

Capital University

Summer Institute in Science and Mathematics

Student Handbook 2018

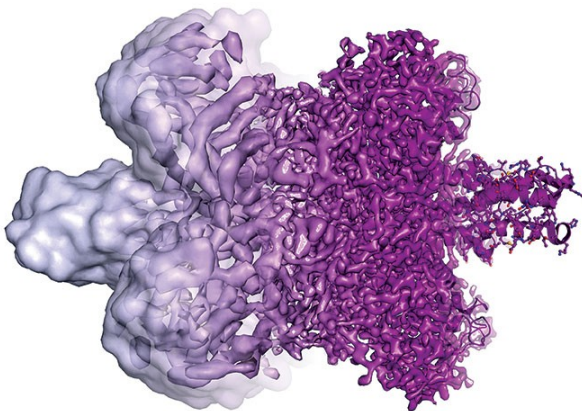


Table of Contents

Faculty & Staff Contact Information3
Orientation Agenda6
General Information.....7
Policies and Procedures.....10
Financial Policies.....10
Capital University Campus Map14
Battelle Hall Room Maps.....15
Academic Integrity Policy.....18

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Orientation Agenda

1. Check In – May 21, 2018
9:00 am in Bridge of Learning – Learning Center 260
Classes start at 10:00 am
2. Welcome- Introductions
3. Important Dates/Times
 - a. Classes begin **TODAY** after orientation
 - b. No class May 28th or July 4th
 - c. **Session II – starts June 19th**
 - d. Session II -Orientation – June 19, 2018
9:00 am in Battelle 115 (BHSN 115)
****New students only***
Classes start at 10:00 am
4. Capital University Policies and Procedures
 - a. Tutorial Support-TA introduction
 - b. Helpful Student Information
 - i. Parking Permits
 - ii. WebAdvisor
 - iii. Library Hours
 - iv. Area Restaurants- Student ID
 - v. Wireless access
 - vi. Lab requirements
 - c. Payment
 - d. Information on dropping class/tuition refund
 - i. Failure to go through the University's add/drop procedure will result in a "FX" on your transcript and no tuition refund.
 - ii. Please see financial policy section of this document for more information.
 - iii. Campus safety
 - e. Student Code of Conduct/Harassment Policies/Academic Integrity
 - f. Section Switching Policy
5. Strategies for a Successful Learning Experience in the Institute
6. Final Comments

General Information

iLearn

Capital University uses iLearn as the course management software. The instructor determines the usage of iLearn. Access is available at <http://iLearn.capital.edu> with your Capital username and password.

LIBRARY

Regular hours: May through July

Monday-Thursday 8:00am-9:00pm

Friday 8:00am-4:30pm

Saturday 1:00pm-5:00pm

Sunday 1:00pm-5:00pm

- **1st floor is 24 hr. space**
- **Closed July 4th for holiday**

Borrowing Policy: Students enrolled in courses have full access to the Blackmore Library, staffed this summer in Battelle Hall. On site books not available due to Library construction. You can check out books and reference materials, using library computers, and accessing the Ohio Link database.

To access the library's website: <http://www.capital.edu/library/>

BOOKSTORE

It is located on the first floor of the Student Union (southwest corner of the building).

You may also go online at: capital.bncollege.com

Hours: M-F 8:00am-4:00pm

Phone: 614-236-6116

CAMPUS PARKING

The cost of a parking sticker is \$50.00. (The cost is \$70.00 in person) If you need a parking sticker, you may purchase one online by going to: <http://www.capital.edu/Safety/>. You will need your Capital username and password to access the online purchasing system. Be sure fill out two parts of

information (1. Your car information 2. Your payment information). You will receive e-mails saying that you have requested/paid for one, and that your permit is available for pick up.

If you wish to pay and pick one up in person, the Public Safety Department is located on the corner of College Avenue and East Mound Street. .

