



*Morningside College*

## **COURSE SYLLABUS ADDENDUM**

**Important - Please Read - Do Not Discard**

**It is each student's responsibility to read all course materials, including course syllabus and addendum, and to know and understand the course requirements, exam score minimum requirements, and deadlines. Students enrolled in VESi courses are required to check their email for any communications regarding the course until their final grade is posted with the college or university. Once your course materials are received by VESi and have been reviewed, the GRADE IS FINAL.**

### **Final Case Study Paper - Harassment, Bullying & Cyber-Intimidation in Schools**

After completing the examinations, you will be required to write a final case study paper. For the final paper, you will be required to choose a school or school district and research their current harassment prevention policy (if one exists). Along with review of the current plan, you will research current laws, statutes, ordinances or regulations the organization is required to follow in development of a plan. You will interview administrators or key personnel to determine how the plan was developed, who oversees and updates the plan, and the chain of command for response. You will evaluate this plan using the information presented in the course. You may evaluate a daycare facility, church, or other community organization if you wish.

Upon completion of your evaluation and interviews, you will develop a Harassment Prevention Plan for the district/school/organization. This plan should include material strengths and weaknesses in the current plan, critical areas that need to be addressed, any ordinances, laws, statutes or regulations that need to be enforced or followed, and the chain of command (with responsibilities) when responding to an incident. You may also include your impressions of the course, pieces you enjoyed, sections that did not make sense or were not useful, or the overall value to you personally.

The paper should be a minimum of 3 pages in length, but no more than 7 pages (single spaced, 12 font). Only typed or word-processed papers will be accepted.

### **Directions:**

- Select a school or school district and research their current harassment prevention policy (if one exists). You will be required to complete a minimum of three (3) interviews or observations; one should be conducted during an unstructured class or other social setting at school. The observation sessions should be a minimum of 20 minutes in length and no longer than 60 minutes. Interview times will be at your own discretion.
- It is strongly recommended that you take written notes during your observation/interview session that can be used later to write your summaries. You ARE NOT to include your notes in the final paper -- only the observation/interview summaries.
- After any observation, it is recommended that you speak with the classroom teacher and ask him/her for a brief statement(s) or professional observation summary of student behavior and any possible issues during that session. You should take notes during these debriefs as well.
- It is recommended that you review all policies and procedures that are currently in place within the district or school that deal with harassment or harassment-related issues. If the district/school allows it, you may want to make copies of these policies to take with you.
- Your Harassment Prevention Plan should be presented to the appropriate school administrator for review and discussion. If necessary, adjustments to the plan will be made after that discussion. A copy of the finalized Harassment Prevention Plan will be submitted to the school administrator and included in your case study paper.

## Components of the Paper:

Summarize your observations, including the dates, situations (classes or activities) where observations were conducted, duration, and behaviors that were being observed.

Summarize all personnel interviews.

Summarize the faculty/administrator debrief sessions.

Write a rationale for the issues your plan will focus on and why. Include what the outcome should be and an anticipated timeline for review of the plan and plan adjustments, if any would be needed.

Write a complete harassment prevention plan that can be understood by the student and faculty alike.

Summarize the project, adding any information you believe is relevant.

This is a professional paper, so spelling, grammar, punctuation, and writing style will be expected to be at a graduate or professional level. Papers will be graded down if poorly written.

- \* It is your responsibility to find a student or child to work with and complete your final case study assignment. If you do not have a current classroom assignment, you may want to speak with a local school, child care facility, church or other community organization about a child for observation and assessment.

## Textbook Reading Assignment and Exam

You are required to read *The Sexual Harassment Handbook*, by Howard, Linda Gordon AND *The Bully, the Bullied, and the Bystander* by Barbara Coloroso, and then you will take a 25-question examination to assess your comprehension of the material covered in the books. To take the exam for this textbook reading assignment, click on **EXAMS** and then on **TEXTBOOK EXAM**. **You must score a minimum of 70% on this exam to pass this course.**

## Grading Criteria

**You must complete each examination with a minimum score of 70% or higher and complete ALL writing assignments to pass this course.** This graduate level course requires a minimum passing grade of "C-" to receive credit. 50% of your grade will be figured on your examination scores and 50% will be figured on your written assignments, including your final paper. The average from your exam scores will be printed on your certificate. However, this is not your final grade since your required writing assignments have not been reviewed. Exceptionally written or poorly written required writing assignments, or violation of the academic integrity policy in the course syllabus, will affect your grade.

**No grade will be submitted for partial completion of course assignments, regardless of partial scores.**

**You must pass each course examination. If you fail any chapter exam, you WILL NOT receive course credit.**

Letter grades will be assigned as follows:

<b>95% to 100% A</b>	<b>80% to 83% B-</b>
<b>90% to 94% A-</b>	<b>77% to 79% C+</b>
<b>87% to 89% B+</b>	<b>74% to 76% C</b>
<b>84% to 86% B</b>	<b>70% to 73% C-</b>

## Course Completion Information

Grading will take approximately two weeks from the time your materials are received by the instructor, after which we will submit grades to the university weekly. If you have a timeline to meet certain school or state requirements, please keep this time period in mind when planning your course completion dates.

## Course Completion Instructions

- **Course Evaluation:** Please take a moment to fill out the course evaluation by clicking on Course Evaluation on the menu to the left.
- **Online Submit (requires Internet access at the time of submission):** Select this command to submit your course materials for final grade. You can only submit the course grade ONE TIME. Be sure that you have completed all requirements and exams.
- **Final Case Study Paper:** Please email your Final Case Study Paper to [grades@virtualeduc.com](mailto:grades@virtualeduc.com).
- **Print Certificate:** You can print a copy of your course certificate for your records.

\*\*\* NOTE\*\*\* You have **six months** from your registration date to return the completed materials to VESi.

If you have questions that are not course-specific, please refer to the university catalog or contact the university directly to obtain answers to questions about extensions, withdrawals, transcripts, or any other university business.