

MICHIGAN STATE UNIVERSITY
Formal Reasoning

PHL 330
Spring 2018

Course Syllabus

Dr. David Godden

Basic Course Information:

Classes: Tues. & Thurs. 8:00am – 9:50am 103 Berkey Hall

Instructor:

Dr. David Godden

Office: 515 S. Kedzie Hall

Office Hours: most Tues. & Thurs. 3:00pm - 4:00pm (if door is closed, please knock);
or, by luck or appointment

Email: dgodden@msu.edu (**Subject line includes course “PHL 330”**)

Phone: 517 884 7682 Email is strongly preferred. All phone messages will be responded to by email, so please leave your email address (spell it out!) in the phone message.

Catalog Description: Formal methods in deductive reasoning. Logic of connectives and quantifiers including identity, functions, and descriptions.

Credits: Total Credits: 4 Lecture/Recitation/Discussion Hours: 4

Exclusions: Not open to students with credit in: PHL 432

Required Learning Materials:

Required Courseware Package (Text plus software): Dave Barker-Plummer, Jon Barwise, and John Etchemendy.

Language, Proof and Logic. 2nd edition. Stanford, CA: CLSI Publications, 2011. ISBN: 978-1-57586-623-1 (paperback) ISBN: 978-1-57586-736-6 (electronic version)

Two options for buying the Required Courseware:

Hardcopies should be available in the bookstore, or on Amazon.com (approx. new price \$70). [Link to textbook on Amazon.com](#). Alternatively, you can purchase and download the courseware package at <https://ggweb.gradgrinder.net/lpl>.

DO NOT BUY USED BOOKS!

THEY LACK THE SOFTWARE LICENSE (REGISTRATION ID)
NEEDED TO ACTIVATE THE REQUIRED SOFTWARE following download or CD installation.

The courseware package includes several software tools that students will need to use to complete required homework assignments and self-diagnostic exercises from the text. The software, easy to learn and use, makes some of the more technical aspects of formal logic accessible to introductory students. Since students cannot use a computer to complete the two in-class exams, the software should be used as a learning aid and not as a crutch.

Other Required Learning Materials: Students will require regular access to a computer on which they can install software, and regular access to the internet so that they can access the course D2L site, complete and submit required assignments and homework exercises, submit and check their work through the GradeGrinder site, access other online resources, and download the latest updates to the courseware. Students are encouraged to bring their notebook computers to class in order to complete class activities and exercises.

Course Learning Goals:

The general goals of this course are:

1. to introduce you to the concept of logical consequence, and sharpen your ability to recognize when one sentence is a logical consequence of others.
2. to introduce you to the basic methods of proof (both formal and informal), and teach you how to use them effectively to prove that some sentence is a logical consequence of others.
3. to introduce you to the semantics and syntax of an artificial language (first-order logic, or FOL), and teach you how to use this language to determine logical consequence among sentences in fragments of English. This will involve developing your ability to translate between English sentences and sentences from FOL, which will deepen your understanding of the propositions that are expressed by the English sentences.
4. to give you a sense of what a logician does for a living and to jumpstart your thinking about answers to philosophically deep questions such as: What is logic? How does language determine a logic? What is logic's relationship to reasoning?

Course Overview

This course is a rigorous introduction to logical consequence, the central concept of logic. The primary aim of logic is to tell us what follows logically from what. We shall take logical consequence to be a relation between a given set of sentences and the sentences that logically follow from that set. A central question of the course is: what conditions must be met in order for a sentence to be a logical consequence of others?

We shall develop an account of logical consequence for an artificial, symbolic language (specifically, the language of first-order logic, "FOL" for short). This will allow us to investigate rigorous methods for determining when one FOL sentence follows from others, and will help us develop a method for showing that an FOL sentence is not a consequence of others. In addition to FOL, these two methods, the *method of proof* and the *method of counterexample*, will be the principle subject matter of the course. In order to give you a glimpse of what lies ahead, I say a bit more about the notion of proof, a notion central to mathematics, logic and other deductive disciplines.