The office is open from 8:00 am - 11:00 pm Monday to Friday.
Public Safety: 614-236-6504, Evenings/Weekends-236-6666

INFORMATION TECHNOLOGY

The information technology help desk is located in the Blackmore Library on the first floor across from the circulation desk. The help desk can be reached at 236-6508 or helpdesk@capital.edu. To access Capital's wireless network, follow guide found at <http://www.capital.edu/Getting-Connected/>

LEARNING DISABILITIES

If you have a learning disability, please speak to your instructor about it as soon as possible and contact with the Office of Disability Services at <http://www.capital.edu/About-Capital/Disability-Services/>

REGISTRAR

The Registrar's Office is located on the first floor of Yochum Hall and can be reached at registrar@capital.edu or <http://www.capital.edu/registrar/> The registrar can assist you in adding/dropping classes, and obtaining transcripts.

SAFETY AND SECURITY

The Public Safety Department is located on the corner of College Avenue and East Mound Street. The office is open from 8:00 am until 11 p.m. Monday-Friday,

Public Safety: 614-236-6504.

Evenings and weekends: 614-236-6666

Website: <http://www.capital.edu/safety/>

To receive emergency text messages from Cap Alert, you may update your profile using WebAdvisor or by visiting <http://capalert.capital.edu>. You will be prompted to enter your Capital University User Name and Password.

TRANSCRIPTS

Available in the Registrar's Office located in Yochum Hall and online. Electronic transcripts are \$5 per transcript, and paper transcripts are \$6 per transcript. Transcripts may be obtained in person at the Registrar's Office at a fee of \$10. More information and online ordering at:

<http://www.capital.edu/Transcripts/>.

TRANSFER CREDIT

Policies for credit transfer are set by **your home institution**. Be sure that you are familiar with the transfer policies of your institution in advance, such as course equivalencies and minimum course grade requirements. You may need to show syllabi to your institution prior to taking courses to be sure that the credits obtained will transfer.

TUTORING SERVICES

FREE tutoring is available to students on an individual or group basis. Talk to your Teaching Assistant to make arrangements or stop by Battelle Hall, Room 219.

WEBADVISOR

Webadvisor allows you to see your schedule and grades, and manage your account information. Webadvisor can be found at <http://webadvisor.capital.edu> Use your Capital User Name and Password to login and use the services under the Student section of Webadvisor.

Policies and Procedures
Summer Institute in Science and Mathematics
at Capital University

ADD/DROP PROCEDURE

May 21 = Session I Begins

May 23 = last day to drop without 'W' on academic record

May 24 = last day to add with Assoc. Provost approval

May 24 = final roster verified by instructors

June 8 = last day to withdraw from a Session I course

June 19 = Session II Begins

June 21 = last day to drop without 'W' on academic record

June 22 = last day to add with Assoc. Provost approval

June 22 = final roster verified by instructors

July 10 = last day to withdraw from a Session II course

Any course dropped after the conclusion of the course withdrawal period **results in failure of the course unless approved by the Provost's Office**. Any refund is based on the specific date as stated in the Financial Policies section.

Summer Institute in Science and Mathematics courses follow the guidelines for academic procedures listed in the [2017-2018 Undergraduate Bulletin](#) and the [Capital University Student Handbook](#)

A STUDENT WHO HAS BEGUN ATTENDING A COURSE WILL REMAIN REGISTERED UNLESS THAT COURSE IS OFFICIALLY DROPPED AND THUS REMAIN RESPONSIBLE FOR PAYMENT OF TUITION AND FEES.

For any other questions concerning courses at Capital University, please consult the [2017-2018 Undergraduate Bulletin](#)

Financial Policies

Finance Office Location	Yochum Hall, Room 103
Summer Hours	8:00 am - 4:00 pm
Phone	(614) 236-6123
Website	http://www.capital.edu/student-accounts
E-mail	studentaccounts@capital.edu

The Student Accounts Office is responsible for billing and collecting tuition, room and board charges, and university fees. Your tuition charges will be \$460.00 per credit hour. Your tuition balance must be paid by the due date or your classes will be cancelled. Please take advantage of the online payment option for web checks and/or for credit card payments. There is a 2.75% convenience fee for all credit card payments, web checks are free.

