

## Course Syllabi: Suggestions for Statements to Include on your Syllabus

Along with your course content, learning goals, assignments and instructional activities, we encourage you to include communication on your syllabus that informs and alerts students to the classroom climate you would like to set and services and resources provided by various campus units. Please include these sample statements in your course syllabus, as appropriate.

❖ *Below is a selection of syllabus statements that set a tone for respectful conversations within a course.*

---

❖ A word about class discussion: Classroom discussion is important and valued in this class. Everyone is entitled to their opinion, but we must express ourselves within the bounds of courtesy, sensitivity, and respect. Please share your thoughts and be willing to listen to perspectives that may differ from your own. - S. Hansen

---

❖ Students in this class come from different disciplines but no one is expected to understand all of racial history—legal, cultural, economic, etc.—of the United States. We will explore these topics through readings and class discussions, so be prepared to talk in class (yes, participation is graded). We will also examine these subjects through the lens of current events. If you keep up to date on readings, research what you don't know, talk to and respect your classmates, and keep an open mind, you will succeed (98 and  $\frac{3}{4}$  percent guaranteed!)- L. Hoffman

---

❖ Our classroom environment should be mutually respectful and inclusive of all students. The classroom should be an environment with no discrimination, where everyone is comfortable and at liberty to contribute to, and benefit from the entire learning experience. Any suggestions to improve class interactions or any concerns should be brought to my attention. Your small group interactions in lecture, studio and lab are a good way to adopt this attitude of inclusion and enhance positive interactions in the larger class. - O. Olabisi

---

❖ In so many ways, the work we accomplish hinges on our respect of each other and ourselves. We will hit on difficult, complicated, and high-stakes conversations. I want to see, and encourage you to show, your passion for the questions we raise and the debates that will likely occur. I also expect to see these happen in a generous environment. Be generous with your classmates and yourself, with what you know and what you don't know. Be generous with me. At the same time, generosity includes accountability. We are responsible for our work in this course, for the words we say and how we say them. We can, and I speak from experience, have difficult conversations with humor and kindness, and these are the conversations we should strive for in this class. - C. Larracey

---

❖ In this, your final course before your capstone clinical experience, I want to share my philosophy with you: in the words of Madeloni (2014): I see the classroom as a “space to raise consciousness of diversity, fight for social justice, and grow the democratic project” (p. 12). Our rules this fall will be to “listen, speak up, speak true to yourself, no one goes it alone, and imagine the life of others” (Madeloni, 2014, p. 12). – J. Flynn

❖ \_\_\_\_\_  
The University of Delaware is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veterans status, religion, sexual orientation, color, or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration. – J. Ernest

❖ **Harassment**

- It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of a person's race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational mission. Contact the Office of Equity and Inclusion (<http://www.udel.edu/oei/>) if you believe a violation has occurred.

❖ **Inclusion of Diverse Learning Needs:** <http://www.udel.edu/DSS/>

- This course is open to all students who meet the academic requirements for participation. Any student who has documented a need for accommodation based on the impact of a disability should contact the instructor privately to discuss the specific situation as soon as possible. Disability Support Services can be reached at 302-831-4643, in Alison Hall 130 and will coordinate reasonable accommodations for students with documented disabilities.
- Please note: The University of Delaware is committed to diversity and welcomes students with disabilities. If you have a documented disability related need for a modification or reasonable accommodation in this course, please contact the Office of Disability Support Services located at 325 Academy St, Suite 161, Perkins Student Center, email: [dssoffice@udel.edu](mailto:dssoffice@udel.edu) or call 302-831-4643.

❖ **Sexual Misconduct**

**Communication Faculty Statement on Disclosures of Instances of Sexual Misconduct**

If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am obligated by federal law to inform the university's Title IX Coordinator. The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator. For more information on Sexual Misconduct policies, where to get help, and reporting information please refer to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct).

At UD, we provide 24 hour crisis assistance and victim advocacy and counseling. Contact 302-831-2226, Student Health Services, to get in touch with a sexual offense support advocate.

