

**General Syllabus and Class Operation  
Frequently Asked Questions (FAQ)**

**Minnesota State Community and Technical College  
M State  
Tim Preuss Classes**

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**Answers**

What is the fire or fire drill procedure?

- Evacuate the building into the parking lots.
- Do not block fire department access to the building.
- In case of an actual fire emergency, send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) indicating you are OK.

What is the severe weather procedure?

- Go to a designated safe area for the weather situation.
- Stay in the designated safe area until the weather event is done.
  
- Do not risk your safety to come to class. I would rather you be safe and connect to the video feed found in D2L | Communications | Virtual Classroom | current date. Remember, most classes change links at break.

What is the weather or other disaster cancellation procedure?

- The college web site will display a message about school cancellation.
- Local media companies may also relay messages about school cancellation.

What is the process for sick or injured person in class?

- If you are willing and able, render first aid to the victim.
- If you are not rendering aid, call 911 for additional help.
- If you are not rendering aid, hold the doors open and flag down emergency services to the classroom.
- Provide diagnostic information to emergency services as requested.
- Insure personal identification goes with the victim.
- Report the incident to a Campus Security Authority. Tim Preuss is a Campus Security Authority.

What is the procedure for lock down?

- If you are not in the building, go to a safe place. Send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) indicating you are OK.
- Depending on the situation, go to a hiding place in a locked room or leave the building and go to a safe place.
- Groups that are hiding will make survival plans.
- Remember, show your hands to law enforcement. Answer law enforcement questions and follow directions.
- Once again, send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) indicating you are OK.

What are office hours?

- Office hours are times I plan to be in my office. During this time, I should be available for your questions.
- This semester, my office hours are Tuesdays and Thursdays from 3:00 pm to 3:50 pm.
- My office hours are usually busy. You are welcome to stop in the office if the door is open. If I am not overly busy, we will talk.
- Another option is making an appointment. My office hours are not convenient for everyone. Just contact me and we will find a time to meet.

What if I miss class?

- Send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) either before or after the class. Simply acknowledge you will not be in class.
- Watch the class video posted in D2L | Communications | Virtual Classroom.
  
- It is possible to watch the class over a video feed. At the class time, go to D2L | Communications | Virtual Classroom | current class date.
- Many classes create two different files each class day.
- Most students use the "chat" feature to communicate with the instructor during the class. This works well.

What kind of computer do I need for class?

- Current Intel or AMD processor. Usually one generation behind current is adequate.
- At least 8 GB or more of RAM. It is hard to be too rich, too thin or have too much RAM.
- Close to a Terabyte of disk. This really depends on how much you save and never throw away.
- Support for the current WIFI standard is essential. A 10/100/1000 RJ-45 Ethernet port is encouraged.

How do I create and submit an article report?

- You need to select an online article published no more than two months before the due date. The article must relate to the class topic.
- The M State librarians are able to help find articles meeting the criteria.
- Remember, you may not report on an article that someone else selected.
- In a word processor, format the article report in a similar fashion as the article report example in the class general discussion group.
- You create an article report summary similar to the example. Remember, it must be between five and ten sentences.
- You create an impact or relevance statement similar to the example. Remember, it must be between two and five sentences.
- Spell and grammar check your article report.
- Copy and Paste your article report to the appropriate D2L discussion group.

How do I deal with a misgraded article report?

- Send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu).
- Indicate which class and article report and any evidence to support your position.
- Briefly explain the problem you found.

- You should get an answer from me about the problem you found.

How do I submit labs?

- Labs are uploaded to the appropriate D2L assignment section.
- If you upload an assignment to the wrong section, simply upload the assignment to the correct section. I do not think D2L allows you to delete or move assignments. Do not worry
- Labs are generally graded during the weekend before the due date. This gives students an opportunity to modify their answers if necessary.

What are the options if I cannot upload my work?

- Panic, the world is about to end.
- D2L will automatically close the assignment section at the time specified. You really do need to leave enough time to upload your work.
- The late work section is most unhelpful.
- Rarely, the problem is D2L other than the due date/time. I will make an announcement in class about our next steps.

How do I deal with a misgraded lab?

- Send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) .
- Indicate which class and lab.
- Briefly explain the problem you found and any evidence to support your position.
- You should get an answer from me about the problem you found.

How do I make up a missed quiz?

- You do not make up missed quizzes.
- The final class grading system will drop your lowest quiz grade.

How do I report a misgraded quiz question?

