

Required Elements and Statements for a Syllabus

For classes at Nazareth College, 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.

1. Basic course information: Your syllabus should include the name of the course, course number and section number, days and times when the class meets, as well as the course description.
2. Contact information: Your name, office location, office phone and e-mail address should be included.
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 Student Accessibility Services:

If you have a physical, psychological, medical or learning disability that may impact your academic course work or participation in this class, please contact the Office of Student Accessibility Services (GAC, Room 61). It is your responsibility as a student requesting accommodation due to a qualifying disability to self-identify by registering with the Office of Student Accessibility Services and to furnish documentation about the nature of the disability. Informing other faculty or staff personnel does not constitute registering with the Office of Student Accessibility Services. You must provide documentation of your needs to the Office of Student Accessibility Services so that reasonable accommodations can be requested in a timely manner. The Director of the Office of Student Accessibility Services will determine with you what accommodations are necessary, appropriate and reasonable based on the documentation provided. All information and documentation is confidential. If appropriate, the Director of the Office of Student Accessibility Services will write a "letter of academic accommodation" that you can share with me as your course instructor. Note: all students are expected to fulfill essential course requirements with or without reasonable accommodations.

Briefly, the only way students are able to receive official accommodations at Nazareth College is by registering with the Office of Student Accessibility Services and providing official documentation of their disability. Once their document has been processed, students receive a letter of accommodation that they must present to you. In the absence of that process and a letter from the Office of Student Accessibility Services specifying the accommodations, no accommodations may be provided for the student. For legal reasons, you are strongly encouraged to stay within the bounds of this policy and procedure.

The Director of the Office of Student Accessibility Services is Erika Hess.
(office: GAC 61, phone: 389-2498, e-mail: ehess6@naz.edu).

5. Statement regarding COVID

Official Statement regarding COVID:

The College will use the Starfish Early Alert System to notify instructors of students who will be absent from class due to precautionary quarantine, quarantine and isolation. Instructors will then determine what method they will use to allow the student to

maintain academic engagement without penalty due to medical absence. Students are expected to maintain communication with their instructors. Students who are medically unable to communicate with the instructor should work through Student Accessibility Services.

6. Statement regarding Health and Safety

Official Statement from Health and Counseling:

To protect the health and safety of all in the Nazareth community, students (regardless of vaccination status) are temporarily required to wear masks at all times while in instructional spaces. Please review the College's COVID-19 Resources. If you have a health condition that prevents you from wearing a mask, please contact Student Accessibility Services to apply for a medical accommodation. If you are exposed to someone who tests positive for COVID-19 and/or develop symptoms, please read through Testing, Precautionary Quarantine, Quarantine, and Isolation for information on next steps.

7. Academic Integrity: Nazareth College 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 Mary Ellen Vore, Interim Associate Vice President for Academic Affairs through the Starfish 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 College 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.

The College 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.

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: <http://catalog.naz.edu/content.php?catoid=86&navoid=2327#AH>

8. 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.

9. 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.

10. 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.

11. 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.
- Rewrite, submission, or remediation policies.

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

12. Religious Observances:

The college catalog includes the following information about religious observances:

A student, who is unable to participate in any class, examination, or assignment due to their religious holy day requirements shall not be penalized, provided the instructor has been notified in writing at least one week prior to the absence.

NOTE: Because many graduate classes meet only once per week, the graduate policy requires a notification of a religious observance absence two weeks in advance. This policy can be found online in the Graduate Catalog in the Academic Policies and Procedures section.

13. Intellectual Property: In accordance with the Nazareth College 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.

14. Final Exams and End of the Semester Testing: It is expected that a final examination or alternative activity/assignment will be conducted at the end of each semester in every class. Please keep this in mind as you prepare your syllabus. Exam schedules for daytime undergraduate classes are posted on the Registrar's Office web page. Exams for evening classes (graduate and undergraduate) are held during the last regularly scheduled class time during final exam week.

15. Title IX: Sexual Assault and Misconduct

Nazareth College is committed to fostering a climate free from sexual assault, dating and domestic violence, stalking, and sexual harassment and to providing options, support, and assistance to members of our community affected by various form of sexual

misconduct. If you have been the victim of sexual violence, we encourage you to report the incident(s) to someone you trust. If you report an incident of sexual harassment, including sexual violence, dating or domestic violence, and/or stalking to a faculty or staff member, she or he must notify our college's Title IX coordinator, Heather Sourwine about the basic facts of the report. Ms. Sourwine, or a Deputy Title IX Coordinator, will then contact you to learn more about the circumstances, perform an initial assessment of the reported conduct, and ask for your preferences about what to do next, including assessing any needed interim measures and connecting you to appropriate resources. For more information about your options, please go to: naz.edu/titleix. You may choose to speak confidentially with certain individuals on campus and in the community. A list of individuals with whom you can speak in a confidential capacity and who can connect you with support services, as well as discuss options for addressing the sexual misconduct, can be found in Section X B, Confidential Resources and Support, of the Sexual Misconduct Policy. The full policy is online at: naz.edu/titleix.

16. Diversity Statement

Including a diversity statement on your syllabus can convey to our students your and the college'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 College 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 College's tradition, mission, and vision for the future as we advance a socially just and equitable community. The College 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 be viewed as a resource, strength, and value in the pursuit of academic excellence. Your suggestions for 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.

17. In the event 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.

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review the [Student Quick Start Guide \(PDF\)](#).

Finally, when taking an online exam, follow 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; you will be unable to exit the test until all questions are completed and submitted.

18. If 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 to Turnitin.com 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. Course work documents 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.

Final considerations:

There is considerable disciplinary variation in how much information is expected in a syllabus, supplemental links to the 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.