

## EXAMPLE SYLLABUS STATEMENTS

The following information on syllabi statements came from a very helpful resource provided by the Office of Teaching and Learning at <http://otl.du.edu/teaching-resources/creating-a-syllabus/>

### Students with Disabilities/Medical Issues

#### *Sample Syllabus Statements 2013-2014*



***Note to Instructors:*** You may modify these statements to reflect your syllabus style. Please note that students may request accommodations at any time but are required to follow policies and procedures as outlined in the *Handbook for Students with Disabilities.*

1. If you have a disability/medical issue protected under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and need to request accommodations, please make an appointment with the **Disability Services Program (DSP)**; 303.871.2372/ 2278/ 7432; located on the 4<sup>th</sup> floor of Ruffatto Hall; 1999 E. Evans Ave. Information is also available on line at <http://www.du.edu/disability/dsp>. See the *Handbook for Students with Disabilities.*

2. Any student who feels s/he may need an accommodation based on the impact of a disability or medical condition should contact the **Disability Services Program** to coordinate reasonable accommodations. They are located on the 4<sup>th</sup> floor of Ruffatto Hall; 1999 E. Evans Ave. 303.871. / 2372 / 2278/ 7432. Information is also available on line at <http://www.du.edu/disability/dsp>; see the *Handbook for Students with Disabilities.*

3. If you qualify for academic accommodations because of a disability or medical issue please submit a Faculty Letter to me from **Disability Services Program (DSP)** in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities/medical issues. DSP is located on the 4<sup>th</sup> floor of Ruffatto Hall, 1999 E. Evans Ave.; 303.871. 2372/ 2278 / 7432. Information is also available on line at <http://www.du.edu/disability/dsp>; see the *Handbook for Students with Disabilities.*

## **Honor Code Abstract Samples for Faculty Use in Syllabi**

In pursuing the goal of more fully incorporating the Honor Code throughout DU's campus, several Honor Code abstracts are included below for use in your syllabus to address the topic of academic integrity. We want to be sure to properly give credit to those faculty members whose current abstracts we "borrowed" and tweaked to reflect the changes to the Honor Code at DU, as effective for the 2011-2012 academic year. Feel free to copy or modify any of these examples for your use in your own syllabus.

Syllabus Statements:

- [Daniels College of Business](#)
- [Geography](#)
- [Human Communication Studies](#)
- [Languages & Literatures](#)
- [Law](#)
- [Psychology](#)
- [Religious Studies](#)
- [The Women's College](#)
- [Recommendations from OSC](#)

Daniels College of Business (required of all Daniels faculty), Submitted by Professor Kevin O'Brien:

University of Denver Honor Code - All students are expected to abide by the University of Denver Honor Code. These expectations include the application of academic integrity and honesty in your class participation and assignments. The Honor Code can be viewed in its entirety at this link: <http://www.du.edu/studentlife/ccs/index.html>

All members of the University of Denver are expected to uphold the values of Integrity, Respect, and Responsibility. These values embody the standards of conduct for students, faculty, staff, and administrators as members of the University community.

In order to foster an environment of ethical conduct in the University community, all community members are expected to take "constructive action," that is, any effort to discuss or report any behavior contrary to the *Honor Code* with a neutral party. Failure to do so constitutes a violation of the DU Honor Code. Specifically, plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including suspension or expulsion. As part of their responsibility to uphold the Honor Code, instructors reserve the right to have papers submitted through SafeAssign to check for plagiarism against a database of papers submitted previously at DU, a national database of papers, and the Internet.

Geography, Submitted by Professor Mike Kerwin:

**Academic Misconduct:** While I advocate collaborative learning and teamwork, I firmly believe that each individual should maintain the highest ethical standards in all of life's endeavors. Plagiarism, cheating, and other misconduct are serious violations of the University's Honor Code policies regarding academic integrity.

For further information, please see the Office of Student Conduct's website at [www.du.edu/honorcode](http://www.du.edu/honorcode) for the Honor Code Statement and <http://www.du.edu/studentlife/ccs/policies> for information on the Student Conduct Policies and Procedures.

Human Communication Studies, Submitted by Professor Kate Willink:

**Plagiarism/Honor Code:** I expect you to comply with the Honor Code on all assignments:

*"All members of the University of Denver are expected to uphold the values of Integrity, Respect, and Responsibility. These values embody the standards of conduct for students, staff, faculty, and administrators as members of the University community. These values are defined as:*

*Integrity: acting in an honest and ethical manner;*

*Respect: honoring differences in people, ideas, and opinions;*

*Responsibility: accepting ownership for one's own conduct."*

Visit [www.du.edu/honorcode](http://www.du.edu/honorcode) for more information about the DU Honor Code. The University has a detailed policy on Academic Misconduct, which I encourage you to read. It details a wide variety of behaviors, but the infraction of academic integrity that usually becomes relevant relates to plagiarism: "Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately." Even if you provide a citation to a source at the end of a text, you have still plagiarized if you haven't distinguished the material you've used from the text from your own words.