All billing information will be issued electronically (eBill). **An eBill will only be issued to your Capital University email account.** We will also issue to your Capital email account your PIN that will be necessary to access your eBill. Students have the opportunity to set up parents or other individuals as an authorized user to view or pay their student account. Students must make arrangements needed for prompt payment by the dates specified in the billing.

Tuition Deadlines

Summer Science Institute, Term I payment deadline:
May 21nd, 2018

Summer Science Institute, Term II payment deadline:
June 19th, 2018

Additional Student Account Information

1. The Student Accounts Office will issue an eBill to your Capital University email account for viewing. We will update/issue the eBill process each week for newly registered students. Changes in tuition charges, financial aid and other adjustments will be made as received by the Student Accounts Office. You can view any changes to your account by logging into your eBill. To view these changes in

real time, log into your eBill and click on the recent activity button 24/7 for up to date activity.

eBill Access instructions can be found here:
<http://www.capital.edu/Payment-Instructions/>

Frequently Asked Questions (FAQ's) and/or additional information can be accessed at the Student Accounts website
<http://www.capital.edu/student-accounts/>

2. All financial obligations for each session must be settled with the Student Accounts Office by the stated due date to avoid cancellation. Once a student is cancelled for nonpayment, your course registration will not be re-entered and no credit will be received for courses. Ebills will be sent to the student's Capital email account and to any authorized user that has been set up by the student through the eBill process.
3. Students receiving financial aid in the form of grants or loans from their home institutions **must have a consortium agreement completed and must turn in a copy of their financial aid awards for the summer semester.** Any balance not covered by summer aid must be paid by the tuition payment deadline as outlined in the aforementioned paragraphs. All financial aid must be received prior to the start of the SSII. Students will not be permitted to begin SSII without the receipt of said aid.

Students whose accounts are delinquent because of aid not being received will have a financial hold placed on their account and will not be permitted to attend additional courses, receive transcripts and/or diplomas. A student who wishes to transfer credits to another institution must pay in full all indebtedness to Capital University before a transcript will be released.

The University reserves the right to assess collection costs and legal expenses on delinquent accounts.

Summer Institute Refund Policy

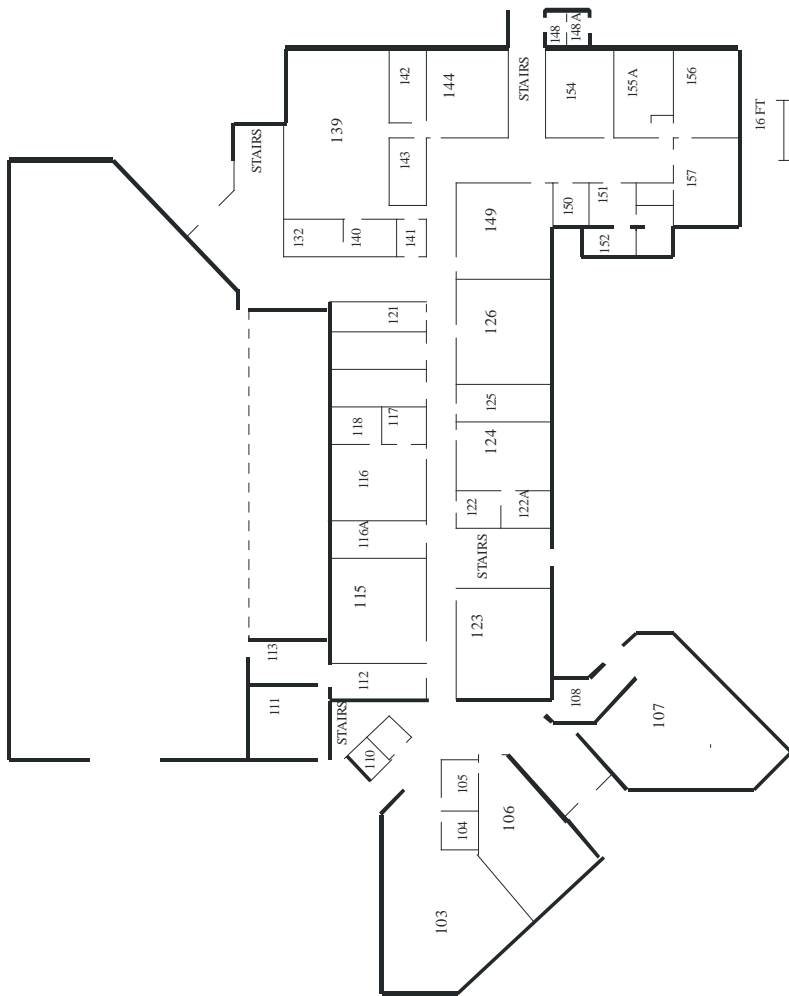
<u>Tuition Refund</u>	<u>Summer Session I</u>	<u>Summer Session II</u>
100% Refund	May 21 & 22	June 19 & 20
75% Refund	May 23 & 24	June 21 & 22
50% Refund	May 25 – 28	June 23 – 25
0% Refund	May 29 or later	June 26 or later