A proof is a step-by-step demonstration showing that the conclusion of an argument is a logical consequence of the set of the argument's premises. Another way of relating logical consequence to proof is to say that each step in a proof is a logical consequence of previous steps and/or the set of the argument's premises. Hence, in order to build a proof one must be able to determine whether or not the relation of logical consequence holds between sentences. Typically, informal proofs leave out steps (perhaps because they are too obvious) and do not justify each and every step made in moving towards the conclusion (again, obviousness begets brevity). You might ask: why is an understanding of proofs worthwhile?

Proofs are epistemologically significant as tools for slaying Descartes' evil demon and securing knowledge by licensing inferences from their premises to conclusions. Also, the formal derivations that make up a proof serve as models of the informal reasoning that we perform in our native languages. This is of importance in, among other areas, computer science and artificial intelligence. Furthermore, the study of proofs allows us to follow Socrates and better know ourselves as reasoners. After all, like Molière's M. Jourdain, who spoke prose all his life without knowing it, we reason all the time without being aware of the principles underlying what we are doing.

We shall learn a natural-style deduction system derived from the work of the German mathematician Gerhard Gentzen and the American logician Fredrick Fitch. Our natural-style deduction system, called 'Fitch', is basically a collection of inference rules that license steps in deductive chains of reasoning. Natural deduction systems are distinguished from other types of deduction systems by their usefulness in modeling ordinary, informal deductive inferential practices. Accordingly, we shall introduce and motivate the inference rules of Fitch by uncovering their correlates at work in informal proofs. In logic, we like to reveal the meat and bones of a proof, making each step and justification explicit. We shall do this by first translating the premise(s) and conclusion of the argument at hand into formal (i.e., FOL) sentences, and then building a proof that appeals exclusively to the inference rules of Fitch. We shall call the result a formal proof. Although frequently we shall work on arguments already composed of FOL sentences, we shall spend time on translating from English to FOL and back again. As you'll come to see, learning how to construct formal proofs using Fitch hones skills at constructing and evaluating informal proofs.

Course Requirements (Assessment):

The following course requirements measure the extent to which the course learning goals are attained.

Basic Mark Breakdown

Team Work – 35% of final course grade

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|---|-----|---|---|
| 1. In-Class Work: Quizzes and Exercises | 10% | } | • individual grade received for team work equals team grade times participation multiplier (assigned by other team members) |
| 2. In-Class Assignments (best 4 of 5) | 20% | | |

Individual Work – 65% of final course grade

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|---------------------------------------|-----|---|--|
| 3. Weekly Work Reports | 5% | } | • in order to pass the course, the student must pass – i.e. earn 15/25 – this HA component |
| 4. Homework Assignments (best 5 of 6) | 25% | | |
| 5. Mid Term | 20% | | |
| 6. Final Examination | 20% | | • in order to pass the course, the student must pass – i.e. earn 24/40 – the combined Midterm and Final component |

**In order to pass the course, students *must* earn passing grades *each* of on these two Individual Work Components:
(i) the total of the Homework Assignments (4), and
(ii) the total of the Examinations (Mid-Term and Final) (5&6) combined.**

Notes on Evaluation

Team-Work Grade: This course employs a team-based approach to learning. Students will be assigned to a learning team, in which they will stay and work as a part of *over the course of the term*. A student’s final grade for work produced by the team *will be individual* and will be calculated as a product of the *team grade* assigned to the work-product of the team times a *participation multiplier*. In the case of In-Class Quizzes and Exercises this multiplier will be either 1 or 0 according to whether the student was in attendance for and participated in the quiz or exercise during class that day. In the case of In-Class Assignments this multiplier will be assigned to each member of the learning team by their team members. (A rubric may be provided for this purpose.)

There are no make-ups for In Class Quizzes, Exercises, or Assignments. To receive a grade for them, students must be in attendance in class at the time that the quiz, exercise, or assignment is completed and submitted. Only in the case of an absence whose legitimacy is supported by an acceptable and documented reason will students be exempted from any In-Class portion of their course grade.

1. *In-Class Quizzes and Exercises:* Their purpose is to ensure that the student is participating in the course by preparing for class discussions and extended learning activities, completing the assigned readings, attending class regularly, and engaging with the course material and classroom activities. They will be unannounced, and conducted randomly throughout the term at the instructor’s discretion.

