

# Fall 2024 Responsible Conduct of Science (RCoS) Med-Sci 300qc (for G2's) and Med-Sci 302qc (for G6's)

\*\*\*\*A finalized version of these policies will be included in the forthcoming syllabus\*\*\*\*

## **POLICIES (ATTENDANCE, ASSIGNMENTS, GRADING)**

### Attendance Policy

The Responsible Conduct of Science course has a total of **10 sessions** (including **6 In-Person Discussion sessions** with your assigned faculty member, and **4 Live Zoom Lectures**).

**Students are expected to attend all 10 sessions. You must attend at least 7 of the 10 sessions in order to pass the course.** If you need to miss a session, please refer to the following attendance policy:

- **Missing 1-2 sessions:** You are permitted to miss **up to 2** of the 10 sessions, and must let your instructor prior to your absences ahead of time or as soon as possible.
- **Missing 3 sessions:** If you miss a 3rd session, you are required to submit the 2024 Makeup Assignment (in Canvas) within **1-week** of the 3rd absence. Only **one** Makeup Assignment per student is allowed. Please refer to the [Makeup Assignment Policy](#) section of this document for additional details.
- **Missing 4 sessions (failing the class):** **If you miss a 4<sup>th</sup> session, you will automatically receive an unsatisfactory (UNSAT) grade, and you are required to retake the full course when it runs again next Fall.**

#### **Communicating Absences:**

If you can't attend a session, please email your instructor ahead of time or as soon as possible to inform them about your absence.

#### **Zoom Lecture Attendance & Tracking:**

Zoom lectures are scheduled for 90-minutes. You are expected to attend all Zoom lectures for the full 90-minutes. Due to the nature of zoom and potential technical issues you will be counted as present if you attend 70 or more minutes of the session. Please turn your camera on for all lectures (unless you are having a technical issue). Participation is expected during lectures for all polls, breakout rooms, chat prompts, etc. **Anyone who attends for less than 70 minutes will be counted as absent.**

Attendance is automatically tracked through Zoom. Zoom will track the overall time you remained in the lecture. If you get kicked out due to a technical issue, and need to re-join, Zoom will count the overall time you remained in the lecture. As long as you attend for 70 or more minutes you will receive credit for attending.

### **Taking Off Holidays:**

Classes will not be scheduled during [University holidays](#). If you need to miss class due to a holiday that is *not* a University holiday, please refer to the [Attendance Policy](#) section of this document.

### **Attending class with your assigned faculty member:**

Students are assigned to a specific faculty member, and are **not permitted** to attend another faculty member's class due to being unavailable. If you need to miss class, please see the [Attendance Policy](#) section of this document.

### **Attending Discussion Sessions In-Person:**

There is **NO** Zoom option for the 6 in-person discussion sessions. If you need to miss class, please see the [Attendance Policy](#) section of this document.

## [Assignment Policy](#)

There are a total of **10 Reflection Assignments** (following each class and lecture) found in the 2024 Assignments page (in Canvas). **Students are expected to submit all 10 assignments. You must submit at least 8 assignments (including the [Makeup Assignment](#) if required) in order to pass the course.**

To earn credit for each assignment, you must write a full paragraph (**MINIMUM 100 WORDS**) following the reflection prompts found in each of the 2024 Assignments (in Canvas). To check the status of your assignments, click on "Grades" in Canvas. **All assignments are graded for credit and due within 1-week after each session.**

## [Makeup Assignment Policy](#)

A student who misses any 3 of the 10 sessions (including in-person classes and Zoom lectures) is required to submit the two page double-spaced 2024 Makeup Assignment (in Canvas) within **1-week** of the 3rd absence. The Makeup Assignment is **not** required for the first 2 absences.

As part of receiving a passing grade, you must submit 8 assignments (including the Fall 2024 Makeup Assignment if required). To check the status of your assignments, click on "Grades" in Canvas.

**Only one makeup assignment is allowed. If you miss a 4<sup>th</sup> session, you will automatically receive an UNSAT grade and are required to retake the full course when it runs again next Fall.**

**The makeup assignment instructions are as follows:**

- **If your 3<sup>rd</sup> missed session is an In-Person Discussion Section:** Write a 2-page, double-spaced paper summarizing the issues raised in the relevant Canvas Module you missed, and reflect on their broader impacts. To complete this assignment, you should refer to the course materials within the relevant Canvas module, and submit the

assignment through the 2024 Makeup Assignment page (in Canvas). The Makeup Assignment is due within **1-week** after the absence.

- **If your 3<sup>rd</sup> missed session is a Zoom lecture:** Watch the 90-minute recording of the lecture found in the relevant Canvas Module, and write a 2-page, double-spaced learning reflection paper on the topic. Submit the assignment through the Makeup Assignment page (in Canvas). The Makeup Assignment is due within **1-week** after the absence.

## Final Grade Policy

The Responsible Conduct of Science course is graded as Satisfactory (SAT) / Unsatisfactory (UNSAT).

**To receive a SAT grade, the following criteria must be met:**

- Complete all relevant Pre-Work in Canvas before coming to each class and lecture.
- Appropriately participate in class and lecture discussions, and contribute to a safe, supportive learning environment that respects the individual opinions and identities of all participants.
- Meet the in-person and Zoom\* attendance requirements (you cannot miss more than 3 of the 10 sessions). Please see the [Attendance Policy](#) section of this document.
- Meet the assignment requirement (you must submit at least 8 of the 10 assignments, including the Makeup Assignment if required). Please see the [Assignment Policy](#) and [Makeup Assignment Policy](#) sections of this document.

*\*The Zoom lectures are scheduled for 90-minutes each, and must be attended for 70 or more minutes to receive attendance credit. Anyone who attends a lecture for less than 70 minutes will be counted as absent.*

**An UNSAT grade will be issued if:**

If the above requirements are not met (if you attend less than 7 sessions, and/or submit less than 8 assignments), you will automatically receive an **UNSAT (unsatisfactory)** grade for the course and are required to retake the full course when it runs again next Fall.