- ❖ **Academic Integrity:** <http://www.udel.edu/studentconduct/ai.html>
  - Please familiarize yourself with UD policies regarding academic dishonesty (<http://www.udel.edu/stuguide/14-15/code.html>). To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, to re-submit the same assignment for different classes, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give or receive unauthorized assistance.
- ❖ **Center for Counseling and Student Development (CCSD):** <http://www.udel.edu/counseling/>
  - At times, personal problems, stress, or life circumstances can interfere with your academic functioning. UD's Center for Counseling and Student Development provides a variety of services to support you in your academic work and be successful. The Center works with you on a confidential and individual basis; in addition, you may utilize assessment and counseling services, and referral to additional resources off campus. CCSD is funded by the student health fee and does not charge for services. For more information, visit <http://www.udel.edu/counseling/>, or call the office at 831-2141.
- ❖ **Inclement Weather**
  - You are not expected to take unnecessary risks to meet your learning obligations due to inclement weather. When classes have not been canceled, please use your own judgment whether traveling to campus is hazardous. Please notify me when inclement weather precludes you from class attendance. I will keep you informed regarding making up missed class time and/or rescheduling of canceled classes.
- ❖ **IT Academic Technology Services:** <http://ats.udel.edu/>
  - UD Capture - Automatic Classroom Recording System
  - UD Capture is an automatic classroom capture system that records traditional classroom meetings for on-line use; specially designed microphones and capture appliances automatically record my voice and computer visuals. Recordings are made available shortly after class ends; I will provide you with a link to access the recording. You may use the recorded lectures for review, exam preparation and study. The recordings may be accessed on any Internet equipped device.
- ❖ **Morris Library:** <http://library.udel.edu/>
  - The Morris Library [website](#) serves as the portal to online and/or on campus services and resources. You can check the [UD Library Help Page](#) for information about how to use the resources in the UD library, how to conduct academic research, and how to create academic and multimedia class projects. Additionally, collaborative spaces for discussion, multimedia creation, and presentation practice are available to you in the [Student Multimedia Design Center](#) on the Lower Level. You can reserve [Group Study Rooms](#) located on all floors of the Library with glass writing boards, WiFi and flexible tables and seating. The library also offers many [workshops for students](#) and provides [help to students with finding academic research articles](#).
  - Student Multimedia Design Center: <http://www.lib.udel.edu/multimedia>

- ◆ The Student Multimedia Design Center, located on the lower level of Morris Library, offers you tools and resources to aid in the development and production of multimedia presentations. You can rent equipment (e.g., microphones, digital cameras, lighting kits), use professional quality audio recording studios, or use computers equipped with video and audio recording/editing technology. The Center is open during regular Library hours.
- ❖ **Office of Academic Enrichment (OAE):** <http://ae.udel.edu/>
  - At times, you may experience some academic challenges, and you may find it helpful to utilize some of the services provided by The Office of Academic Enrichment. OAE professional staff are committed to helping you address your academic challenges in a variety of ways. Visit their webpage <http://ae.udel.edu> or call 302-831-4555 to learn about tutoring options (low-cost individual, free group and drop-in), free online and in-person workshops on study skills and time management, and free one-on-one assistance to ensure that you are using the best possible strategies for success in your course work.
- ❖ **The Foreign Language & Literatures (FLLT) Writing Assistance Program:** <http://www.udel.edu/flt/flwc/>
  - The Foreign Language & Literatures Writing Assistance Program provides you a place to work one-on-one or in small groups with trained foreign language writing consultants. You must [schedule](#) a 25-minute appointment and bring a writing sample, your textbook and a bilingual dictionary to the meeting.
- ❖ **The Language Proficiency Center:** <http://www.udel.edu/flt/main/FLMediaCenter/index.html>
  - The Language Proficiency Center located in Jastak-Burgess Hall offers you FREE foreign language tutoring and online testing, as well as printing services, scanning services, and access to a foreign film library and media viewing stations.
- ❖ **The Math Tutorial Lab:** [http://www.math.udel.edu/resources/ugrad/tutorial\\_site.html](http://www.math.udel.edu/resources/ugrad/tutorial_site.html)
  - Located in Ewing Hall, room 106, the Math Tutorial Laboratory provides tutorial support for many introductory math courses. Qualified undergraduate students and math graduate students staff are available to help you with math problems during open office hours. No appointments necessary.
- ❖ **The Physics Help Center:** <http://web.physics.udel.edu/undergrad/resources>
  - Located in Sharp Lab, room 101A, the Physics Help Center provides support to students in introductory physics courses. Qualified graduate student staff are available to help you during open office hours. No appointments necessary.
- ❖ **The University Writing Center:** <http://www.cas.udel.edu/writing-center/Pages/default.aspx>
  - Located in Memorial Hall, room 16, and in the lower level of Morris Library, the University Writing Center is a place where all UD community members can come to write and to talk, think and learn about writing. It provides all university members the opportunity to develop their writing skills through one-to-one and small-group

writing tutorials. Their services are FREE to all UD students and you may make up to 2 appointments per week using the Writing Center's [online scheduler](#).

Updated by Cheryl Richardson and Fan Yang (2015) (CTAL, University of Delaware)  
Original Document created by Gabriele Bauer (2010) (CTE, University of Delaware)