Plagiarism is a difficult subject to deal with, for faculty as well as for students. The University's policies mandate two things: that I report significant infractions of the Academic Misconduct policy and that I discuss the matter with responsible students before I do that reporting. If I suspect a student has plagiarized in one of his or her assignments, I will document that plagiarism. I will then contact the student and ask for him or her to meet with me privately to discuss the issues in my office. If the issue arises at the conclusion of the semester, the issue is slightly more complex, because students may no longer be on campus. In that case, I will submit an incomplete for the semester and request the same face-to-face meeting. I will not rely on email or phone messages to

reflect my concerns, because they are inherently not private and not as reliable as face-to-face communication.

I want to tell all of you the following, however: it's not my job to catch plagiarists, even if electronic tools make that a fairly easy endeavor. I'm much more interested in making sure that you're learning. Plagiarism usually happens when students are under pressure, anxious, or otherwise "not themselves." If you feel as if you are having difficulty keeping up with coursework in this class (or any other), please do not hesitate to talk with me about it. It's much better to negotiate an extension (even with a slight grade penalty for lateness) than it is to risk plagiarism and all its consequences. If you are having difficulty keeping up with other classes or responsibilities, I can also help you work through those concerns. I encourage you to keep these lines of communication open with the faculty members for all your courses.

Languages and Literatures, Submitted by Professor Rachel Walsh:

ASSISTANCE: Some students have difficulty deciding what constitutes "help" and what constitutes "cheating." Asking a friend for assistance with a particularly difficult point, discussing an assignment together after you have completed it, using on-line aids, can all constitute legitimate assistance under proper circumstances unless the instructor has indicated otherwise. Working on individual assignments together, sharing answers, asking friends to complete assignments for you, all constitute cheating. For more information about the Academic Misconduct policy at DU, please refer to the Honor Code at [www.du.edu/honorcode](http://www.du.edu/honorcode).

Law School, Submitted by Professor Tim Hurley

### **COLLABORATION:**

For the first several assignments (through the multi-case analysis), you will work together with other members of the class in small teams. Each of you must contribute to the group effort. There are two reasons for collaboration: Firstly, each member of the team will have certain skills; sharing those skills can enhance the learning process for the entire team. Secondly, lawyers in practice often work together to develop a final product. Learning how to deal with different styles and attitudes is important.

### **HONOR CODE AND PLAGIARISM:**

The honor code applies to your work in this class. Plagiarism is the use of another's words without crediting the source. Writing an objective memo will require you to use the words of others as authority for legal concepts. The key is to cite the authority when you quote or substantially paraphrase from a court case or other document or writing. The techniques you will learn in this class about when to cite and how to cite will be critical to your development as a lawyer.

Psychology, Submitted by Professor Anne DePrince:

**Academic Honesty:** All work submitted in this course must be your own and produced exclusively for this course. The use of sources (ideas, quotations, paraphrases) must be properly acknowledged and documented. For the consequences of violating the Academic Misconduct policy, refer to the University of Denver website on the Honor Code ([www.du.edu/honorcode](http://www.du.edu/honorcode)). See also <http://www.du.edu/studentconduct> for general information about conduct expectations from the Office of Student Conduct.

Violations of the Honor Code and Academic Misconduct will be taken seriously and are grounds for automatic failure of the course. **When the Instructor has concerns about potential academic misconduct, a memo detailing the instance(s) of potential misconduct will be forwarded to the Office of Student Conduct for their review and records.** If you are in doubt regarding any aspect of these issues as they pertain to this course, please speak with the instructor.

Religious Studies, Submitted by Professor Andrea Stanton:

Class Expectations: Assignments and Related Issues:

- Late assignments are not accepted. Extensions may be approved on a case-by-case basis if requested in advance. Multiple extensions, either for the same assignment or for different assignments, will not be given.
- When submitting formal written work, you are expected to cite anything learned during class with a footnote that indicates the course title, institution, professor, date, and – if possible – person speaking. (Otherwise, use “general discussion” or “lecture”.)
- Plagiarism – using someone else’s work, words, or ideas without attribution – of any kind is not accepted and is a violation of the University honor code. Plagiarism includes BOTH lifting text word for word and ALSO paraphrasing too closely. If you are unsure about citation format or when to cite, please ask me. I can refer you to the Writing Center or the Chicago Manual of Style, which is accessible through the Writing Center’s “Online Resources” page: <http://www.du.edu/writing/resources.htm>.
- Instances of plagiarism will result in penalties that range from a zero on a particular assignment to suspension from the university.

