

May 11, 2017

Resolution to Support Recommendations for Syllabi

Whereas, there have been policy changes that impact items recommended for syllabi; and

Whereas, the Faculty Senate has endorsed previous resolutions in support of Faculty Senate Syllabus Recommendations; and

Whereas, there have been new items to add to the document on Faculty Syllabus Recommendations resulting in an updated document on April 30 of 2017;

Therefore, be it resolved that the Faculty Senate affirms support of the updated document on Faculty Syllabus Recommendations dated April 30 of 2017.

See Addendum

Faculty Syllabus Recommendations
4/30/2017

CET&L implements Faculty Senate syllabi suggestions and provides a basic course template, which includes wording suggested by the Faculty Senate. Each college in the University has the ability to modify the LMS course template to suit the needs of its faculty and students. In addition, each faculty member has the ability to modify the LMS site as desired.

The Faculty Senate suggests the following information be included on the course syllabus and/or the LMS course site:

- Instructor's Name, Phone Number, Email Address, Office Number, and Office Hours
- Short description of the class, including a basic statement of the objectives of the class and the content to be covered (Suggested wording is that which is listed in the University course catalog)
- Indication of the Breadth of Knowledge (BoK) area(s) of the University of Cincinnati General Education Program, if any, that the course has been designated as fulfilling. If the course has been designated as only partially meeting a BoK area, those other courses that combined with the course satisfy the BoK area should also be listed.
- Indication of the Baccalaureate Competencies of the University of Cincinnati General Education Program that the course addresses
- Prerequisites and co-requisites
- Titles and authors of required texts
- Learning Objectives
- Tentative schedule of class meetings with an indication of topics to be considered, assignments and due dates, and examination dates
- Course Web Page Address (url)
- Electronic Communication Policy
- Class Attendance Policy

Be sure to include any course or department policies about excused and/or unexcused attendance, especially those where a student automatically fails for excessive absences.

Suggested Wording:

Students at the University of Cincinnati are expected to attend classes in order to meet the learning objectives for the course. Students are expected to follow the class attendance policy as outlined by the instructor. Students participating in official University sponsored activities, where the student is representing the University, will meet with instructor related to absences due to university-sponsored activities. When such absences occur, students need to provide documentation of the event(s), and work with the professor to develop a written plan for completion of missed assignments or other course requirements with as much advance notice as possible. Any absence due to official University business may still count against the total number of allowable absences.

- Class Cancellation Policy
Include a statement about how a class may be cancelled due to weather or other unexpected circumstance.

Suggested Wording:

In the rare case that a class must be cancelled, faculty will post an announcement on the LMS that will be emailed to students. Faculty will attempt to communicate class cancellations with as much advance notice as possible. Students should be sure that their LMS email is current and valid to ensure emails are received.

If the University closes due to inclement weather or other emergency situations, there will be an announcement posted on Blackboard (LMS) and if possible on the local news channels (TV and radio). Communications related to University closures will also be sent to the student's cell phone number on record through the automatic University emergency text messaging system. Students should notify the University if they change their cell phone number to ensure they will receive these important emergency communications.

- Pass/Fail Option, Audit Policy, and Withdrawal Policy
- Class Grading Policy
- Academic Integrity Policy

Suggested Statement:

The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.

- Accessibility

Suggested wording

The University of Cincinnati is committed to providing all students with equal access to learning opportunities. Disability Services is the official campus office that works to arrange for reasonable accommodations for students with identified physical, psychological or cognitive disabilities (learning, ADD/ADHD, psychological, visual, hearing, physical, cognitive, medical condition, etc.). Students are encouraged to contact Disability Services to arrange for a confidential meeting to discuss services and accommodations. Contact should be initiated as soon as possible to allow adequate time for accommodations to be arranged.

- Use of the LMS

Suggested Wording:

1. *All faculty 1) use the Course Syllabus or Course Preview tools in the LMS to upload course information in advance of the course registration period, and 2) update course information as needed to accurately reflect course content, structure, pedagogy and assessment. (As amended June 7, 2007).*
2. *All faculty should review the University of Cincinnati Policy With Regard to Copyright as this policy might relate to the development and presentation of course material.*

- Counseling Services for specific campuses

Suggested Wording for Syllabi or the LMS:

Counseling Services, Clifton Campus

Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, students can receive three free professional counseling sessions upon request through the Counseling and Psychological Services (CAPS). These sessions are not associated with student's insurance coverage. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

Counseling Services, Blue Ash Campus

UC Blue Ash Counseling Services provides high quality integrated health, counseling, and wellness services. Mental Health and personal counseling services are free of charge to students who are matriculated as UC Blue Ash College students. Services address student needs such as self-esteem, family conflict, loss and grief issues, adjusting to life's challenges, relationship problems, eating disorders, physical and/or emotional abuse, and domestic violence. Students who want an initial meeting with a counselor can call (513) 745-5670 or stop by Room 140 Muntz Hall to schedule an appointment. If after hours, please call CAPS Cares (main campus) using the 24 Hour Phone Consultation Line at 513-556-0648.

Counseling Services, Clermont Campus

The Compass Counseling Center provides students assistance in helping to deal with life's stressors and adjustment to college life. All services provided to UC Clermont students are free and confidential. Some of the most common issues addressed at the center include transition to college life, stress from home, classroom performance, depression, anxiety, relationship problems, grief and loss, and substance abuse. Students are welcome and encouraged to walk into the Compass Counseling Center located in the Student Services Building, Room 201. Students may contact the office by calling (513) 732-5263. If after hours, please call CAPS Cares (main campus) using the 24 Hour Phone Consultation Line at 513-556-0648.

- Title IX

Suggested Wording:

Title IX is a federal civil rights law that prohibits discrimination on the basis of a person's actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also address instances of sexual violence, dating or domestic violence, and stalking. If a student discloses a Title IX issue to a faculty member, the faculty member is required to forward that information to the Title IX Office. The Title IV office will follow up with the student and discuss how the University can take steps to address the impact on the student and the community. They will also inform the student of their rights and direct them to available resources. The priority is to make sure students are safe and successful here at the University of Cincinnati. Students are not required to talk to anyone in the Title IX Office. Students may also directly report any instance of sex or gender-based discrimination, harassment or violence to the Title IV office at 513-556-3349. Students who wish to know more about their rights and resources on campus, they can consult the Title IV website www.uc.edu/titleix or contact the Title IV office directly at 513-556-3349.

- Academic Honor Pledge

Suggested Wording:

"On my honor, I pledge that this work of mine does not violate the U.C. Student Code of Conduct rules on cheating and plagiarism"