Free Tutoring Center Battelle Hall Room 219

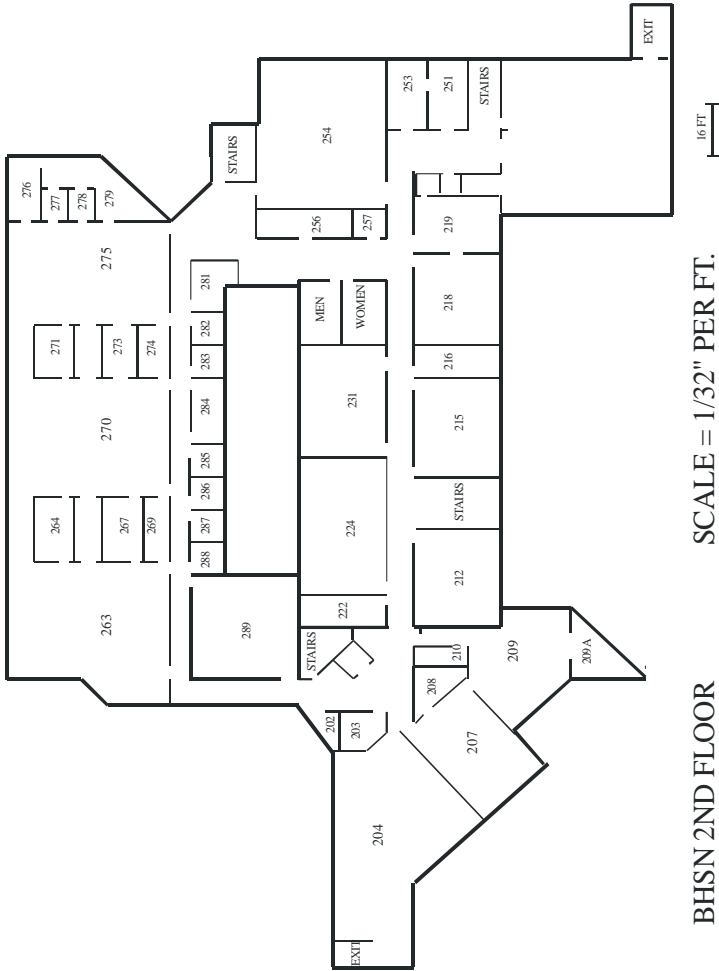
Hours can be arranged with the TA for your course!