- Send an email to [tim.preuss@minnesota.edu](mailto:tim.preuss@minnesota.edu) .
- Indicate which class, quiz and quiz question.
- Briefly explain the problem you found and any evidence to support your position.
- You should get an answer from me about the problem you found.

What is a classroom professional environment?

- The classroom environment must support the maximum opportunity for each student to learn. Anything that detracts from student education must be removed or changed.

What are the rules about plagiarism?

- Plagiarism is essentially stealing.
- You must identify the source(s) of quoted ideas, words and images.
- Students are allowed to help each other with class work. Helping is guiding someone as they do the work. In the end, all students must be able to perform the tasks.
- As stated in the syllabus, you may lose points or even fail the class depending on the situation.
- If you do not know if you are cheating or enabling cheating, you may contact me. I consider this part of your education to help you work through this issue.

What is the late work procedure?

- Sigh, this just creates more work for me. I have enough work.
- OK, we will talk about late work between the lab 7 due date and the college drop date. We could make some arrangements to help you pass the class.

What is the issue with the course ethical foundations?

- ACM and SANS both have ethical statements to help us. The documents help define ethical courses of action.

What do I need to know about email and other forms of communication?

- Your information is protected by federal law. You must use your college email address for all issues related to your being a student at this college.
- As your instructor, I prefer email. This keeps a record of what I need to do. It helps me, thank you.

What are the rules about using the class videos?

- You are welcome to view and/or download the class videos during the semester. You may view the videos as much or little as you choose.
- Please destroy all class videos after the semester is done. This is after the final is due. I have seen twenty year old video of my teaching. I really do appreciate you

destroying the class videos.

#### How do I access Accessibility Services?

- M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to contact the Accessibility Services office as soon as possible to determine eligibility and/or submit accommodation requests. For questions or to request accommodations, contact Student Development Services or 218.299.6882, or stop by room E112A. For additional information, visit the [M State Accessibility Services website](#).

Any student with a disability that might affect performance in this class is encouraged to contact the instructor at the beginning of the course.

#### What is the Academic Performance System?

- M State has an Academic Performance system in order to provide a means for M State to do everything in its power to help each M State student succeed. This system allows instructors to report when students are not attending, not doing well on assignments and would benefit from tutoring, needs to be connected with resources either on or off campus, or is failing the course. This system is also a way for instructors to reward the positive behavior you are demonstrating in class by submitting a "Wow, Well-done!" If you receive an e-mail or phone call from Student Development Services regarding your performance, this is because I have used the system.

FN, FW, and W Statement If you decide not to complete a course at M State, you must abide by set deadlines: FN: Federal regulations require that a FN (No Show) grade be submitted if a student does not participate in a course before the end of the add drop period. If you do not actively participate by August 31st, you will earn an FN (Education Policies – Failure for Non-Attendance policy). FW: Federal regulations also require that a FW (Failure to Withdraw) grade be submitted and last date of attendance be recorded in the grading system for any student who has "ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term" (Education Policies - Failure to Withdraw policy). W: If you decide to withdraw after August 31st, you must do so by the end of the day on November 28th, 2018. If you meet this deadline, you will have a W (which represents Withdraw) on your transcript (unless you have already earned an FW for not participating for 14 calendar days); if you do not meet this deadline, you will earn a grade in the course (Education Policies - Drop/Add/Withdraw policy).

#### How do I access help for things that are not class related?

- If you face challenges securing food or housing and believe this may affect your performance in the course, you are urged to contact Student Development Services for support. You are also welcome to share this information with me so that I am able to help facilitate the support.

#### How do I access veterans benefits?

- M State is dedicated to assisting veterans and eligible family members in achieving their educational goals. If you are a member of the military and are currently serving, apprise me of regularly scheduled military training and duties that conflict with scheduled course requirements. I will work with you to address issues that arise. For further information on this, refer to MnSCU Procedure 5.12.1 Military Service and Disabled Veterans.

If you are a service member or veteran, please contact an M State Veterans Higher Education Regional Coordinator for information regarding educational benefits and opportunities: Moorhead: D124 Aaron Jensen 218-299-6925 or 218-329-6040 (cell) /aaron.jensen@state.mn.us

#### Where are the other rules found?

- Understanding the College's policies and procedures will help contribute to your success as a student, and it is something we expect of you. You may find the Student Handbook at [www.minnesota.edu/handbook](http://www.minnesota.edu/handbook).

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#### File Hash Values

SHA2-512 computer file hashes for Preuss-FAQ  
SHA3-256 computer file hashes for Preuss-FAQ  
SHA3-512 computer file hashes for Preuss-FAQ

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