

GENERAL POLICIES

General Policies Related to UI students

The Office of the Dean for Students lists all the policies related / affecting all UI students. This list can be accessed here: <https://dos.uiowa.edu/policies/>

Student Rights and Responsibilities:

Information related to student rights and responsibilities is available on-line at: <https://dos.uiowa.edu/policies/printable>

College of Education: Appeals

This page defines the process students in the college have to follow in order to process their complaints or appeals. For full policy see: <https://education.uiowa.edu/coe-policies/student-complaint-procedure>

RCE Student Review and Retention Policy

The RCE Review and Retention Policy represents RCE's commitment not only to our students, but to those whom they will serve. We understand that "life happens" and while we will make every effort to accommodate unexpected issues, sometimes there is an issue of competence that needs to be addressed. This policy outlines the process of evaluation, remediation, or suspension that RCE students will go through if needed. To access the full document visit: https://education.uiowa.edu/sites/education.uiowa.edu/files/documents/rce/rce_r_and-r_policy.pdf

Professional and Ethical Expectations and Behavior:

All students in the Department of Rehabilitation and Counselor Education are expected to comply with professional and ethical standards in all of their activities; these include in their classes and research, as advisees, toward their peers, and as graduate assistants across the educational community. As such, they will honor commitments, keep confidences, make and keep appointments, fulfill assignments in a timely manner, avoid plagiarism, conduct themselves with all ethical standards in research, and be honest in their interactions with faculty and students. Examples of misconduct include, but are not limited to: cheating on examinations, signing another person's name on a form, submitting the same paper for two or more classes, and submitting another student's paper as one's own. Students are strongly encouraged to familiarize themselves with the ACA Code of Ethics as well as those adopted by the specific program of study. These guidelines are also covered in classes.

Academic Misconduct

It is your responsibility to be aware of the policies regarding academic misconduct. Student academic misconduct is addressed in The University of Iowa Code of Student Life available on line at: <https://dos.uiowa.edu/policies/academic-misconduct/>

College of Education academic misconduct policy can be found here:
<https://education.uiowa.edu/coe-policies/student-academic-misconduct>

Academic Accommodations:

Federal law requires that instructors make reasonable accommodations for students who notify them of their physical, mental, or learning disabilities, and to provide reasonable access at no extra personal cost to the student. Evaluation procedures should be tailored to measure the student's academic performance, not to reflect the disability. Faculty must provide reasonable accommodations which:

1. allow the most integrated experience possible;
2. do not compromise the essential requirements of a course;
3. do not pose a threat to the safety of others;
4. do not impose undue financial or administrative burden on the College.

On the first day of class, instructors should announce that any student who believes he or she may need a modification in seating, testing, etc., should privately discuss the matter after class or during office hours. (A similar statement should be included on the course syllabus.)

Students requiring academic accommodations should register with Student Disability Services, 133 Burge Hall (335-1462). (Note: the student will need to provide current professional documentation of his/her disability.)

See <https://sds.studentlife.uiowa.edu/about-us/contact-and-location-info/>

APA Formatting:

Students are responsible for purchasing and following the latest edition of the APA style manual in writing papers, articles, and research reports. Not knowing how to credit and cite sources is not an acceptable reason for plagiarism or failure to attribute. The Department, College, and University remind students that plagiarism and other misconduct are considered unacceptable and can result in disciplinary action.

Defining Plagiarism:

Plagiarism is presenting another person's works or ideas as if they are the student's original thoughts. By not acknowledging a source, readers are given the impression that the material presented is the student's, when in fact; it is the result of someone else's time and effort. Most plagiarism, however, is accidental. It occurs when students are unaware of what constitutes plagiarism, when they forget that a note they jotted down is really a direct quotation, or that an idea they're using actually originated from someone else. Still, accidental plagiarism is often dealt with just as harshly as intentional plagiarism.

Faculty Endorsement Policy:

Students requesting letters of support for professional positions should be aware of the following policy adopted by the faculty and in alignment with CACREP Standards:

“When the faculty in the Department of Rehabilitation and Counselor Education agree to recommend students or graduates, they will do so only for those positions for which the students or graduates possess the knowledge, skills, interpersonal capability, and maturity to discharge responsibilities as administrators, advisors, consultants, counselors, or teachers.”

Student Mailboxes:

All students may receive messages and campus mail in their program mailbox located in N338 LC along the West wall. Department secretaries will show students where their program's box is located.

Office 365 Email and Calendar

Each graduate student is expected to use the official uiowa.edu email account. This is where all official communications will be delivered to. For more information on Hawkmail please visit: <https://its.uiowa.edu/office365email>

Department Bulletin Boards:

Across from N339 LC, the Department Bulletin Board reserves sections for each program and the Department Diversity Committee. Job opportunities, schedules for professional meetings, program announcements, opportunities for professional development, and other items of general interest to students in each program or the entire Department are frequently posted there.

Extracurricular Experiences:

Students frequently submit programs for regional and national professional conferences. Each year, at least one of the conferences is attended by a group of students who drive together to decrease costs. In addition, the Department hosts “brown bag lunches”, potlucks, and afternoon seminars on various topics. These events are posted on the Department bulletin board.

Graduate Assistantships:

Graduate assistantships are designed to provide students with work experience and a means to finance their education while offering the university the benefit of an innovative work force. Assistantships are often related to specific departments and often require related experience or aptitude. Most graduate assistantships require the student to work either quarter-time (10 hours per week) or half-time (20 hours per week). Positions are usually for nine months. Most assistantships include a tuition waiver that allows the out- of-state graduate assistant to pay

the equivalent of in-state tuition. A union governs those students holding graduate assistantships.

RCE students under graduate assistantships will be participating of performance evaluations evaluation. This evaluation will dictate contract renewal or allocation of hours.

If you have questions regarding any of the information presented in this student handbook, please contact us at: 319 335 6426. Also visit our website <https://education.uiowa.edu/rce>

Revised 07/2018.