1. The Tutoring Center is provided to help you be **successful** in your courses this summer.
2. The Tutoring Center is **FREE** to all Summer Institute Students.
3. Resources are available for test and quiz preparation, problem solving and lab write-ups.
4. Tutors are your undergraduate Teaching Assistants who have successfully completed these courses.
5. Alternate places to study on campus include...
 - Saylor-Ackerman across the quad from Battelle Hall
 - Blackmore Library – 1st floor is 24 hrs.
 - Convergent Media Center – 1st floor and other study rooms on the 2nd floor.
 - Battelle Hall 219 student lounge
 - Seating areas on the second and third floors of Battelle

Battelle Hall Room Maps



BHNSN 1ST FLOOR SCALE = 1/32" PER FT.



Academic Integrity Policy

From the 2017-2018 Student Handbook

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity. For undergraduate students, the Academic Integrity Policy is overseen by the Academic Integrity Board and its Director under the auspices of the Provost’s office. The framework for Capital’s academic integrity policy and the Academic Integrity Board were created by the Undergraduate Faculty. This policy balances the autonomy of the faculty and the consistency and fairness necessary for the student body.

The policy is academic in nature and thus encourages education on issues of academic integrity in addition to insuring that the policy is followed throughout the community. The Board’s responsibilities include education, assistance, deterrence, and imposition of sanctions; however, the Board’s ultimate goal is compliance, not punishment.

The Academic Integrity Board membership includes students and faculty representing all of the schools and colleges at Capital. Students make up the majority of the board membership, and there is a minimum of one faculty member from each school with the exception of the College of Arts and Sciences which has a minimum of two members. The director of the Board and the faculty will be appointed by the Provost in consultation with the deans. Students will be appointed by the director in consultation with faculty and student representatives. A subset of the academic integrity board, the Academic Judiciary Panel, will hear cases of academic integrity violations (see Academic Judiciary Process below).

What is Academic Integrity?

“The National Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness,

respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. "These values are encompassed in the mission of Capital University which works for "transforming lives through higher education,...provides for personal growth by encouraging, enabling, and celebrating learning, ...(and) inspires individuals to be morally reflective, spiritually alive, and civically engaged through our Lutheran heritage of free inquiry." As the Center for Academic Integrity notes, "academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole."

Academic integrity engenders trust that the work that students submit to faculty or University personnel for academic evaluation will be his/her own. In many cases, students will utilize the intellectual ideas of others to support their academic work. Capital students are expected to be honest in their interactions with University personnel and in their academic endeavors ***providing credit to the originator or author of any information utilized to support academic work***. On occasion, faculty and instructors provide opportunities for certain types of collaboration. **It is the expectation that faculty and instructors outline their class policy regarding collaboration in the course syllabus, in instructions for course assignments, or during introductions at the beginning of any course.**

A **non-exhaustive** list of behaviors that constitute academic misconduct and subject one to sanctions includes:

Cheating

Using or attempting to use unauthorized assistance in any academic exercise, including:

- Deceiving/misrepresenting information submitted on a paper/test/project

- Copying from another’s test or allowing another to copy your work
- Using materials/notes not permitted by the instructor during an examination
- Collaborating on a test/project when not authorized to do so by the instructor
- Receiving, giving or stealing parts of, or an entire test, or impeding the fair process of examination
- Substitution of one student for another during an examination

Collusion

Unauthorized collaboration with another person in preparing any academic work offered for credit.

Fabrication/Falsification

Using “invented” information or falsifying research, data, or findings with the intent to deceive such as:

- Citing information not taken from the source indicated: misleading documentation of secondary source materials
- Listing sources in a bibliography not directly used in the academic exercise
- Submitting lab reports or clinical data which contain fictitious/falsified information; concealing/distorting the true nature, origin, function of such data

Misrepresentation

Misrepresenting or misusing one’s relationship with the University, including:

- Falsifying, misusing, omitting, or tampering with information such as test scores, transcripts, or letters of recommendation
- Altering, changing, forging, or misusing academic records regarding oneself or others
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity
- Reporting an academic integrity violation known to be false

