



attach a cover sheet to each assignment with the following written out, signed, and dated in his or her own handwriting:

*I have neither given nor received unauthorized assistance on this assignment.*

**Academic Honesty:** Prof. Vardeman and his Departments expect that all students will be honest in their actions and communications. Individuals suspected of committing academic dishonesty *will be* reported to the Dean of Students Office per University policy. For more information regarding Academic Misconduct see <http://www.dso.iastate.edu/ja/academic/misconduct.html>

**Professionalism Statement:** Prof. Vardeman and his Departments expect that all students will behave in a professional manner during all interactions with fellow students, faculty, and staff. Treating others with respect and having constructive communications (including use of appropriate forms of address) are examples of being professional. Being prompt and considerate of your classmates and instructor in your coming and going are examples of being professional. Class is scheduled for 9:00-9:50. Prof. Vardeman will do his best to start and end promptly. Please do your part too. If you must (unavoidably) arrive late, please get in and into a seat with as little commotion as possible. If you are (unavoidably) going to have to leave early (even a couple minutes early), it is common courtesy to let your instructor know in advance, and then try to get out as unobtrusively as possible. A lecture (like a business meeting!) is *not* a salad bar where participants drift in and out as it suits them. We will practice civil/courteous/professional behavior in Stat 543.

**Texting** or surfing the Web or using electronic games or communication devices, reading newspapers, doing puzzles, and carrying on extra-curricular conversations during lectures are all examples of **unprofessional and completely unacceptable** classroom conduct. Prof. Vardeman WILL stop class, make a scene, and potentially ask you to leave if you engage in such behavior. PLEASE do not precipitate such unpleasantness by ignoring this expectation of civil/considerate behavior. If you must send or receive a message during class, please leave the room as unobtrusively as possible to take care of this outside of the classroom.

#### **Accommodation for Students with Disabilities:**

Iowa State University complies with the Americans with Disabilities Act and Sect. 504 of the Rehabilitation Act. If you have a disability and anticipate needing accommodations in this course, please contact Prof. Vardeman to set up a meeting as soon as you become aware of your need. Before meeting with Prof. Vardeman, you will need to obtain a SAAR form with recommendations for accommodations from the [Disability Resources Office](#), located in Room 1076 on the main floor of the Student Services Building. Their telephone number is 515-294-7220 or email [disabilityresources@iastate.edu](mailto:disabilityresources@iastate.edu) . Retroactive requests for accommodations will not be honored.

#### **Dead Week:**

This class follows the Iowa State University Dead Week guidelines as outlined in <http://catalog.iastate.edu/academiclife/#deadweek> .

**Harassment and Discrimination:**

Iowa State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, [Student Assistance](#) at 515-294-1020 or email [dso-sas@iastate.edu](mailto:dso-sas@iastate.edu), or the [Office of Equal Opportunity and Compliance](#) at 515-294-7612.

**Religious Accommodation:**

If an academic or work requirement conflicts with your religious practices and/or observances, you may request reasonable accommodations. Your request must be in writing, and your instructor or supervisor will review the request. You or your instructor may also seek assistance from the [Dean of Students Office](#) or the [Office of Equal Opportunity and Compliance](#).

**Contact Information:**

If you are experiencing, or have experienced, a problem with any of the above issues, email [academicissues@iastate.edu](mailto:academicissues@iastate.edu).