**Course Syllabus**

**ALS 5904**

**Fall 2017**

***Course Structure***

The course is organized into eight (8) modules that cover the Graduate School's required content on scholarly ethics and integrity and an orientation to the OMALS program including all policies, procedures, and expectations. Starting with **Module 1**, work through the components of each module before going to the next. Each module will have the following components you **must complete** in order to receive credit for the course:

* Lesson(s)
* Reflection Assignment for each lesson
* Module Quiz
* Assignments to complete

Also, each module has additional resources for your further edification. Although you are not required to submit anything to show that you have explored the additional resources, it is highly recommended that you look through them.

***Course Objectives***

By the end of this course, you will be able to:

* Identify and avoid violations of the Graduate Honor Code;
* Employ ethical considerations in the publication process and explain how, why, and when to cite existing sources in publications;
* Explain and apply the characteristics of professional ethical conduct in research, teaching, and/or professional activities in agriculture and life sciences fields;
* Implement guidelines for maintenance of confidentiality (and, where relevant, anonymity) in research, programming, and reporting; and
* Describe available avenues for reporting alleged misconduct.
* Understand the overall purpose, goals, and format of the OMALS program, including expectations for admission and satisfactory academic progress.
* Learn about key faculty and staff, clarifying their roles and responsibilities as well as contact information and expectations for students’ communication with them.
* Know key online resources, including the program website, HokieSPA, myVT, course timetable, and the Canvas LMS as well as online resources provided by campus entities such as the library and student success center.
* Understand the basic procedures and deadlines necessary to proceed through any academic program, such as application for admission from the commonwealth campus program, application for financial aid, registration for courses, and application for their degree.
* Clarify program-specific procedures and deadlines, including the selection of a major professor and advising committee, as well as completion of the plan of study, final project, and defense.
* Provide general advice for navigating the online learning environment and getting the most out of your OMALS experience.

***Grading***  
Each individual assignment will be worth a specific number of points and all assignments will total 100 points for completion of this course.

***Determination of Final Grade***

The course is based on an equivalent credit (EQ) hour. Students are required to receive 80% or higher in the course in order to receive credit.  If you do not receive 80% on the course, you will receive an incomplete (I) and must complete the entire course in the subsequent semester until you receive the required percentage points. Students who do not receive an EQ **do not** have to register for the course again; you will be automatically enrolled on Canvas for the next semester in order to complete the assignments (you will not be charged again).

***Attendance Policy***  
This course is self-paced and requires a high level of self-directed learning; therefore, please set a schedule for completing modules in order to complete the course by the end of the term. Waiting until the last minute to complete all the assignments at once may result in an incomplete due to mismanagement of time. You are encouraged to submit graded assignments in advance of the due dates.

***Expectations for Completion***  
The module is fully interactive and you can complete each of the components at your own pace as long as the final class deadlines are followed.  
   
***Access & Assistance***  
If you have any questions or require assistance in order to complete this course, please contact Jennifer Jones at [jejone18@vt.edu](mailto:jejone18@vt.edu) or 540-231-1104.  
   
***University Resources***  
The following additional resources may be helpful to you in the event that you require technical assistance or individualized accommodations.  
   
Virginia Tech Information Technology Support (4HELP)  
[https://vt4help.service-now.com/ess/ (Links to an external site.)](https://vt4help.service-now.com/ess/)   
540-231-4357/540-231-HELP  
   
Services for Students with Disabilities  
<http://www.ssd.vt.edu/>  
540-231-3788