



# ROBERTS WESLEYAN COLLEGE

MUS 260



ROBERTS  
WESLEYAN COLLEGE

*Chorale*

*Follow your calling. Pursue your passion.*

Syllabus

Fall 2018

2018–2019 Theme Verse

*Let praise cascade off my lips;  
after all, You've taught me the truth about life!  
And let Your promises ring from my tongue;  
every order You've given is right.  
(Psalm 119:171–172, The Message)*

**Faculty Name:** Dr. Adam Potter

**Course Number:** MUS 260

**Course Title:** Chorale

**Credits:** 1.00

**Prerequisite:** Selection by competitive audition

**Faculty Contact Information:**

- Office Location: Cox Hall 118
- Telephone: 585.594.6086 (o); 978.768.8375 (c)
- E-mail: [Potter\\_Adam@roberts.edu](mailto:Potter_Adam@roberts.edu)
- Office Hours\*: M 1:30–3:00; T 2:15–3:00; W 1:30–3:00; R 11:00–12:00; or by appointment

\* “Virtual” office hours also available, by appointment: If I am not in the office, please contact me via text (978.768.8375) and we can meet via Messenger, Hangouts, or Skype.

**Meeting times:** MTWR 4:30–5:45 (*NB:* The weeks of concerts, rehearsals may be extended until 6:00)

**Location:** MTR: CLC, Shewan Recital Hall; W: Cox 203

**COURSE OVERVIEW/DESCRIPTION**

**ACADEMIC CATALOG COURSE DESCRIPTION:** Students selected by audition meet five hours a week. The Chorale performs a wide range of choral literature for men’s and women’s voices. Concerts are presented on annual tours and in the surrounding area. Auditions are held each fall.

**INTERNAL COURSE DESCRIPTION:** The Roberts Chorale is the premier touring vocal ensemble at Roberts Wesleyan College. Comprised of approximately 40 mixed voices, it performs frequently both on- and off-campus. Its repertoire features high-quality choral music from diverse styles, musical eras, languages, and cultures. Membership is open to students from all academic majors across campus by competitive audition. Please note that Chorale is an ALL-YEAR COMMITMENT (i.e., both fall and spring semesters). Exceptions will be made for students graduating in December and for those studying off-campus in the spring.

**Mission Statement of The Roberts Chorale**

We are a family of diverse musicians united to sing for the glory of God. Striving to serve as God’s instruments, we seek to enlighten others to the reality of God’s love. Recognizing that our music is a gift from God, we express ourselves humbly and honestly through song.

Our purpose as an ensemble and as individuals is to

- Return the beauty God has given us,
- Share the life-transforming power of musical and interpersonal harmony with our audiences,
- Celebrate how our differences empower us to contribute to the kingdom of God,
- Serve each other and those around us in ways beyond our music,
- Connect our heads to our hearts and engage our hands, and
- Find joy in all we do.

**PROGRAM LEARNING OUTCOMES**

1. The ability to hear and identify the elements of music.
2. The ability to read and realize musical notation.
3. Knowledge of a broad selection of musical literature and styles.
4. The ability to perform a cross-section of repertoire at a level commensurate with the concentration.

**COURSE LEARNING OUTCOMES****Upon completion of the course learners will be able to:**

- Nurture their relationship with God and with each other through daily singing of and reflection on sacred and other texts.
- Express themselves, their thoughts, and their emotions through music in rehearsal and concert through the uncompromising pursuit of excellence, fostering an environment of faith, trust, openness, safety, responsibility, and vulnerability for themselves and their peers.
- Develop critical thinking skills by participating in an ensemble that demands constant active engagement and encourages discussion.
- Read music using Kodály solfège syllables and *audiation*, preparing them to become independent, lifelong lovers of and participants in music.
- Improve their personal vocal skills through instruction and practice.
- Demonstrate consummate ensemble skills, acquiring the many and sundry social and musical abilities needed to perform choral music successfully.
- Perform diverse choral masterworks and microforms with dedication and distinction.
- Our goals:
  1. Sing healthily (1 Cor. 10:31; 1 Cor. 6:19-20)
  2. Sing in unity (2 Chronicles 5:12-14)
  3. Sing with understanding (Colossians 3:16; Ephesians 5:19; John 4:23-24)
  4. Sing responsibly (Psalm 147:1; 1 Cor. 14:15; Psalm 150:6; Romans 12:1-2)
  5. Sing with passion (Psalm 33; Psalm 100:1-2; Isaiah 56:8-9)
- Commit themselves to this great collaborative effort in order to fully realize these course objectives.