Evaluation: Assessed classroom work will consist of either (i) quizzes or readiness assessment tests: a series of multiple-choice or short answer questions which will test basic comprehension of fundamental course concepts and assigned readings (including handouts), or (ii) short learning exercises (e.g., problems similar to text exercises), or (iii) a collection of the team’s class notes or record of learning activity. In class work will be open- or closed-book at the discretion of the instructor.

2. *In-Class Assignments:* The lowest In-Class Assignment grade will be dropped. The average of the remaining best four (4) grades will make up 20% of your final course grade. Class Assignments may be composed of True/False questions, multiple choice questions, and problems similar to text exercises. **In-class Assignments may be unscheduled and may be unannounced.** In-class Assignments are worked on in learning teams during class time, and team-answers are submitted for grading by the end of class. Team answers may include a “minority report” or “dissenting opinion” in cases where a sub-group of the learning team disagrees with the answer(s) of the rest of the team. Class Assignments will be open- or closed-book at the discretion of the instructor.

Individual Work Grade

3. *Weekly Work Reports*: Weekly work reports must be filed by D2L submission each and every week of class. They are graded on a pass-fail basis: Complete, on-time submissions pass; incomplete or late submissions fail. Students passing all weekly work reports receive 5%; students failing 1 weekly work report receive 4%; students failing 2 reports receive 3%; students failing 3 or more weekly reports receive 0%. Completion of the weekly work reports is a requirement for assistance during office hours.
4. *Homework Assignments*: Homework Assignments consist of problems from text exercise sets. The lowest grade will be dropped. The average of the remaining best five (5) grades will make up 25% of your final course grade.
5. *Mid-Term Examination (In Class)*: The Mid Term will consist of some combination of the following: problems similar in kind to those encountered in the text, multiple choice and True/False questions, short-essay questions, and problems that require you to extrapolate from what you have learned in class and from the text.
6. *Final Examination* (written in exam period): The Final Exam will consist of some combination of the following: problems similar in kind to those encountered in the text, multiple choice and True/False questions, short-essay questions, and problems that require you to extrapolate from what you have learned in class and from the text. The content and skills developed in this course are cumulative. Success in the later portions of the course will depend on mastery of skills and knowledge previously covered. The Final Exam will only contain questions on exercises for material covered after the midterm.

Due Dates, Late Penalties, Etc.:

Due dates for graded work are given in the syllabus (Tentative Reading Schedule) or posted to D2L, insofar as these can be fixed in advance. In the case of major-grade items (e.g., Homework Assignments and Exams) these dates should be taken as tentative, and subject to change based on our progress through the course material. Any changes to announced or posted due dates will be announced in class or posted to D2L, usually with at least one week advance notice of any change. In-class grade items (e.g., In-Class Quizzes and Exercises, and In-Class Assignments) will be given on an ad-hoc basis accordingly as we progress through the material. Just as their regular attendance in class is expected, students should expect that an in-class grade item may occur or be due in any class. To complete, submit, and receive a grade for any in-class grade items students must be in attendance in class when they are completed or due.

In-Class Work: Quizzes and Exercises may be unannounced, and will be conducted randomly throughout the term at the discretion of the instructor. In-class Assignments will be announced about a week before they must be completed, according to how the class progresses through the course material.

Students should expect that there may be graded work in *any* class, and must be present in class to complete them; there are no make-ups or late submissions.

Late submissions of course work (e.g., Homework Assignments) will NOT be accepted—no exceptions. This work is assigned and available in advance. Students are expected to plan accordingly so as to accommodate any unforeseen last-minute events that might otherwise prevent them from completing their work on time. Unless otherwise stated, homework assignments are due at the beginning of class on their due date.