Plagiarism

Plagiarism occurs when you represent the work or ideas of another person as your own. Some examples of plagiarism include:

- Quoting verbatim another person’s words (published or unpublished) without acknowledgement of the source.
- Paraphrasing another person’s idea(s), opinions, or theory (ies) without giving reference.
- Including facts, statistics, or other illustrative materials that are not common knowledge, without acknowledgement of the source. Students are expected to clarify with their instructor appropriate criteria for “common knowledge.”
- Submitting another person’s term paper, essay test answer, computer program, and/or project as one’s own.

CITING SOURCES

Capital University requires all students to cite or reference the source of any work or ideas being represented in their work to avoid being charged with academic misconduct. The guiding principles of citing sources include:

1. **Honesty:** Acknowledging that the words or ideas are not originally yours, as well as giving credit to the originator;
2. **Critical Thinking:** To encourage students to clearly represent their thoughts, ideas, and opinions with supporting evidence from the recognized work of others.
3. **Evidence:** To provide support from other sources for your thoughts; and
4. **Guidance:** To enable the interested reader to locate the information in question. Plagiarism occurs when a person neglects to cite sources. When any person fails to cite their sources, the person is taking credit for the original thoughts and ideas of another person (a type of fraud) and at the same time preventing the reader(s) from gaining access to the original sources. Many people either misunderstand or do not care to exercise the effort necessary to cite in their writing all quotations, paraphrases, informational claims, and concepts. While common knowledge does not have to be cited, you must

be very careful about labeling something “common knowledge.”

The requirement to cite each instance of each idea or informational claim entails that if you use a source with ideas or information on various pages (particularly if the information is not all in one continuous passage in the source), then she/he must include as many citations as there are passages to which you refer. Sources may include books, articles, pamphlets, films, television, radio programs, e-mail messages, conversations and/or the Internet.

Conversations and information from lectures and textbooks must also be cited. Papers or other work prepared for previous courses are in fact sources and students should check with instructors about the use of such materials.

Citations can appear as follows:

- Footnotes: Appearing at the bottom of the page where the citation occurs;
- Endnotes: Appearing all together at the end of the paper; or
- Parenthetical format: Modern Language Association and American Psychological Association styles.

Students should check with their instructors to determine which style is required or preferred.

CONSEQUENCES OF ACADEMIC MISCONDUCT

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity, and may report a violation to the Director of the Academic Integrity Board. Faculty members are responsible for awarding grades for academic performance (up to a grade of F for the course) and shall report all cases of academic integrity violations to the Academic Integrity Board. The AI Board is responsible for imposing penalties for integrity violations.

Minor Unintentional Violations

A faculty member may choose to work directly with a student to resolve what the faculty member believes is a minor unintentional integrity violation. However, the faculty member must still report such a violation to the Director of the Academic Integrity Board, using the AI Report Form. The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, facts surrounding the alleged violation(s), and any documentation of the violation.

The Director will review the records within 24 hours to insure that this is a first time offense. If this is a first time offense, the faculty member will resolve the academic issue with the student and the Director will issue the student a warning for violation of the academic integrity policy. Such warning will provide written notice to the student that continuation or repetition of a violation of the academic integrity policy will result in more severe disciplinary action, and the student will be required to review the AI policy with the Director or attend an Academic Integrity seminar. If this is not a first time offense, the faculty member may resolve the academic issue with the student and the Director will initiate the Academic Judiciary Process of the Board.

Substantial or Intentional Violations

All substantial and all intentional violations of the integrity policy must be reported to the Director of the Academic Integrity Board, using the AI Report Form. The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, detailed facts surrounding the alleged violation(s), the names of any witnesses (if available), and detailed factual information or documentation useful in determining the truth of the charge(s). The Director will initiate the Academic Judiciary Process when a report of a substantial or intentional integrity violation is received.

Capital
University
Ask. Think. Lead.