



Global Citizen Year Academy Code of Conduct & Academic Policies Spring 2021

Global Citizen Year Academy (“Academy”, “program”) participants (“participant”, “student”) must agree to comply with the Code of Conduct and Academic Policies described in this document in order to participate in the Academy.

Code of Conduct

The Global Citizen Year Academy Code of Conduct consists of two parts: Community Expectations and the Honor Code.

Community Expectations

Global Citizen Year Academy is dedicated to providing a respectful and welcoming space where all participants feel encouraged to share their viewpoints. We are also dedicated to providing a bullying- and harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, age, race, ethnicity, native language, disability, national origin, socioeconomic status, physical appearance, or religion. We do not tolerate bullying or harassment in any form.

Participants are responsible for knowing and abiding by our Code of Conduct. This Code of Conduct applies to all Academy community spaces, such as Forum, the Hub, and other online platforms, and including groups, private messages, and events, both online and off. Anyone who violates this code of conduct may be sanctioned or expelled from these spaces and/or the Academy program at the discretion of the administrators. Some community spaces may have additional expectations in place, which will be made clearly available to participants. Academy administrators have access to all comments, posts, and discussions in the Hub for the purpose of upholding the Code of Conduct. Comments and discussions posted in groups are not actively moderated.

Definitions

- Bullying is intimidating or mean behavior. It is an intentional act that causes harm to another and may include verbal or non-verbal threats, taunts, physical attacks, blackmail, or manipulation.
- Harassment is a form of discrimination based on age, disability, gender reassignment, race, skin color, religion or belief, sex, or sexual orientation. Harassment can include derogatory comments, slurs, improper propositions, assault, physically impeding or blocking behavior, and visual insults.

What to Do & What We Will Do

If you are being bullied or harassed by a member of the community, notice that someone else is being bullied or harassed, or have any other concerns, please contact Academy staff at academy@globalcitizenyear.org OR report the content by following the instructions in the online platform you are using. If the person you report is bullying or harassing you is on the team, they will recuse themselves from handling your incident. We will respond as promptly as we can.

We will take all good-faith reports of bullying and harassment by community members seriously. This includes bullying and harassment outside our spaces and bullying and harassment that took place at any point in time. We reserve the right to exclude people from Academy community spaces if we determine that their conduct in and/or outside the community space isn't consistent with our Code of Conduct.

We will investigate any alleged violations and take action as appropriate. Even in the absence of a formal complaint, Global Citizen Year may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. To the extent possible, Global Citizen Year will endeavor to keep the reporting of concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with Global Citizen Year's ability to fulfill its obligations under this policy. All Academy participants are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, Global Citizen Year will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted. Further details are outlined in the Terms & Conditions.

Honor Code

The Honor Code rests on four pillars: honesty, integrity, mutual respect, and personal responsibility. Academy participants are expected to conduct themselves with the highest levels of these qualities in all components of the program--the classroom; the Hub and other online community spaces; and in interactions with other students, instructors, staff, speakers, mentors, Impact Partners, and others outside our community as well. Each participant serves as an ambassador to the community for the Academy. When one participant exhibits inappropriate behavior inside or outside the Academy, it reflects badly on every participant and the Academy as a whole (the public tends not to differentiate between individuals in these situations, and attributes bad behavior to the entire Academy community).

Academy participants are citizens of a community whose members are expected to challenge themselves and one another to achieve greatness with honesty, integrity, mutual respect, and personal responsibility. Each individual who joins the Academy community accepts this commitment in an effort to sustain and enhance personal, professional and institutional reputations.

Principles inherent in this Honor Code include:

- Participants shall treat all members of the community with respect and without malicious intent to ensure that all participants share equal opportunities.
- Participants shall conduct themselves in a manner that upholds the principles for honesty and integrity in order to promote an environment of trust.