Tests and Examinations are written in class on their appointed dates. Students missing a test or exam will only be allowed to make up that portion of their course grade when their absence is supported by an unforeseeable, documented, verifiable and acceptable medical or compassionate reason. The manner in which that portion of the grade is to be made up is at the discretion of the instructor. Any foreseeable event preventing a student from sitting a scheduled test or exam must be addressed in advance with the instructor if any accommodation is to be made. Accommodation will be made only in the case of a documented, verifiable, and acceptable medical, compassionate, or MSU varsity athletic reason. Anyone so late to a test or exam that another student has already finished and left the room will not be allowed to take it.

Plagiarism & Academic Misconduct: An [Academic Dishonesty Report](#) will be filed for all alleged or suspected incidents of plagiarism, or other violations of academic integrity in this course. All actual incidents (as determined either by the Report process or by the student's agreement) of plagiarism or other violations of academic integrity, will result in a **minimum** penalty of a **failing grade for the course**.*

**Assigned Homework Files and Grade-Grinder Grade Reports*: Students are encouraged to work collaboratively on the course material both in and outside of class; this includes Homework Assignments. BUT: Students MUST submit individually authored work for grading! Grade Grinder will detect when multiple students have submitted an identical or duplicated file for grading. So, when collaborating on Homework Assignments, work together on

the exercises, but **CREATE YOUR OWN ANSWER IN AN ORIGINAL FILE** to submit to Grade Grinder for grading. All submissions of identical / duplicated files as identified by Grade Grinder will receive a grade of zero. First instances of identical / duplicate file submission to Grade Grinder will be met with a **WARNING**: the student(s) involved will be given the benefit of the doubt and permitted to hand in originally authored files for re-grading. All subsequent instances of duplicate file submission as identified by Grade Grinder will be treated as deliberate acts of academic dishonesty and handled according to the policy stated above.

Requirement to Retain Graded Material: Each student is required to keep all graded material until final grades are released. Be sure to keep a copy of all submitted course work both while it is under submission and a graded copy after it has been returned. This is in your own best interests, especially in the event that there is any discrepancy or dispute concerning your official course grades.

Class Time

Class time will be primarily spent going over text exercises, and reviewing or expanding on key points from the reading. It is imperative that students keep up with the rigorous pace of the course by doing the assigned readings in a timely manner, and by doing enough of the relevant practice exercises to get a feel for one's level of understanding **BEFORE** coming to class. Class time is your opportunity to clear up those things that you find mysterious or troublesome. So, coming to class unaware of what you don't know is not the best way to use class time. Frequently, we'll break up into groups, work on exercises, and then reconvene to compare answers and discuss matters that arise. Class materials (e.g., lecture notes, practice problems, and homework assignments) will be made available on D2L.

Attendance

Beyond the participation multipliers for team-work grades and the fact that you cannot earn credit for in-class work if you are absent, no grade is specifically assigned for attendance in this course attendance. However, as Woody Allen says, 80% of success is just showing up. Regular class attendance is critical to success in this course. In general, it is my experience that the majority of those who frequently miss class are less successful in the course than those who attend regularly. I consider any more than two absences excessive. See also *the fine print* on Lateness and Absences in the Course Policies below.

Calculation of Final Grade: I will use the Official Course Grading Scheme (below) to convert your final course grade into a GPA on the 4-point scale used by MSU. I will not curve or otherwise adjust final course grades.

Official Course Grading Scheme														
Superior			Good			Satisfactory			Passing			Failing		
4.0	A	100 – 90	3.5	B+	89.9 – 85	2.5	C+	79.9 – 75	1.5	D+	69.9 – 65	0.0	F	59.9 – 0
			3.0	B	84.9 – 80	2.0	C	74.9 – 70	1.0	D	64.9 – 60			

Important Dates (for information purposes only - E&OE):

Spring 2018 Semester

Authoritative version at [MSU Registrar's Office Academic Calendar](#).

