Responsibilities of Students and Professors

All students are responsible for the following:

1. **Academic Resources:** Each student is responsible for gaining access to all course resources, including textbooks and internet. Books and internet can be accessed in a wide variety of ways. Books can be found at eCampus, from friends, in the library, etc. The internet can be accessed via Wi-Fi hotspots throughout every area or at a local school or library. Not finding a way to access these resources is not an excuse for late or incomplete assignments.

2. **Communication:** Tennessee Temple University has given each student a TTU email address. This is the student's official email address for this course. All emails will be made through this address. Each student will monitor the TTU email address on a daily basis for all email communications from the professor because each student is responsible for receiving the content of these emails. Each student will respond to all emails, texts, messages, etc. that require a response in a respectful and timely manner, within 48 hours of receipt.

3. **Assignments:** Each student will complete all assignments on time, to the best of his or her ability. When situations arise that threaten to prevent the timely submission of an assignment the student will contact the professor. At that time, before the assignment is late, the professor will assess whether or not to grant an extension. The professor is not obliged to grant any extension, and the professor may assess a penalty for lateness.

4. **Plagiarism:** A student’s academic work should be an honest reflection of his or her abilities and effort. Presenting someone else’s work as his or her own is dishonest and will subject the student to penalties ranging from a 0 for the assignment, an “F” for the course, or in severe cases, academic suspension.

The professor is responsible for the following:

1. **Grading:** The course professor will grade all assignments in a timely manner, within 7 days of the due date. The only exception to this is for late assignments. Late assignments will be graded within 7 days from when they are turned in.

2. **Communication:** Tennessee Temple University has given each course professor a TTU email address. This is the professor’s official email address for this course. All emails to the students will be made through this address. Each professor will monitor the TTU email address on a daily basis for all email communications from students. Each professor will respond to all emails, texts, messages, etc. that require a response in a respectful and timely manner, within 48 hours of receipt.

3. **Assignments:** The course professor will walk with all students helping them succeed to their highest potential. The goal of the professor is to help the student to learn the content of the course as well as develop the academic skills of critical thinking, critical writing, and critical reading that are the hallmark of an educated person. In order to do this, the professor may require the student to dig deeper and rethink through a problem. This is to assist the learning process of the student.

4. **Plagiarism:** A student’s academic work should be an honest reflection of his or her abilities and effort. The professor is responsible for reporting all cases in which plagiarism is suspected. The professor will recommend to the Provost the penalty associated with the offense, which will range from a 0 for the assignment, an “F” for the course, or in severe cases, academic suspension.