson ALSO needs to receive an email notice from the Dean's office indicating that you have been approved for a grief absence. In order to request a grief absence, you must fill the [Grief Absence Request Form](#) within 7 days of the event and provide the requested documentation. The following information regarding the Grief Absence Policy was taken directly from the [University](#).

"The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not

academically disadvantaged in their classes or other academic work (e.g. research). For undergraduate and master's (Plan B) students without research responsibilities, it is the responsibility of the student to: a) notify the Associate Dean or designee of their college of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the Associate Dean, and c) complete all missed work as determined in consultation with the instructor. It is the responsibility of the Associate Dean or designee to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) notify the faculty that the student will be absent, and c) receive verification of the authenticity of a grief absence request upon the student's return. It is the responsibility of the instructor to work with the student to make reasonable accommodations and to include appropriate language describing such accommodations in their course syllabus, so that the student is not penalized due to a verified grief absence."

Interview for post-baccalaureate education (including medical school, graduate school, etc.) or job

1. You must email Dr. Gipson to tell him that you will be unable to attend class 7 days prior to the missed class. Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.
2. At the same time, you must also forward Dr. Gipson the invitation letter for the interview that states your name, the name and location of the program or job, the contact person, and the date and time of the interview. Open houses or interviews for jobs that will be held while pursuing your undergraduate degree will not be excused.

Presenting at a professional scientific conference

1. You must email Dr. Gipson to tell him that you will be unable to attend class at least 7 days prior to the missed class. Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.
2. You must also forward Dr. Gipson the verification for that you received from the society running the conference for submitting your abstract for presentation, the abstract itself with your name listed as the first author, the name and location of the conference, and the date and time of the conference.

Court date or jury duty

1. You must email Dr. Gipson to tell him that you will be unable to attend class at least 7 days prior to the missed class. Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.
2. You must ALSO email Dr. Gipson a copy of the notice from the court that states the date and time that you are expected to be present in court.

Observation of religious holidays

1. You must email Dr. Gipson to tell him that you will be unable to attend class at least 7 days prior to the missed class. The holiday must be listed on the [Interfaith Calendar](#). Check your sent mail box to verify that the email was actually sent and indicate that you would like a delivery receipt.

Chronic health issues, physical disabilities, and learning disabilities

If you experience severe and chronic health issues, physical disabilities, or learning challenges that prevent you from completing assignments by the deadlines, we can attempt to devise a plan to help support you.

1. Within 7 days of the first day of class (if you were diagnosed prior to the start of the semester) or within 7 days of diagnosis (if you were diagnosed during the semester), you must provide Dr. Gipson with a [VISA](#) issued by the RCPD. The instructors are TREMENDOUSLY willing and able to provide accommodations for students with such conditions, BUT, a VISA is required in order to do so. Information regarding a VISA is kept confidential to the instructors and the teaching assistant, and you will not be asked to provide personal health information related to the diagnosis. **Students eligible for a VISA are HIGHLY encouraged to obtain one and provide it to Dr. Gipson as soon as possible.** If you have applied for a VISA but it has not yet been issued, please inform Dr. Gipson and provide him with the name of your RCPD advisor.

A new VISA must be provided every semester. Even if you have provided **Dr. Gipson** a VISA for previous course, you must provide a copy to **Dr. Gipson** for NEU101.

Appointments

If a Zoom or face-to-face meeting is scheduled with a member of the teaching team (which includes the instructor or assistant instructor), you are expected to attend that appointment at the agreed-upon time.

Academic Integrity

The “Academic Freedom for Students at Michigan State University” document (found at <http://splife.studentlife.msu.edu>) is a legal document that you, as a member of the MSU community, should be familiar with. The welcome letter at the beginning reads, in part:

“As an academic community, it is necessary to set standards that will promote an environment conducive to learning. The first part of Spartan Life presents the policies, regulations and guidelines developed to provide an atmosphere that furthers opportunities for intellectual and personal development while protecting individual freedoms. As a student you are encouraged to exercise your rights and you are expected to meet your responsibility to adhere to the standards set. The second part of this guide serves to inform you of the rules, regulations, rights and responsibilities that have been established in the interest of all members of the University community.”

Academic misconduct, including but not limited to, plagiarizing, cheating, and submitting falsified data will not be tolerated in this course. Individual student assignments that contain portions that are deemed by Dr. Gipson to be highly similar to an assignment submitted by another student in current or previous semesters or to an internet or published source may be considered a violation of academic integrity. See [Section 1.00 PROTECTION OF SCHOLARSHIP AND GRADES](#) and [Student Academic Integrity FAQs](#) for detailed informed about definitions of academic integrity, examples of misconduct, and advice about how to avoid it.

Suspected violations of the MSU policies will result in a meeting with Dr. Gipson, and your Assistant Instructor. Depending on the severity of the violation, penalties for academic dishonesty may range from 0 points for an item on the assignment, to an unsatisfactory grade for the entire assignment, to a failing grade for the class. If a penalty grade is administered, Dr. Gipson is required to submit an [academic dishonesty report](#) to the university, which will be added to the student’s record. The student will be required to complete a course on academic integrity, and the Dean may choose to impose other sanctions.

Providing your completed assignments to other students currently enrolled in NEU101 or those who may take NEU101 in the future is considered a violation of academic integrity and may subject you to sanctions by the university even if you are no longer enrolled in the class.

As future professional scientists, students are expected to abide by the [Society for Neuroscience Ethics Policy](#) as well.

TurnItIn

TurnItIn dropboxes are used for all assignments in this course. “Consistent with MSU’s efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student’s work with multiple sources. The tool compares each student’s work with an extensive database of prior publications and papers, providing links to possible matches and a ‘similarity score’. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student’s work. All submissions to this course may be checked using this tool. Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g. name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin. Student submissions will be retained only in the MSU repository hosted by Turnitin.”

Students may also consult the similarity report generated by TurnItIn and may resubmit assignments prior to their due date. The TurnItIn report may be confusing for students to interpret since a high similarity score may simply reflect that other students are submitting documents that contain the same instructions. Thus, you are welcome to attend office hours if you wish to have assistance in interpreting any TurnItIn report.

Mandatory reporting

"Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at www.titleix.msu.edu."

Limits to Confidentiality

“Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University’s student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain

issues based on external legal obligations or that relate to the health and safety of MSU community members and others. As the instructor,

I must report the following information to other University offices if you share it with me:

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center.”

Letters of Recommendation

The course instructor will consider providing letters of recommendation for professional and graduate schools, internships, and jobs to those students who receive a **Pass** in the class, exhibit respect for instructors, demonstrate enthusiasm and integrity, regularly exceed expectations on assignments, and have a 3.0 or greater overall GPA. An email request for a letter of recommendation should be made at least 2-3 weeks in advance of the deadline. Your resume, your transcript, your personal statement, an explanation about how your performance in NEU101 demonstrated leadership and potential to succeed in the career path of your choosing, and a list of schools, their due dates, methods of submission along with the emails from schools detailing any online submission procedures, must be provided at least two weeks prior to the due date of the first submission. Please also state the semester you took the class and the section you were enrolled in.