Mon. Jan. 8	Classes Begin Spring Semester (First Class: Tues. Jan. 9)
Fri. Jan. 12	Open online add period ends 8pm; Last day to change to or from CR/NC or Visitor – must be done at Registrar's Office by 5pm
Mon. Jan. 15	Martin Luther King Day Holiday (No Classes)
Fri. Feb. 2	End of tuition refund period – no refund after this date.
Wed. Feb. 28	Deadline to drop full-semester courses with no grade reported, 8pm.
Mar. 5 – 9	Spring Break – No Classes (Mon. through Fri.)
Fri. Apr. 27	End Spring Semester (Last Class: Thurs. Apr. 26)
Tues. May 1	Final Exam: Tuesday, May 1 2018 7:45am - 9:45am in 103 Berkey Hall (as scheduled by RO; subject to change) https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx

TENTATIVE COURSE SCHEDULE – PHL330 (Spring 2018)

<i>Week</i>	<i>Dates</i>	<i>Topics and Readings</i>	<i>Major-Grade Items: Tests & Assignments</i>
Part I: Propositional Logic			All dates tentative and subject to change upon notice
1.	Jan. 8–12	Class / Course Introduction & Overview Introduction—pp. 1-11, 13-15 Ch. 1, <i>Atomic Sentences</i> —excluding 1.5-1.8	
2.	Jan. 15-19	MONDAY – MLK DAY HOLIDAY Ch. 2, <i>The Logic of Atomic Sentences</i> —excluding 2.6	
3.	Jan. 22–26	Chapter 3, <i>The Boolean Connectives</i> (sects. 3.1-3.8) Chapter 4, <i>The Logic of Boolean Connectives</i>	Homework Assignment Chpts 1-3 DUE: Fri. Jan. 26 – 24:00hrs
4.	Feb29–Feb2	Chapter 4, <i>The Logic of Boolean Connectives</i>	
5.	Feb. 5-9	Chapter 5, <i>Methods of Proof for Boolean Logic</i> Chapter 6, <i>Formal Proofs and Boolean Logic</i>	
6.	Feb. 12–16	Chapter 5, <i>Methods of Proof for Boolean Logic</i> Chapter 6, <i>Formal Proofs and Boolean Logic</i>	Homework Exercises Chpts 4-6 DUE: Fri. Feb. 16 – 24:00hrs
7.	Feb. 19–23	CLASS CANCELED – THURSDAY FEBRUARY 22 Chapter 7, <i>Conditionals</i> —excluding 7.4 & 7.5 Chapter 8, <i>The Logic of Conditionals</i> —excluding 8.3	
8.	Feb26–Mar2	Catch Up and Review Mid-Term Exam	Thur. Mar. 1 Mid-Term Examination
9.	Mar. 5–9	SPRING BREAK – NO CLASS	
Part II: First-Order Predicate Logic			
10.	Mar. 12–16	Chapter 7, <i>Conditionals</i> —excluding 7.4 & 7.5 Chapter 8, <i>The Logic of Conditionals</i> —excluding 8.3	Homework Assignment Chpts 7,8 DUE: Fri. Mar. 16 – 24:00hrs
11.	Mar. 19–23	Ch. 9, <i>Introduction to Quantification</i> —excluding 9.8 Ch. 10, <i>The Logic of Quantifiers</i> —excluding 10.5 & 10.6	
12.	Mar. 26–30	Ch. 9, <i>Introduction to Quantification</i> —excluding 9.8 Ch. 10, <i>The Logic of Quantifiers</i> —excluding 10.5 & 10.6	Homework Assignment Chpts 9,10 DUE: Fri. Mar. 30 – 24:00hrs
13.	Apr. 2–6	Ch. 11, <i>Multiple Quantifiers</i>	
14.	Apr. 9–13	Ch. 12, <i>Methods of Proof for Quantifiers</i> —excluding 12.5 Ch. 13, <i>Formal Proofs and Quantifiers</i>	Homework Assignment Chpts 11, 12 DUE: Fri. Apr. 13 – 24:00hrs
15.	Apr. 16-20	Ch. 12, <i>Methods of Proof for Quantifiers</i> —excluding 12.5 Ch. 13, <i>Formal Proofs and Quantifiers</i>	
16.	Apr. 23–27	Ch. 13, <i>Formal Proofs and Quantifiers</i> Wrap up and exam review	Homework Assignment Chpts 13 DUE: Fri. Apr. 27 – 24:00hrs
Tues. May 1		Final Exam: Tuesday, May 1 2018 7:45am - 9:45am in 103 Berkey Hall	

Course Policies (the fine print):

Classroom Conduct: During class you are expected to be focused on class activities. This is not the place to sleep, gossip, or do work for other classes. It is definitely not a place to surf the web, play videogames, call, text, tweet, Facebook, or Yik Yak.