**COURSE CALENDAR\***

DATE	Event	Time*
Friday, January 18	Music Scholarship Audition Day	12:00–12:50p
Wednesday, January 16	MLK Chapel	10:50–11:50a
Friday–Saturday, January 18–19	Spring Retreat	Friday: 6:00–9:30p Saturday: 9:30a–2:00p
Friday, January 25	Deadline for notifying Dr. Potter & Kaitlyn of any prior engagements that conflict with Chorale commitments.	
Monday, January 28	RWCCO Rehearsal	7:00–9:30p
Friday, February 1	Music Scholarship Audition Day	12:00–12:50p
Monday, February 4	RWCCO Rehearsal	7:00–9:30p
Thursday, February 7	Honors Choir Concerts Dress Rehearsal	4:00–6:00p

Saturday, February 9	Honors Choir Demonstration Concert	6:30p
Saturday, February 9	RWCCO Concert (performing <i>Zadok the Priest</i> )	7:30p
Sunday, February 10	Honors Choir Concert	2:30p
Tuesday, March 5	Choral Exchange Concert with Southaven & Horn Lake High Schools (Mississippi)	7:30p
Thursday, March 7	France Tour Preview Concert Dress Rehearsal	4:00–6:00p
Friday, March 8	Music Scholarship Audition Day	11:00–11:50a or 12:00–12:50p
Saturday, March 9	France Tour Preview Concert	7:30p
Week of March 29–April 5	<i>The Peacemakers</i> rehearsals with ROS	Evenings TBD
Friday, April 5	<i>The Peacemakers</i> with Rochester Oratorio Society	7:30p
Thursday, April 11	Churchville-Chili Choral Honors Concert Dress Rehearsal	4:00–6:00p
Thursday, April 11	Churchville-Chili Choral Honors Concert	7:00p
Saturday, April 28	Worship Service & Runout Concert at Pearce	Morning and afternoon
Friday–Saturday, May 3–4	Runout Concerts	Friday: Evening Saturday: Afternoon/evening
Saturday, May 11	Commencement	Both 10:30a and 2:30p ceremonies
May 12–20	FRANCE TOUR!	

\*NB: Course calendar subject to change at instructor’s discretion. Students are expected to note any modifications announced in class or via electronic communication.

### **TEXT AND COURSE MATERIALS/RESOURCES**

#### Provided by the college:

- Music – present at *all* rehearsals and performances  
All music must be returned to the college choral library. Students who fail to do so by dates announced in class must reimburse the college choral program the total cost of their music *plus* a \$25 processing fee or they will receive an “F” in the course.
- Black three-ring binder
- Tuning fork with neckband (at *all* rehearsals and performances) – available from the Music Office for \$7.50

#### Student individually responsible for:

- **For this semester only:** Each student must purchase a vocal score of our major work, *The Peacemakers*. Students will own and may keep these upon completion of the performance project. Approximate cost: \$18
- Pencil (at *all* rehearsals and performances)
- Concert attire
- Chorale T-shirt for informal performances. Please budget \$25; we will make every effort to keep

- actual cost lower.
- Replacement for lost tuning forks: \$7.50

**EVALUATION AND GRADING**

**GRADING SYSTEM**

The following numeric grading scale will be used:

<b>A =</b>	<b>95-100</b>	<b>4.0</b>
<b>A- =</b>	<b>90-94</b>	<b>3.7</b>
<b>B+ =</b>	<b>87-89</b>	<b>3.3</b>
<b>B =</b>	<b>83-86</b>	<b>3.0</b>
<b>B- =</b>	<b>80-82</b>	<b>2.7</b>
<b>C+ =</b>	<b>77-79</b>	<b>2.3</b>
<b>C =</b>	<b>73-76</b>	<b>2.0</b>
<b>C- =</b>	<b>70-72</b>	<b>1.7</b>
<b>D+ =</b>	<b>67-69</b>	<b>1.3</b>
<b>D =</b>	<b>63-66</b>	<b>1.0</b>
<b>D- =</b>	<b>60-62</b>	<b>0.7</b>
<b>F =</b>	<b>&lt;60</b>	<b>0</b>

Each student begins the semester with **90 points**. Points will be added or subtracted to each student’s running total based on the following:

Points will be added for:

- Positive musical contributions to the ensemble 1–10 pts  
If an individual demonstrates energy and concentration in rehearsal, positive attitude, and shows a desire to learn and improve, points may be added to his/her semester grade. Targeted positive behaviors include excellent posture, score marking with a pencil, and participation in class discussions.
- Service to the ensemble 1 pt/30 mins  
Provide documentation via the Google Form on Moodle of time spent setting up for concerts, assisting the choral librarian, doing publicity, website and/or graphic design work, etc. You must complete your log entry online within 24 hours of providing service to earn credit.
- Perfect attendance 5 pts
- Practice/listening sheets 1 pt/30 mins  
Credit is given for individual practice of and listening to music Chorale is currently working on. The practice/listening log form is available on Moodle and must be submitted electronically. You must complete your log entry online within 24 hours of practicing/listening to earn credit.
- Small-group performance on-campus or in community on behalf of Chorale (must provide documentation) 1–4 pts
- Attendance at other choral concerts 1–3 pts  
Submit a program with written comments; concert must be the type that relates to the goals and objectives of this class.
- Exemplary performance (A+) on a part hearing (see below) 2 pts

Points will be subtracted for:

- Absence from regular rehearsal, *regardless of the reason*, 5 pts/rehearsal beginning with the fourth absence  
 Three absences without deduction, but remember that even one absence will cause you to lose the 5 points that are given for perfect attendance.  
Legitimate conflicts that prevent you from attending class must be reported to both Dr. Potter and the Chorale Secretary via e-mail BEFORE the class, preferably at least 24 hours in advance.
  - After the fifth absence, you will be asked to sing for Dr. Potter.
  - After the sixth absence, you may be asked to withdraw from the course.
- Tardy to class or early departure from class 1–3 pts/rehearsal
- Unexcused concert absence 30 pts
- Excused concert absence 5–10 pts
- Unexcused absence from dress rehearsal, recording session, or retreat 15 pts
- Excused absence from dress rehearsal, recording session, or retreat 5–10 pts
- Unexcused absence from rehearsal the week preceding a performance 10 pts
- Excused absence from rehearsal the week preceding a performance 5 pts  
For concerts, dress rehearsals, recording sessions, retreats, and rehearsals the week preceding a performance, you will qualify for an *excused* absence only if:
  - In the case of a prior obligation/commitment/conflict, *you notify Dr. Potter and the Chorale Secretary by the third Friday of the semester*
  - In the case of an extreme illness or family emergency, you provide documentation to Dr. Potter and the Chorale Secretary.
- Tardy for concert warm-up 3 pts
- Negative contribution to the ensemble 1–30 pts  
 Among the behaviors that may cause you to lose points are poor rehearsal skills, irresponsible attendance habits, not documenting your absences with a written note, not preparing or memorizing your music, not demonstrating a desire to learn, talking in rehearsal, exhibiting bad posture or a negative attitude, not bringing your Chorale binder with you, not having a water bottle, chewing gum or eating candy, not marking your music, and inappropriate behavior.
- Grade of “C+” or lower on a part hearing (see below) 2 pts

**NB:**

- Any student who receives a grace of “C–” or lower will be put on probation and must raise their grade the next semester in order to continue in the ensemble.
- Any student who receives an “F” may be permanently dismissed from the ensemble, at the discretion of the director.
- Any student on a vocal music or choral scholarship who is dismissed from the ensemble may be required to forfeit their award. Any music major who is dismissed will forfeit the semester of major-ensemble participation.

