NAZ
NAZARETH UNIVERSITY
Required Syllabus Components
Fall 2024

For classes at Nazareth University, you have freedom regarding the composition or formatting of your syllabus. However, in accordance with the Middle States Commission on Higher Education and NYS Department of Education, below is a list of the elements and statements that must be in your syllabus. Faculty distribute syllabi a number of ways, including paper copies and/or electronically on Moodle.

Updates for Fall 2024 are highlighted in yellow.

REQUIRED ELEMENTS

1. **Basic Course Information**
   - the name of the course
   - course number and section number
   - days and times when the class meets
   - the course delivery mode (i.e., fully in-person, hybrid, fully online)
   - the course description

2. **Contact Information**
   - instructor's name
   - office location
   - office phone
   - email address

3. **Office Hours**
   - A clear indication of when and how you will hold office hours

4. **Statement Regarding Students with Disabilities: Official Statement from the Office of Academic Success and Accessibility**

   Nazareth University is committed to supporting the diverse learning needs of our community. Students are encouraged to meet with instructors at the beginning of the course to express anticipated learning questions and barriers. Please set a meeting with your instructor during office hours at the beginning of the semester. Students are encouraged to connect with the course instructor as soon as possible should any concerns arise during the semester to allow for timely problem solving.

   If you are seeking disability accommodations, or you think you may have a disability, contact Student Accessibility Services to begin the process of seeking official

accommodations. Learn more about Student Accessibility Services here: https://www2.naz.edu/student-accessibility-services/

It is the student's responsibility to share their approved Nazareth University accommodation letter with their instructor to apply their accommodations in each course.

Students seeking to record a class or interaction with Nazareth personnel for educational purposes as part of an accommodation for a documented learning disability should contact Student Accessibility Services to discuss this accommodation.

5. Statement Regarding Medical Absence: Official Statement from Health and Counseling Services

If a student will be absent from class for 3 or more consecutive days, the student (or the student's medical provider) must notify the Office of Academic Success and Accessibility (ASA). ASA will send a "notification of absence" alert through the FlyerSuccess System to notify instructors. When the student has indicated absence is due to an illness or injury of any kind, the notice will only indicate "illness" or "injury" as the reason. It will not provide additional details surrounding the absence. As is the case with any extended absence, it is the student's responsibility to work with the instructor to make up missed work. Refer to the course-specific attendance policy instructors have developed for each course for additional details. If a student will be out for fewer than 3 days, they are asked to simply communicate with the instructor directly and no official notification will be sent.

6. Statement regarding Health and Safety: Official Statement from Health and Counseling Services

While not required, and to protect the health and safety of the entire Nazareth community, Nazareth encourages students, faculty and staff to stay up-to-date with vaccines and boosters to protect against COVID-19. To view current guidelines for the COVID-19 vaccine, visit: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html

Further, in order to prevent infectious spread of respiratory illness and out of respect for your fellow classmates and instructors, Nazareth strongly encourages use of masks indoors when exhibiting symptoms of COVID-19. This includes fever, nasal congestion, excessive sneezing, sore throat, and/or cough.

7. Religious Observance and Fasting Accommodations

Statement Regarding Religious Observances

Nazareth University respects the diversity of religious holy day/holidays by providing reasonable accommodations for students who may be unable to fully participate in class, clinics, exams, rehearsals, labs, student teaching, or other assignments due to observation of a significant/major religious holiday.

Students who are unable to participate in any class, examination, or assignment due to religious holy day/holiday requirements shall not be penalized, provided the instructor has been notified via email at least two weeks prior to the absence. Some accommodations may include travel time home for students who do not live locally.

Accommodations for obligatory religious fasting (e.g., Ramadan): Reasonable accommodations for religious fasting will be offered when possible. Such accommodations may include, but are not limited to:

- Allowing the student to take an exam or final exam before the fasting period begins (if possible)
- Allowing the student to take an exam or final exam at a different time during the day

Regardless of the reason for absence, it is the responsibility of the student to make up all missed work to the satisfaction of the instructor. Students must meet deadlines for course requirements during the period of absence unless the student makes alternate arrangements with the instructor prior to the original due date.

Please contact the Center for Spiritually with questions: http://www.naz.edu/center-for-spirituality/

8. Snow Days

Include in your syllabus one of the following statements:

In the event the University is closed unexpectedly because of weather or other unplanned reasons, our class will continue through virtual delivery.

OR

In the event the University is closed unexpectedly because of weather or other unplanned reasons, our class will not meet through virtual means and other arrangements for makeup will be defined.

9. LockDown Browser

IF you use computerized testing with LockDown Browser academic integrity software, include the following in the syllabus:

This course requires the use of LockDown Browser for online, in-class exams. Watch the short video on Moodle to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams). You will be provided with a link to download and install LockDown Browser on your personal computer. You also have the option to use a computer from Nazareth for online in-

class exams. Please see the Student Technology Support Site for additional information regarding the use of LockDown Browser for Moodle quizzes.