In general, any conduct that distracts from, or is disruptive of, a classroom environment conducive to learning is prohibited. Disruptive students will be required to leave the class and will be referred to the [MSU Student Conduct System](#) as appropriate.

Classroom Use of Electronic Items: The in-class use of electronic devices is permitted for the sole purpose of taking notes in class and participating in classroom learning activities. With the exception of emergencies, the non-pedagogical use of electronic devices in the classroom is prohibited, and the instructor reserves the right to prohibit the use of electronic devices in class on an individual basis if it is deemed to be distracting or disruptive.

Attendance & Preparation: Your regular attendance in this course is expected. You should come to class having completed the assigned readings and be prepared to discuss them. **Students who do not regularly prepare for and attend class should not expect to do well in this course.** More generally, it is up to you to ensure that you have taken on a manageable course workload in view of your other pursuits and obligations.

For grading-related late and absence policies, please see Syllabus “Notes on Evaluation” and “Due Dates & Late Penalties.”

Absences: Excusable absences are those supported by a documented, verifiable and acceptable (e.g., medical, compassionate, religious, academic, or varsity athletic) reason. Attending all classes is a requisite condition for success in the class. I consider more than two unexcused absences excessive. Should the professor feel that excessive absences are affecting a student’s ability to pass the course, they may recommend that the student reconsider their plans for remaining in the class.

No matter whether an absence is, in reality, “excusable” or “inexcusable” the student faces the same risks with respect to doing poorly in the course.

Regardless of whether or not an absence is excusable, absence for any reason requires this same response: students must be able to catch up on what they missed during the classes from which they were absent. It is the responsibility of the student, whether prior to an anticipated absence or following an unexpected one, to make (an) appointment(s) with the instructor so that a plan for how the student will catch up can be made.

Students who are absent are responsible for getting class notes from a classmate. If you miss a class meeting, do not email me or come to me and ask: “Did I miss anything important?” I will not repeat material covered in class for students who fail to attend. Late registrants are responsible for all material of all classes, even for the material covered before joining the class.

Lateness: Students should recognize that late arrivals and early departures from class are disruptive of an environment conducive to distraction-free learning. Similarly, it should be recognized that early departures are also disruptive. Should circumstances require you to arrive late or leave early on occasion, courtesy dictates that you should inform your instructor in advance, and sit at a place that will minimize disruption to the class. Students arriving late to class should not expect to be admitted,

Late arrivals and early departures are treated the same as absences for grading purposes.

Participation: Contributions to classroom discussion, including questions about the class readings, individual responses to and criticisms of the readings, as well as alternative views and opinions on topics discussed, and are expected and encouraged. Students whose contributions monopolize class time, take the discussion off on a tangent, or are disrespectful or disruptive to others in the class will be requested and required to pursue their discussion with the instructor outside of class time.

Staying Informed: You are responsible for everything that is discussed in class for both administration and evaluation purposes.

The Course Policies (including matters of Course Evaluation and Due Dates) and other Course Information may be changed in light of our progress through the course material, and usually following a class discussion. Such changes will be announced in class and as such you are responsible for becoming aware of them and will be bound by them.

Students should not email or telephone the instructor seeking information that can be obtained during a class meeting, from the syllabus, or from another student who attended a missed meeting. Emails or phone calls requesting such information will be disregarded.

Submission of Course Work: In addition to paper copy, electronic submission of any and all course work may be required. Failure to do either (if required) will result in your earning no credit for the assignment. By registering in the course, students give their permission that their submitted work be collected and stored for the purposes of checking it for plagiarism.

Be sure to keep a copy of *all* submitted course work both while it is under submission and a graded copy after it has been returned. This is in your own best interest, especially in the event that there is any discrepancy or dispute concerning your official course grades.

Paper submission: With the exception of in-class tests and exercises, submitted course work must be typed. Please: do not include a title page, or any report cover; clearly indicate your name on the work; and staple the pages together.