To assist participants in understanding their responsibilities under the Honor Code, the following is a list of conduct pertaining to academic matters that violate the Honor Code. Prohibited conduct includes, but is not limited to the following:

- Plagiarism
 - Knowingly appropriating another's words, ideas, data or code and representing them as one's own
 - Use of another's words, ideas, data or code without acknowledging the source
 - Paraphrasing the words and ideas of another without clear acknowledgment of the source
 - Modifying the code of another without clear acknowledgment of the source
 - Falsification or fabrication of a bibliography
- Cheating
 - Unauthorized collaboration on assignments
 - Use of unauthorized resources during class and on coursework
 - Use of previously submitted coursework for alternate purposes without prior approval
 - Falsification of data for a class session or assignment
- Obstruction of Honor Code
 - Making false statements to an Honor Code investigator
- Falsification of Information
 - Knowingly making false statements or submitting misleading information related to academic matters to Global Citizen Year Academy faculty or staff
 - Fabrication of data on assignments

- Submission of falsified documents, such as transcripts, applications, petitions, etc.

It is not a defense to charges of violating this Honor Code for participants to claim that they have not received, read or understood this Code, or are otherwise ignorant of its provisions. A participant is held to have notice of this Honor Code by enrolling in the Academy. Participants must fully cooperate with investigations into potential violations of the Honor Code.

Allegation of an Honor Code violation will be referred to a committee for review and further action, depending on the circumstances. More information will be provided in the course syllabus.

Academic Policies

Engagement Expectations

While enrolled in the course, students are expected to be appropriately engaged. With respect to academics, this means students are required to prepare appropriately for each class and actively participate in all of them. Students should read all assigned materials, watch assigned videos, and complete all assigned pre-class work, including answering study guide questions. Because all classes are interactive, students must be prepared to be full participants—if they are not prepared this will limit their learning and undermine the experience for the other students. Students are also required to adhere to assignment guidelines and deadlines, and to contact their teacher promptly if they experience major extenuating circumstances that would prevent them from submitting assignments on time.

During classes for which there is specific pre-class work, students will be asked to show they have done the work by answering related poll questions, submitting their pre-class work (or some portion of it) as poll responses, or adding their pre-class work into documents in the main classroom or breakout notes.

Collaboration policy

We strongly encourage students to discuss the ideas they learn in class with their classmates. Learning in groups is always beneficial. However, although discussing pre-class work or assignments is acceptable, students must produce the work products they submit on their own unless otherwise indicated in the assignment instructions. For essay assignments and research papers, students must always draft their work products independently. Unless otherwise instructed, it is acceptable to give and receive peer feedback on assignments if drafts have been completed by all parties involved in producing and reviewing the work. If a student submits an assignment that is not the student's own work, it misrepresents the student's understanding of the concepts. Such a submission is subject to the disciplinary consequences outlined in the honor code.

Absences/Tardiness Policies

Tardiness/lateness:

Students are expected to be logged on to the Minerva platform, ready to participate in class, by the class's start time. Students should arrive a few minutes early to ensure that they have sufficient time to respond to any potential technical issues (refer to Technology and Network Issues section below).

- Students will be marked "tardy" if they arrive **up to 15 minutes** after the start of class.
- Students will be marked "absent" if they arrive **15 minutes or more late** or if they miss a **total of 15 minutes or more** during the class period.
- Three "tardy" designations will be counted as an absence.

Maximum number of absences per course:

A student's learning is significantly impacted by their preparation for and engagement/participation in class. Thus, we have instituted a maximum number of class absences a student can accumulate and remain in the course. See below for the maximum number of absences allowed. As stated above, an absence will be logged if a student misses more than 15 minutes of class time, regardless of reason and whether the absence is excused or unexcused. The total number of allowed absences includes absences accumulated due to the tardiness/lateness policy.