When taking an online exam, note these guidelines: Clear your desk of all external materials; remain at your desk or workstation for the duration of the test; Lockdown Browser will prevent you from accessing other websites or applications so close them all prior to starting the exam; you will be unable to exit the test until all questions are completed and submitted.

10. **Turnitin**

I**f you are using Turnitin** for review of written assignments, include this statement in the syllabus:

Students agree that by taking this course all required papers may be subject to submission for textual similarity review using Turnitin, a software application used for the detection of potential plagiarism. Submitted papers may be included as source documents in the Turnitin.com reference database solely for the purpose of the originality checking of such papers at the instructor's discretion. Use of the service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site. Please see the Student Technology Support Site for more information.

Course work documents which use Turnitin plagiarism detection may include, but are not limited to papers, blog postings, journal entries, presentations, or any other written work, in electronic or hardcopy, submitted in the format and on the schedule required by the course instructor.

REQUIRED ELEMENTS
LANGUAGE MAY BE DEPARTMENT / PROGRAM SPECIFIC

11. **Student Learning Outcomes**

As of Fall 2009, all syllabi should contain a list of 3-5 learning outcomes for the course. All syllabi must include a brief statement of what students will learn as a result of the course. Specifics of how these should be written may vary by department and school. If in doubt, check with your department chair or program director.

12. **Grading policies**

Include a basic statement about how grades will be determined and how different types of work will count toward that grade.

The syllabus is an excellent place to notify students that grades are earned, not given. Suggestions to consider:

- A list of major assignments with descriptions

- Grading criteria (or rubrics) for formal and informal assignments
- A statement about what material examinations/assessments will cover
- A grade breakdown that outlines precisely how final grades will be determined
- A list of required course materials with a brief description of each.
- A late assignment policy
- A daily schedule of each class's readings, homework assignments, and/or activities
- A list of deadlines for major assignments or examinations
- A statement that the syllabus is subject to change with an explanation of how students will be notified of changes
- Rewrite, submission, or remediation policies.

This list is not comprehensive, nor should it be seen as a replacement of department/program Requirements.

13. **Statement Regarding Your Attendance Policy**

For the sake of clarity and enforcement, include what you expect from the students regarding their attendance in your course, any penalties for lack of attendance, as well as what constitutes an excused versus an unexcused absence. Students tend to assume if they are absent they can submit course work due when they next return to class. If that is not the case, make sure that your syllabus contains a statement to this effect.

14. **Academic Integrity**

Nazareth University has an Academic Integrity Policy for undergraduate and graduate students, which is located in the Catalog and on the Academic Affairs website. In addition to having ongoing, open conversations with your students regarding the importance of academic honesty, you should include a reference to this policy in your syllabus. If you believe a violation of academically honest practice may have occurred, please report the violation to your department chair and to the Associate Provost through the FlyerSuccess System academic integrity violation flag to ensure that all incidents are tracked across courses and schools.

Official Statement regarding Academic Integrity:

Academic Integrity is defined as "honest and responsible scholarship" (University of Oklahoma, 2018) and is further characterized by the five values designated by the International Center for Academic Integrity: "honesty, trust, fairness, respect, and responsibility" (International Center for Academic Integrity, 2014, p. 16). Nazareth University shares the Center's preference for an academic, supportive, and promotive approach to academic integrity rather than one focused mainly on violation detection and disciplinary consequence.

Nazareth recognizes the interdependence among these five values. Trust of instructors follows fair treatment of students. Trust among scholars at all levels depends on honesty, and respect is earned when we hold ourselves as responsible as we expect others to hold

themselves. In these ways, academic freedom is earned with academic integrity.

In addition to modeling academic integrity, it is often the responsibility of faculty to teach students the importance of academic honesty as well as the procedures for recognizing the work of others. So informed, students are then responsible for holding themselves to the same standards. Course instructors are familiar with their students, with their own disciplines' conventions, and with their own coverage of those conventions at any given point in the semester. Therefore, instructors are best situated initially to assess the nature and extent of violations of academically honest practice. This begins with distinguishing errors due to insufficient education on the one hand, and deliberate violations on the other.

For information on the full policy and for information on the procedure to be followed in the event that an instructor believes a violation of academically honest practice may have occurred, visit the "Academic Integrity" section in the undergraduate catalog or graduate catalog.

RECOMMENDED ELEMENTS

15. Statement Regarding Class Recording

Official Statement Regarding Class Recording

Nazareth University has equipped multiple instructional classrooms with lecture recording equipment which can digitally capture lectures and presentations. Lecture recording is primarily intended to extend virtual accessibility of the lecture experience to students who have registered for a specific course for a specific period of time.

Whether the course is fully in-person or fully online, class sessions may be recorded at the instructor's discretion. Student access to digital records of classes is also determined by the instructor for each course. Student access to the recordings should be linked through the password-protected learning management system (Moodle).