Class sessions: Attendance, Lateness, Community, and Participation

- This course does not distinguish between types of absences. If you are not in class – whether for a dentist appointment, a ‘personal day’, another DU activity, or any other reason – you are absent and will earn a zero for the day.
- Students who arrive more than five minutes late will lose half the day’s attendance points.
- This course follows the letter and spirit of the DU Honor Code, which lays the groundwork for a strong, productive community. As members of the DU community

- and of this course, you are expected to act with integrity, respect, and responsibility toward your fellow students, your professors, DU staff, and yourself.
- This course takes a scholarly, analytic perspective. Students are expected to treat one another collegially and respectfully – even while disagreeing passionately on an issue. Students are also expected to treat subject matter seriously and respectfully.
  - As noted above, the members of this course form a community. You are each expected to refer to one another by name. If you don't know someone's name, ask. Consider this your opportunity to work on skills that will serve you for the rest of your professional life.
  - Questions and comments are welcome - this is an active learning community. Please feel free to contribute your responses to the readings, connections you see between course material and what you may have learned or experienced elsewhere, and questions. You also contribute by listening to your colleagues.

The Women's College, Submitted by Professor Clay Bandy:

### **ACADEMIC INTEGRITY**

The Women's College fully endorses the University of Denver's Honor Code and the procedures put forth by the Office of Student Conduct. Academic dishonesty, including plagiarism, cheating, and falsification of data and research is in violation of the code and will result in a failing grade for the assignment or for the course. As student members of a community committed to academic integrity and honesty, it is your responsibility to become familiar with the DU Honor Code and its procedures ([www.du.edu/honorcode](http://www.du.edu/honorcode)).

Recommendations from OSC:

We would recommend you include, at minimum:

- Information about the Honor Code, including this link: [www.du.edu/honorcode](http://www.du.edu/honorcode)
- Consistent language as used in the Student Conduct Policy on "Academic Misconduct" which includes plagiarism, cheating, and fabrication. The full text of this policy reads:

Violations of these policies include, but are not limited to:

#### **Academic Misconduct.**

- Plagiarism, including any representation of another's work or ideas as one's own in academic and educational submissions.
- Cheating, including any actual or attempted use of resources not authorized by the instructor(s) for academic submissions.
- Fabrication, including any falsification or creation of data, research or resources to support academic submissions.

You might also consider using the NEW text of the Honor Code and/or the Pioneer Pledge which are, as follows:

**Honor Code Statement.**

All members of the University of Denver are expected to uphold the values of *Integrity, Respect, and Responsibility*. These values embody the standards of conduct for students, staff, faculty, and administrators as members of the University community. These values are defined as:

*Integrity:* acting in an honest and ethical manner;

*Respect:* honoring differences in people, ideas, and opinions;

*Responsibility:* accepting ownership for one's own conduct.

**Pioneer Pledge.**

As a University of Denver Pioneer I pledge...

- to act with INTEGRITY and pursue academic excellence;
- to RESPECT differences in people, ideas, and opinions and;
- to accept my RESPONSIBILITY as a local and global citizen;

Because I take pride in the University of Denver I will uphold the *Honor Code* and encourage others to follow my example.

## **Statements on Use of Technology in the Classroom**

Access to the Internet can be a valuable aid to the classroom learning environment. Students are encouraged to use laptops, smart phones, and other devices in order to explore concepts related to course discussions and topics. Students are discouraged from using technology in ways that distract from the learning community (e.g. Facebook, texting, work for other classes, etc.) and if found doing so, will be asked to leave the classroom for the day and will not get credit for attendance that class period.

From The Writing Program at DU, as part of their policy language for Civility and Tolerance:

Students must respect the classroom environment. In class, all cell phones and electronic devices shall be turned off. Unless specifically directed by the instructor, students shall refrain from sending email and instant messages, or from engaging in other activities (reading non-course materials, engaging in private conversations and so on) that disrespect the classroom environment and learning conditions for others.

## **Religious Accommodations**

DU students are granted excused absences from class if needed for observance of religious holy days but should contact instructors to make alternate arrangements during the first week of class. [Visit DU's religious accommodations policy](#) for information and a list of religious holidays.

## **Student Athletes**

DU sponsors National Collegiate Athletic Association (NCAA) student-athletes at the undergraduate level in seventeen different sports. [Student-Athlete Support Services are in place](#) ([Links to an external site.](#)) to assist these students in their academic work. According to their policies:

Student-athletes are responsible for informing their instructors of any class days to be missed due to DU sponsored varsity athletic events in which s/he are participating. Student-athletes are provided with a schedule of travel dates that coincide with class dates and an absence policy to present to instructors. This must be signed by the instructor and is the student-athletes responsibility to return the signed forms to an assigned athletics adviser. In the event that a team reaches post-season play (i.e. Conference or NCAA Tournament), letters will be sent to instructors informing them of additional missed class dates. It is the responsibility of the student-athlete to make arrangements with instructors regarding any missed lectures, assignments, and/or exams.