- Leadership as a Practice seminar: Maximum 4 absences allowed; The 5th absence will result in the student's withdrawal from the Academy.
- Leadership Learning Group sessions: Maximum 4 absences allowed; The 5th absence will result in the student's withdrawal from the Academy.
- Because the first two weeks of the course are so important for setting the foundation, students may have no more than 1 absence during the first two weeks of the course. The 2nd absence during the first two weeks of the course will result in the student's withdrawal from the Academy.
- Students may use one floating holiday per semester to miss class in order to observe a holiday that is not an official Academy holiday. Students must inform their instructor and Academy administration at least 24 hours in advance of the class they intend to miss. Makeup work must be completed as described in the makeup work policies below. More information on how to use a floating holiday will be shared with students prior to the first day of class.

Student appeals to expunge absences may be considered under exceptional circumstances. Appeals must be submitted in writing to Academy@globalcitizenyear.org. Decisions about student appeals will be made at the discretion of the Academic Committee.

Makeup work policies for absences:

Students must submit satisfactory make-up work for all absences in order for the absences to be marked as excused. All absences must be excused in order for the student to successfully complete the course and meet the program requirements for graduation from the Academy. Note: An “excused” absence denotes that satisfactory make-up work has been submitted, but still counts toward the maximum allowed absences.

Makeup work must be submitted to the instructor no later than 14 days from the absence (by start of class period). If a student needs additional time to complete the makeup work because of an extenuating circumstance, they must receive permission of the instructor. If an absence results from being late multiple times, work with your professor to determine the appropriate makeup work.

Instructors will review the submitted make-up work and if adequate will convert the unexcused absence into an excused absence in Forum. The make-up work is:

1. Do all the assigned reading and pre-class work and watch the video recording of the class.
2. Answer the reflection poll question.
3. Identify 2-3 main takeaways from the lesson after watching the video.

In rare cases where the class video is unavailable, the student should explain how the assigned pre-class readings and resources address the Learning Objective(s) that are the focus of the session (in addition to submitting the pre-class work, if applicable).

Pre-Class Work Policy

During classes for which there was specific pre-class work to bring to class, students may be asked to show they have done the work by answering a related poll question, submitting their pre-class work (or some portion of it) as a poll response, or adding their pre-class work into a document in the main classroom or breakout notes. Pre-class work may be scored on Learning Outcomes. Evidence of grossly inadequate preparation for class, such as failing to complete the assigned readings as demonstrated in class discussions, may also result in an absence at the instructor's discretion.

Assignment Submission Policy

Students are expected to submit work on the date that it is due. Assignment deadlines are published on the Minerva Forum dashboard. Throughout the 12-week term, you are allowed a total of four 24-hour extensions on your assignment submissions. You may use them all for one assignment (e.g., turn in one assignment four days late), or spread them across multiple assignments. Exceeding four 24-hour extensions will result in an intervention by your instructor or the Academic Committee.

Technology

Online Etiquette: Students are expected to come to class ready to engage and behave appropriately for all class meetings, as they would during any in-person class session.

Technology Requirements: Students must use a laptop with a working camera that meets the requirements described in the Terms and Conditions. Headphones are also required so all students can hear well and make themselves audible while speaking.

Technology Support Services: Students having technology issues should contact Minerva Tech Support immediately via live chat through the Forum platform or via email at helpdesk@minervaproject.com.

Students should follow these best practices:

- Restart the computer before class and close unnecessary apps and tabs
- Use the Minerva Forum app
- Connect via ethernet (turn wifi off)
- Consult tech support immediately for any problems, via live chat if possible, or via email to helpdesk@minervaproject.com.

Video Recording Policies

In order to provide formative assessment of classroom discussion contributions in context, each class session will be video recorded. This may include small breakout groups, as one group from each breakout session gets recorded at random. These recordings will be made available to students enrolled in the recorded class section so that students can view the personalized feedback/assessments written by the teacher and later review the class discussion. These recordings are not to be shared/distributed by students without the explicit written permission of the course instructor and Global Citizen Year Academy administration.

Participant's signature _____

Date _____

Participant's printed name _____

Parent / Legal Guardian's signature _____

Date _____

Parent / Legal Guardian's printed name _____