PART HEARINGS

- Part hearings may occur in Chorale. The material to be tested is announced the day before or earlier. Although the tests may use any format, they typically involve either a score-marking check by the Chorale Secretary at the beginning of class or uploading a recording of yourself to Moodle to be reviewed by Dr. Potter, your section leader, or a peer. A grade of A, B, C, D, or F is assigned on some assignments; other assignments are simply P/F.
- An A, B, or P has no positive or negative impact on a semester grade. This is because singing pre-announced test passages at an acceptable standard represents the expectation for all members who participate in what we strive to build into one of the country's most outstanding, elite, and respected choral ensembles. An A+ adds two points to a student's semester average.
- A grade of C+ or lower results in a two-point deduction from a singer's semester average. This is, admittedly, a strong penalty. Again, we expect that Chorale members are willing to practice certain passages independently so that time is not wasted in rehearsal.
- With all this in mind, please note that, as far as your semester grade goes, an A is no better than a B-. Similarly, an F is no worse than a C. We assign specific grades so that you know just how good (or bad) your test was.
- If a student feels that a grade assigned by a section leader is too low, the student should ask Dr. Potter to review the recording of the hearing. Please do not hesitate to make that request if it seems appropriate.
- Finally, please note that anyone who makes a C+ or lower on a part hearing *will* be tested the following day on whatever test passage is assigned. In addition, anyone who is absent from Chorale will be tested on the first day they return to class. It is the student's responsibility to find out what the assignments are if absent.

### GENERAL COURSE INFORMATION

- **Student Expectations**
  - **Class Participation:** Active class participation is expected and required. The entire ensemble suffers when you are not present or not focused. *You may construct the grade you wish to earn by observing the attendance policy above, arriving on time [early] for all rehearsals and performances, meeting the expectations articulated in this syllabus, and participating fully in all rehearsals (with your music and a pencil) and performances.*
  - **Attendance:** Disciplined, punctual attendance is essential for any successful musical organization. Attendance at all classes, outside rehearsals, and performances is required.
    - **Minor illness is not an excuse to miss rehearsal.** If you are so ill that you should be in bed, that is where you should be. Otherwise, you should participate as much as able without risking damage to your voice by singing while sick. Please notify Dr. Potter before the rehearsal if you are unable to sing; you should still have music out, marking your score and audiating your part along with the ensemble. If the illness is severe enough to prohibit participation, you may be asked to sit at the end of a row in order not to distract others.
    - All extra rehearsals are mandatory unless they occur during a regularly scheduled RWC class. In this case, a student may be excused from the extra rehearsal if he/she notifies Dr. Potter and the Chorale Secretary in advance via email.
    - The course calendar in this syllabus represents the Chorale's schedule as it exists at the time of publication. Occasionally, changes occur in the calendar due to circumstances beyond our control. This is often because Chorale, as the top choral ensemble at the college, receives "command performance" invitations. When extra, not-listed-in-the-

syllabus concerts are schedule, *they are also required*. In this case, however, if students receive less than two weeks' notice of a change or addition to the calendar, they may submit requests to be excused from that event.

