



ATTENDANCE

University Attendance Policy: “Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.”

Attending class and class activities IS MANDATORY in this course. Students will not be allowed to have any unexcused absences. **Each unexcused absence will reduce the final grade number by one letter grade** (e.g. if a student were to receive an A-, his/her final grade would be B+ instead). Excused absences comprise the following: participation in a scheduled event as a member of a university-sponsored athletic/scholastic team (official absence form required); religious holidays; accident or illness (accident report or health/doctor's note required); and death in the immediate family. **Excuses for absences must be submitted within two (2) days after the day of return.**

Students are responsible for making up all work missed during absences. **Students may not make up graded work for unexcused absences** (see Assessment policy below). Students must be sure to come to class and class activities on time! Two considerable “lates” equal one unexcused absence.

ASSESSMENT:

Except in the case of excused absences or extreme extenuating circumstances the following will be the policy of this class: 1) late assignments will not be accepted, 2) there will be no "make-up's" of quizzes or exams, 3) no quizzes or exams will be given early. The passing grade for this course is C- (70). No curves are applied to grades in this class.

GRADING/EVALUATION

Grade Scale

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-00

SEXUAL HARASSMENT POLICY:

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of the laws and University rules and policies. Sexual harassment cannot and will not be tolerated by our University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.

The Polytechnic University of Valencia developed the Unit of Equality (Vicepresidency for Social Responsibility and Cooperation) for the promotion of equal opportunities through policies for Equal treatment, Effective Equality and non-discrimination between women and men in the field of higher education.

Contact information

E-mail address igualdad@upvnet.upv.es
Location Building 3Q. First Floor

STUDENTS WITH DISABILITIES:

Students with disabilities or attention deficit disorder needing academic accommodations should contact with the Vicerrectorado de Responsabilidad Social y Cooperación (Fundación CEDAT) and provide documentation indicating their accommodation needs. **This should be done previous to the enrollment process.** Syllabus and other course materials could be made available in an alternative format upon request to the Oficina de Acción Internacional (UPV)

For more information about services available to students with disabilities, contact the VRSC-Fundación CEDAT. Provides information and advice to members of the University community with disabilities, accompaniment and support in the classroom. Provides technical assistance for the study to those students who, by their special educational needs, so require. Promotes and manages actions of training and employment for this group in and out of the campus of the Polytechnic University of Valencia, and provides different services from its special Centre for employment.

Contact information

WWW server <http://www.upv.es/cedat>
E-mail address cedat@upvnet.upv.es
Postal address CEDAT Foundation. Camino de Vera, s/n 46022 Valencia
Phone + 34 963877036
Location [Building 9E](#)

ACADEMIC HONESTY POLICY

Plagiarism, cheating, submitting work of another person or work previously used and other forms of academic dishonesty will lead to lowered course grades,

failure of the course or more severe measures, depending on judgments of the gravity of the individual case.

Honors Statement: It is based on the premise that each student has the responsibility (1) to uphold the highest standards of academic integrity in the student's own work, (2) to refuse to tolerate violations of academic integrity in the University community, and (3) to foster a high sense of integrity and social responsibility on the part of the University community.

Incoming students are expected to uphold their home University code of honor as well as the rules establish at UPV. They will be under the Spanish University Student Statute published on Real Decreto 1791/2010, December 30th.

UNIVERSITY OMBUDSMAN

In accordance with article 133 of the Constitution of the Universitat Politècnica de València approved by the Decree 182/2011 November 25, the Consell de la Generalitat, the University Ombudsman is an institution that acts as Commissioner of the University staff for the protection of the rights and freedoms of the members of the University community to the performances of the different bodies and services must take into consideration the principles of freedom equality, justice, solidarity, democracy and respect for the environment that inspire the actions of the Polytechnic University of Valencia.

Contact information

WWW Server	http://www.upv.es/entidades/DCU
E-mail address	defensor@upvnet.upv.es
Postal address	University Ombudsman. Camino de Vera, s/n 46022 Valencia
Telephone	+34 963877045
Fax number	+34 963879045
Location	Building 3F

STATEMENT ON AUDIO AND VIDEO RECORDING

Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by UPV Students Abroad policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice. Please be aware of the fact that this is a "*flexible*" syllabus, and it may be necessary to modify it throughout the semester due to pedagogical considerations. Any changes, however, will be minimal.