D2L / electronic submission: Work submitted electronically will be counted as received only when it is received by me in a format in which it can be graded (e.g., an electronic file which I cannot open will not be counted as submitted). Papers submitted electronically must be identical to the paper copy submitted or no credit will be given for the work.

Final Exam & Conflicts: The final exam will take place [as scheduled by the Registrar’s Office during the end-of-term exam period](#). The date, time and place of the final exam are set by the Registrar’s Office, and may be subject to change.

Test and Exam Policies: Unless specifically stated, no special aids (e.g., books, notes, dictionaries, calculators or other electronic devices) or allowances (e.g., extra time) are permitted in tests and exams. Students requiring special aids (e.g., a language dictionary) or conditions (e.g., extra time) must make arrangements in advance according to the policies administered by the [MSU Resource Center for Persons with Disabilities](#).

You may be required to produce university identification when writing a test or exam.

Plagiarism: Plagiarism is a serious offense, and it will not be overlooked in this or in other classes. Written work submitted for this course may be checked for plagiarism. For guidance on what plagiarism is and how to avoid it, see the [MSU Ombudsperson’s page on Academic Integrity](#).

Appeals: You have a right to appeal the final grade you receive in this class, and should be aware of the [Grade/Appeal Policy given on the MSU Ombudsperson's website](#). To file an appeal you must follow the procedure given there.

Course Evaluation: You will have the opportunity to complete a course evaluation near the end of the course.

Letters of Reference: Generally, I am happy to provide academic references for my students, but only if provided with enough time and information to complete the reference by the deadline. Please be mindful that the composition of a compelling and supportive reference letter is a time-intensive process. Typically: I will inform you whether I can write a supportive letter and the kinds of things I am able to say in it, and will provide you with a (draft) copy of the letter. In accordance with MSU's FERPA compliance policy, students requesting a letter of reference are required to complete a Release of Information Authorization form, <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>, specifying that "Any and all 'non-directory' information deemed pertinent to the reference by the instructor may be disclosed in the reference."

The Dead-Duck Clause: Don't staple a dead duck to your assignment when you hand it in. More generally: don't do anything that, it goes without saying, you shouldn't do; and do everything that, it goes without saying, you should do.

(rev. 2017.08.27)

Some Relevant University Policies

Here are some of the Michigan State University policies, ordinances, regulations, and advisories that pertain to our course. All of these will be taken to hold for the course, and students are expected familiarize themselves with, and abide by, them. Many have been taken from the [MSU Ombudsperson's Classroom Policies page](#) (accessed: 2015.08.31).

1. **Academic Honesty**: [Article 2.III.B.2](#) of the Student Rights and Responsibilities states: "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, (insert name of unit offering course) adheres to the policies on academic honesty specified in General Student Regulation 1.0, [Protection of Scholarship and Grades](#); the all-University Policy on [Integrity of Scholarship and Grades](#); and [Ordinance 17.00](#), Examinations. Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU regulations on Protection of Scholarship and Grades will receive a failing grade in the course or on the assignment. Contact your instructor if you are unsure about the appropriateness of your course work. (See also the [Academic Integrity](#) webpage.)

Faculty are required to report all instances in which a penalty grade is given for academic dishonesty. Students reported for academic dishonesty are required to take an online course about the integrity of scholarship and grades. A hold will be placed on the student's account until such time as the student completes the course. This course is overseen by the Associate Provost for Undergraduate Education.

2. **Incompletes**: The MSU Policy on Incompletes is given here: <https://reg.msu.edu/academicprograms/Print.asp?Section=528> and reads, in part, as follows:

The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

3. **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 to protect the health and safety of MSU community members and others. As the instructor, I must report the following information to other University offices (including the Department of Police and Public Safety) 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: <http://counseling.msu.edu> 517-355-8270 Links for emergency contact: <http://counseling.msu.edu/emergency-2/>

4. **Accommodations for Students with Disabilities** (from the Resource Center for Persons with Disabilities (RCPD): Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date may not be honored.