- If you are a member of both Chorale and the RWC Wind Ensemble, please adhere to this attendance policy as outlined in the Department of Music & Performing Arts Student Handbook:
  - Monday: Chorale, 4:30–5:45
  - Tuesday: Wind Ensemble, 4:30–5:50
  - Wednesday: Wind Ensemble, 4:00–5:00, then Chorale, 5:00–5:45
  - Thursday: Chorale, 4:30–5:45
  - Friday: Wind Ensemble, 4:00–5:00

During concert weeks, students who participate in both ensembles will follow these altered schedules:

Chorale Concert Week

- Monday: Chorale, 4:30–5:45
- Tuesday: Wind Ensemble, 4:30–5:50
- Wednesday: Wind Ensemble, 4:00–4:25, then Chorale, 4:30–5:45
- Thursday: Chorale, 4:30–5:45
- Friday: Wind Ensemble, 4:00–5:00

Wind Ensemble Concert Week

- Monday: Chorale, 4:30–5:45
- Tuesday: Wind Ensemble, 4:30–5:50
- Wednesday: Wind Ensemble, 4:00–5:35
- Thursday: Chorale, 4:30–5:45
- Friday: Wind Ensemble, 4:00–5:00

- **Preparation:**
  - **If you are having trouble on a piece or passage introduced in rehearsal, it is *your* responsibility to practice and prepare it prior to the next class meeting.** Please use your section leader as a resource—he or she is eager to assist you!
  - Score markings announced in rehearsal or uploaded to Moodle must be marked in your own copy.
- **Service:** We expect that everyone will provide service to the ensemble when needs arise. This includes fundraising, stage setup, and logistical support. When opportunities present themselves, please pitch in and volunteer—just because it's the right thing to do! It is also worth noting that semester grades can be lifted if a student has performed exemplary service (see Grading and Evaluation above).
- **Professional Behavior:** Demonstrate your personal seriousness of purpose and dedication to achieving excellence. Some of the miscellaneous evidences of choral professionalism include:
  - When you make an error in rehearsal, acknowledge your mistake by briefly raising your hand. Take personal responsibility for the inaccuracy and then take personal ownership of the solution.
  - Bring a pencil to every rehearsal. Use it. Become obsessive-compulsive about marking your scores!
  - Keep your music binder neat and organized. Treat it with care and bring it with you to



every Chorale meeting.

- **Unless the director specifically requests you pull out your phone, all electronic devices should be silenced and stowed away. To be using your phone during rehearsal is to demonstrate a complete lack of respect for the rehearsal process and will not be tolerated.**
  - Electronic devices should *NOT* be on your person during any performance.
  - Please do not chew gum or use throat lozenges during rehearsal unless you've received prior permission not to sing due to illness.
  - Please do not eat during rehearsal.
  - **Please bring a water bottle to every commitment** so there is never a need to dismiss yourself to get a drink.
  - Please do not leave rehearsal for any reason except an extreme emergency.
  - Exhibit extraordinary respect for music, for your peers, and for the director.
  - Demonstrate exemplary attitude toward Roberts Wesleyan College, the Roberts Chorale, and music-making.
- **Communication:** Students are responsible for all communication. Choir leadership may use any of the following means to communicate with you:
    - Email: We will use your @roberts.edu address to contact you
    - Moodle: Most class announcements will be made via Moodle
    - Remind: Please sign up for text alerts via Remind—text 81010 with the message @rwcchorale and respond to the prompts

Dr. Potter makes a sincere effort to reply to time-sensitive emails within 24 hours of receiving them. If you have an urgent matter that cannot wait, please feel free to text him (978.768.8375). Otherwise, please wait for an email reply. He often takes a “sabbatical” from screens on Sundays, so keep that in mind as you wait for your reply. Of course, if you need to reach Dr. Potter during normal office hours, simply stop by his office (Cox 118) and see him in person!
  - **Sectionals:** Will be held in the following rooms when announced.
    - **Soprano:** TBA
    - **Alto:** TBA
    - **Tenor:** TBA
    - **Bass:** TBA
  - **Choir Leadership:**
    - **Elected:**
      - **President:** Melissa Pestinger. Assists Dr. Potter as needed, acts as a liaison between the members of the ensemble and the director, provides leadership and vision to his or her fellow students. In charge of planning and executing retreats. Calls, sets agendas for, and presides over cabinet meetings. Manages tour. Represents the ensemble at all public events.
      - **Vice President:** Brooke Sanford. Assists the president as needed. Takes on special projects. Monitors and encourages morale within the ensemble. If the president is unable to fulfill his/her duties, the vice president accepts those responsibilities as well.
      - **Chaplains:** Katie McNeill and Phillip Woodard. There are two chaplains, one female and one male. They are responsible for fostering the spiritual life of the ensemble