Students must not independently record class sessions without instructor permission. Doing so may be considered a violation of academic integrity. Please visit our Echo360 and Zoom sites for additional information about student privacy and Nazareth's recording policies.

Students seeking to record a class or interaction with Nazareth personnel for educational purposes must seek approval from Student Accessibility Services (SAS) to accommodate a documented learning disability. Contact Student Accessibility Services to discuss this accommodation. Faculty will support the approved learning accommodation.

16. Intellectual Property

In accordance with the Nazareth University Policy on Intellectual Property, faculty ordinarily own the copyright of course and scholarship materials. Therefore, it is only the faculty member who may reproduce, distribute or display (post/upload) course materials. Students may not reproduce, distribute or display (post/upload) course materials without the express, written permission of the faculty member.

17. **Sexual Harassment and Misconduct: Statement on Sexual Harassment and Misconduct**

Nazareth University is committed to fostering a climate free from sexual harassment, including sexual assault, dating and domestic violence, stalking, and to providing options, support, and assistance to members of our community affected by various forms of sexual misconduct. If you have been subjected to sexual misconduct, we encourage you to report the incident(s) to someone who can help. If you report an incident of sexual misconduct, including verbal, visual and/or physical harassment, sexual violence, dating or domestic violence, and/or stalking to a faculty or staff member, they must notify our Title IX Coordinator via titleix@naz.edu or 585-389-2026. The Title IX, or a Deputy Title IX, Coordinator will contact you to learn about what happened, ask for your preference about what to do next, discuss available supportive measures and connect you to appropriate resources. For more information about your options, please go to: www.naz.edu/titleix. You may choose to speak confidentially with certain individuals on campus and in the community who can also connect you with support services, as well as discuss options for addressing sexual misconduct. A list of these resources can be found in the Sexual Misconduct Policy and the Nazareth University Policy on Title IX Sex Discrimination: Dating Violence, Domestic Violence, Sexual Assault, Stalking, and Title IX Sexual Harassment, both of which are available online at: naz.edu/titleix.

18. **Diversity Statement**

Including a diversity statement on your syllabus can convey to our students your and the University's commitment to creating an inclusive and equity minded campus where all students feel they are valued and belong. A diversity statement signals that you welcome diverse perspectives and also sets the expectation for civil discourse and interaction within the course. While we offer an abbreviated example of a statement for your consideration, you are encouraged to contemplate how your statement might be reflective of your disciplinary perspective, course content, and your pedagogical approach. You may also prefer to include the official Statement on Diversity and Inclusion endorsed by the Faculty Senate in 2016. Here are a few things to consider should you develop your own statement:

- Why does being inclusive matter to you, your course, your classroom climate, and the overall learning environment?
- What is your discipline's history with marginalized groups, and how might disciplinary conventions facilitate or become obstacles to inclusion?
- How have you reflected inclusivity by recognizing the different types of diversity in your statement?
- How well does your diversity statement align with other parts of your syllabus? (Adapted from Carnegie Mellon University)

Recommended Diversity Statement

Nazareth University embraces a society that is both diverse and inclusive, and values both respect for the person and freedom of speech. Respect for the dignity of all people is an essential part of the University's tradition, mission, and vision for the future as we advance a socially just and equitable community. The University promotes civility and denounces acts of hatred, violence, and/or intolerance. As your instructor, it is my goal that students from a breadth of diverse backgrounds, identities, and perspectives be recognized and respected, that students' learning needs be addressed, and that the diversity students bring to this class in all its forms and intersections be viewed as a resource, strength, and value in the pursuit of academic excellence. Your suggestions toward co-creating a more inclusive and equitable learning environment are welcomed and encouraged in order to improve the effectiveness of this course for you and the other students.

19. **Artificial Intelligence (AI) Policy**

    Recommended Statement

    Generative AI programs (e.g., ChatGPT) may be useful tools for assisting with various tasks; however, be aware that material generated by these programs may be inaccurate, incomplete, or otherwise problematic. You may not submit any work generated by an AI program as your own. Any plagiarism or other form of cheating using AI will be considered a violation of Nazareth University's Academic Integrity policy.

POLICIES TO ACCOUNT FOR IN SYLLABUS DESIGN
REQUIRED

> **Final Exams and End of the Semester Testing**
>
> Final examinations are conducted at the close of each semester. Examination schedules for day classes are posted on the Office of Registration and Records website (see Academic Calendar). **Final examinations for day and evening classes are to be given only during exam week.** Instructors may schedule a **unit test** during the last week of classes; these will be announced well in advance. Final examinations are frequently waived in seminar courses, studios (art), independent study, and methods courses; however, classes should meet during exam week at the scheduled examination time.

Final Considerations

There is considerable disciplinary variation in how much information is expected in a

syllabus or course packet. You might think that some of the above sections are excessive, but realize that in many fields a syllabus may be viewed as a quasi-contractual document. Policies or procedures not clearly stated and defined in your syllabus could be unenforceable if a student challenges/appeals their grade.