5. **Drops and Adds**: Add, drop, and tuition refund dates for this course are given for your information (E&OE) in the "Important Dates" portion of the syllabus above. Authoritative dates can be found at [MSU Registrar's Office Academic Calendar](#) and [MSU Registrar's Schedule of Courses](#) (by looking up this course, and clicking on its link). You should immediately make a copy of your amended schedule to verify you have added or dropped the course.

6. **Commercialized Lecture Notes**: Commercialization of lecture notes and university-provided course materials is not permitted in this course.

7. **Internet:** Some professional journals will not consider a submission for publication if the article has appeared on the Internet. Please notify your instructor in writing if you do not want your course papers posted to the course Web site.
8. **Disruptive Behavior:** Article 2.III.B.4 of the [Student Rights and Responsibilities \(SRR\)](#) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the [SRR](#) states that "The student and the faculty share the responsibility for maintaining professional relationships based on mutual trust and civility." [MSU Ordinance 15.02](#) states: "No person shall obstruct, hinder, or impede the normal operation of any class, laboratory, seminar, examination, field trip, or other educational activity of the University." [General Student Regulation 5.02](#) states: "Functions, services, and processes of the University must be protected if the institution is to be effective in discharging its responsibilities; therefore, no student shall: obstruct, disrupt, or interfere with the functions, services, or directives of the University, its offices, or its employees (e.g., classes, ...)."
9. **Attendance: General University Attendance Policy** - This policy states in part: "No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work. . . . It is the responsibility of the instructor to define the policy for attendance at the beginning of the course."
Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.
Further information about University Attendance policies can be found at the [MSU Ombudsperson Classroom Policies webpage](#) (accessed 2015.08.31).
10. **Final Exam Policy** - The university [final exam policy](#) allows instructors to impose severe consequences on students who miss a final exam without a "satisfactory explanation"; namely, a failing grade in the course. To avoid such dire action, the policy instructs students "unable to take a final examination because of illness or other reasons over which they have no control" to notify the associate dean of their college immediately. Students should be prepared to document their illness or the extenuating circumstances that caused them to miss the final exam. Oversleeping usually won't do it.
11. **Campus Emergencies:** If an emergency arises in this classroom, building or vicinity, your instructor will inform you of actions to follow to enhance your safety. As a student in this class, you are responsible for knowing the location of the nearest emergency evacuation route or shelter. These directions appear on the maps posted on the walls throughout this building. Please familiarize yourself with these "[Classroom Emergency Guidelines](#)." If police or university officials order us to evacuate the classroom or building, follow the posted emergency route in an orderly manner and assist those who might need help in reaching a barrier-free exit or shelter. To receive emergency messages, set your cellular phones on silent mode when you enter this classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor. (See also [www.alert.msu.edu](#).) Please see also the information sheet found at the [MSU Ombudsperson's Handling Emergency Situations in the Classroom](#) webpage.
12. **Grief Absence Policy:** In the Spring Semester of 2015, Academic Governance approved a Grief Absence Policy (see <http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/grief-absence-policy>). I am writing to remind you of the online system which facilitates the processes for accommodating a grief absence - including the student's request, authorization of that request, notification of faculty, and verification.
Students seeking a grief absence should be directed to the Grief Absence Request Form found on the RO home page (<https://reg.msu.edu/>) under 'Student Services - Grief Absence Request Form' OR to StuInfo (<https://stuinfo.msu.edu/>) under 'Academics - Enrollment Information and Services - Grief Absence Request Form.' Per policy, graduate students who should see their major professor and notify course instructors are directed to do so when they access the form.
Students will be asked to supply information on the nature of the loss, the date they became aware, and the expected period of absence. Once completed, the information is routed to the Assoc. Dean of the student's college and must be received prior to the student leaving campus. The student will receive a confidential message confirming the submission and reminding them that supporting documentation must be provided and who to send it to. In addition, the appropriate dean's office will be notified that a request has been submitted. Once the appropriate administrator has either approved or denied the request, the student will again receive a confidential message notifying them of the decision of the dean's office. If approved, instructors will be notified by the appropriate dean's office of the period of absence. Instructors are expected to arrange for students to make up the missed work.

(rev. 2017.08.27)