and its members, specifically by coordinating:

- Mondays – 5–10-minute devotions after warmup
- Tuesdays – 5-minute Scripture memory work before warmup
- Wednesdays – varied activities (5 mins)
- Thursdays – prayer requests and praise reports before warmup (5 mins)
- Concerts and tour – extended devotions
- **Secretary:** Kaitlyn Newman ([Newman\\_Kaitlyn@roberts.edu](mailto:Newman_Kaitlyn@roberts.edu)). Takes daily attendance, reports any attendance issues to the director, keeps track of each student's running semester-point total. *It is essential that an individual with exceptional organizational skills fill this office.* Keeps a detailed choir roster complete and updated. Checks any written assignments for completion.
- **Treasurer:** Reyers Brusoe. Handles any monetary remuneration Chorale receives. Distributes concert attire and enforces our performance dress code. *It is essential that an individual with exceptional organizational skills fill this office.*
- **Publicity Chairs:** Drew Rogers. Design/print/distribute posters announcing public performances. Write press releases for public performances and send to media outlets. Establish and maintain up-to-date online and social media presence.
- **Social Life Director:** Evan Bleiler. Promotes a mentality of community with the group by, for example, keeping track of student birthdays and other events and arranging social functions.
- **New Member Representative:** Gabe Algarin. Represents the unique concerns of first-time members on the cabinet and to Dr. Potter. Special projects as assigned.
- **Appointed:**
  - **Assistant Conductors:** Appointed in the spring from juniors in the Choral Conducting class and seniors who are advanced conductors. Rehearse the choir in Dr. Potter's absence. Run male- and treble-specific and polychoral sectionals.
  - **Section Leaders:**
    - **Soprano:** Melissa Pestinger
    - **Alto:** Kaitlyn Newman
    - **Tenor:** Evan Bleiler
    - **Bass:** Phillip Woodard
  - **Assistant Section Leaders:**
    - **Soprano:** Brooke Sanford
    - **Alto:** Julia Steidle
    - **Tenor:** Ryan Case
    - **Bass:** Nathan Sawyer
  - **Sectional Pianists:**
    - **Soprano:** Jenny Honan & Rebecca Mugnolo
    - **Alto:** Laura Freeman & Abbey Greene
    - **Tenor:** Evan Bleiler & Ryan Case
    - **Bass:** Reyers Brusoe & Parker Story
- **Choral Librarian:** Léa Hossack Bouillon
- **Music Learning:**
  - If Dr. Potter feels it becomes necessary to check individual progress on music learned in Chorale, he will announce performance tests to be scheduled by appointment or to be administered in rehearsal in quartets or octets. During these tests, students will be asked to demonstrate their personal expertise on the repertoire.
  - These tests will be graded Pass/Fail. Any student who fails a performance test will be

given the opportunity to retake the examination within three days. A second failure will result in the student being dismissed from the ensemble.

- **Thoughts on the 2018–2019 Academic Year:**
  - One of our perpetual themes is “RELENTLESS POSITIVITY.” Don’t allow negative thoughts to detract or distract from our important work!
  - **Memorization:** *Assume memorization of every piece that will be performed.* If we will perform with scores, that will be communicated explicitly.
  - **Sectionals:** Bring your best preparation, work ethic, attitude, and respect to sectionals with your section leaders.
  - *Every voice and every personality is critical to the success of the Roberts Chorale. Every voice is missed if not present, and every singer who gives anything less than 100% of his or her talent, energy, enthusiasm, and effort is holding us back from reaching our true potential.*

## COURSE POLICIES

### RESPECTING DIVERSITY IN THE CLASSROOM

As a Christian college, Roberts Wesleyan College seeks to create an inclusive learning community that recognizes and values human diversity as a reflection of the Kingdom of God, esteems all people, and prepares students to serve in a global environment. Faculty and students alike are expected to contribute to a classroom environment in which all individuals feel safe, welcomed, valued, and respected, and diverse perspectives can be shared, heard, and examined critically.

### OFFICIAL COMMUNICATION

The Roberts Wesleyan College assigned email account shall be an official means of electronic communication within the College community. Students are responsible for all information sent to them via their College assigned email account from faculty, administrative offices, and academic departments.

### STUDENTS WITH DISABILITIES

Reasonable accommodations are available for students who have a documented disability. If you are in need of academic accommodations for any course, please notify the instructor and the Learning Center during the first week of classes. Later notification may delay requested accommodations. All accommodations must be approved by the Coordinator of Services for Students with Disabilities (x6270).

### ATTENDANCE POLICY

See above under “Evaluation and Grading.”

### EXPECTED CLASSROOM BEHAVIORS

Educating students in professional values and behaviors occurs inside and outside the classroom at Roberts Wesleyan College. Examples of expected classroom behaviors that exhibit professional behaviors and values include:

- Respect for others, including other students, faculty, and staff,
- Personal integrity and ethical behaviors such as honesty, trustworthiness and academic

- integrity\*,
- Personal responsibility exhibited by:
    - attendance, punctuality, and dependability
    - acting and speaking appropriately
    - coming prepared for class and course related activities
    - participating in classroom activities
  - Commitment and ability to work collaboratively with others
  - Professional demeanor
  - Commitment to personal and professional growth
  - Listening with an open mind and learning from constructive feedback

\*See Academic Integrity Policy below for additional guidance on academic integrity

### **ACADEMIC INTEGRITY STATEMENT**

Roberts Wesleyan College and Northeastern Seminary seek to promote personal and intellectual integrity within the academic community. Honesty and trustworthiness are not only fundamental principles of the Judeo-Christian tradition, but essential practices within academe. The following behaviors are, therefore, unacceptable:

- **Cheating** in its various forms: e.g.,
  - Copying another student's work
  - Allowing work to be copied
  - Using unauthorized aids on an examination
  - Obtaining any part of an examination prior to its administration
  - Fabricating research data
  - Submitting another person's work as one's own
  - Receiving credit falsely for attendance at a required class or activity
- **Plagiarizing** (i.e. presenting someone else's words or specific ideas as one's own, including inadequate documentation of sources and excessive dependence on the language of sources even when documented). All quoted material and ideas taken from published material, electronic media, and format interviews must be cited: direct quotations must be enclosed in quotation marks. Therefore, whether quoting or paraphrasing, include an appropriate reference to the source (in-text citation) and a Reference page. Refer to the APA Manual for proper citation formats; consult the instructor regarding preferred citation style (American Psychological Association—APA).
- **Violating copyright** laws and license agreements, including but not limited to:
  - Making illegal single copies of music or other print materials
  - Making and/or distributing multiple copies of printed, copyrighted materials without written permission
  - Making and/or distributing unauthorized copies of computer software and/or digital information
- **Denying others appropriate access** to information in the classroom, library or laboratory including but not limited to:
  - Removing pages from books or journals
  - Hiding or intentionally damaging materials or electronic information

- **Destroying, altering, or tampering** with someone else's work.
- **Submitting the same or similar work** for more than one course or assignment without prior approval from the professors.
- **Destroying, altering or tampering with academic or institutional records.**

Students who violate the Academic Integrity Policy shall be subject to disciplinary action as outlined in the Student Handbook and Faculty Handbook.