

Dear Faculty Members,

I hope you have had a wonderful and productive **winter** interim.

With the start of the semester nearly here, we know many faculty are likely busy finalizing **Spring 2017** syllabi for distribution to students. Below please find some useful information regarding language that can be included in the Attendance, Assessment, Plagiarism, and Accommodations sections of your syllabi.

Feel free to adjust the suggested text to fit your personal style, but the Undergraduate Division strongly recommends you integrate this information in some form in your course syllabi. Note that the first part of the policy statement in italics is for faculty consideration only, and then the second part in regular type is for inclusion in syllabi directly. This information can be located on the faculty dashboard: <http://www.saic.edu/faculty/>.

You may also wish to incorporate the Writing Center schedule if you are teaching a class that requires students to compose essays or papers.

We are including a sample “technology usage” policy for the classroom that you may wish to adapt to suit your pedagogic needs.

When your syllabus is completed, please submit a copy of your syllabus to the administrative director of the department that corresponds to the class you are teaching.

Should you have any questions, please contact my assistant Nia Easley at neasley@saic.edu.

Have a great start to the semester!

Warm regards,

Tiffany Holmes PhD

Dean of Undergraduate Studies

FOR FACULTY CONSIDERATION ONLY:

ASSESSMENT AND EVALUATION OF STUDENT LEARNING:

INDIVIDUAL EVALUATION AND ASSIGNMENT OF GRADE: Clearly indicate your expectations of the student to successfully complete the course and achieve a grade of CREDIT. In writing, please explain each requirement and method of evaluation. Please indicate whether you will convey individual grades of credit or no credit for specific assignments. Students need to understand what is expected of them to receive a grade of CREDIT in your course.

LEARNING GOALS: Include course objectives or learning goals as part of your term syllabus. Consider what you want the student to learn in the class and what evidence you

plan to evaluate to determine whether the student achieved your course goals. The following may weigh into your criteria: class preparation and attendance, class participation, and/or successful completion of all assignments. If you think a student's progress is faltering due to attendance, performance, or other reasons please utilize the course progress reports detailed below.

COURSE PROGRESS REPORTS (CPRs): CPRs allow instructors to alert both a student and the Office of Student Affairs/Academic Advising that their progress in the course may be compromised due to attendance, performance, or other reasons. Instructors should submit CPRs online using SAIC Self-Service accessed through the [Faculty Dashboard](#) under QUICKLINKS.

Click [here](#) for instructions on how to use CPRs or go to:

<http://www.saic.edu/media/saic/pdfs/lifesaic/academicadvising/Submitting-a-CPR-Spring-2014.pdf>.

These instructions can also be found on the [saic.edu](#) site by going to the Faculty Dashboard, under Resources, click "Academic Advising" and from there navigate to Resources for Faculty.

Faculty may submit a CPR at any time in a semester and as often as necessary. CPRs are an important tool for academic advisors, who review them weekly, to identify and provide outreach and advising to students who are demonstrating unsatisfactory academic progress or behavior which interferes with their ability to be successful in class.

If you have any questions about issuing CPRs you can contact Student Affairs Coordinator Alexa Kus: akus@saic.edu.

If there is any student about whom you are particularly worried, please contact Office of Student Affairs/Academic Advising directly at 312.629.6800 to consult with the student's advisor or another staff member (when you call you will be connected to the best person to assist you). In the case of an emergency regarding a student, please contact Campus Security at 312.899.5093 for immediate assistance.

ATTENDANCE FIRST DAY OF CLASS: If a student does not attend your class on the first day please send a Course Progress Report (CPR). The Dean's Office is interested in finding out the reasons why student might choose not to attend class on the first day when enrollments are so high and waitlists tend to be lengthy.

COURSE ATTENDANCE POLICY: Your requirements for student attendance should be clearly stated on your syllabus and presented at the beginning of each semester. The Undergraduate Division strongly recommends that faculty members keep accurate attendance records and call for attendance at all classes.

Ultimately, it is at the faculty member's discretion whether to adhere to or modify the

institutional recommendations that follow below. However, in all cases, the attendance policy should be clearly stated on the syllabus for each course. Our Learning Management System, Canvas, has a great tool to track and record attendance at each class meeting.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

On the first day of class, invite students who may have statements from the Disability and Learning Resource Center (DLRC) to submit them to you directly for evaluation and/or private discussion with the student. All faculty members are required to keep a written record of the letter as well as a written document indicating how accommodations were provided.

Contact the DLRC directly (dlrc@saic.edu or 312.499.4278) for any questions related to individual accommodation letters and/or requests.

MORE INFORMATION ABOUT THE DLRC

Providing accommodations to students with disabilities is a shared responsibility with each member of the SAIC community playing a role. The following delineates some basic responsibilities for faculty and DLRC staff.

Faculty Role

In order to best support students with disabilities, we encourage faculty to:

- *Notify all students that accommodations may be available to them and offer students DLRC contact information and be sure to include the DLRC's recommended Syllabus Statement in all course syllabi.*

Accommodations for Students with Disabilities:

SAIC is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Students with known or suspected disabilities, such as a Reading/Writing Disorder, ADD/ADHD, and/or a mental health condition who think they would benefit from assistance or accommodations should first contact the Disability and Learning Resource Center (DLRC) to schedule an appointment. DLRC staff will review your disability documentation and work with you to determine reasonable accommodations. They will then provide you with a letter outlining the approved accommodations for you to deliver to your instructors. This letter must be presented before any accommodations will be implemented. You should contact the DLRC as early in the semester as possible. The DLRC is located within the Wellness Center on the 13th floor of 116 S Michigan Ave. and can be reached via phone at 312.499.4278 or email at dlrc@saic.edu.

Provide and/or allow approved accommodations outlined in the letter from DLRC; if

accommodations conflict with essential course requirements, or if there are questions or concerns about approved accommodations, faculty should notify the DLRC immediately to discuss reasonable alternatives. Further, if the student fails to give their instructors a copy of their accommodation letter, instructors are not obligated to provide accommodations and should refer the student to the DLRC. Be sure to remember to:

- *Document the date of receipt for all accommodation letters as soon as they are received.*
- *When allowing flexibility with deadlines and/or attendance, document in writing specific alternative deadlines and/or attendance allowances.*
- *Accommodations are never retroactive.*

- *Remember that it is always the student's choice whether to disclose his or her specific disability or diagnosis to instructors.*

- *Refer to DLRC any student who reports a disability or requests an accommodation or modification—include this information on your syllabus.*

**Visit the DLRC [Resources for Faculty](#) page for more information.*

DLRC Role

The DLRC is committed to:

- *Providing disability accommodations, guidance, and academic support to individual students with disabilities in keeping with all course requirements and program standards.*

- *Determining eligibility for reasonable accommodations by conducting a thorough review of the information provided by students and the documentation received from treatment providers.*

- *Providing students/faculty with a letter that lists and describes the approved accommodations.*

- *Collaborating with faculty and staff on disability concerns, especially as they relate to academic performance and fulfilling requirements.*

- *Offering relevant programming to the entire SAIC community on topics relating to learning, disability, and art.*

- *Offering guidance and recommendations on the most current and effective adaptive technology resources.*

OTHER RECOMMENDED SYLLABI INCLUSIONS: FACULTY PLEASE CUT AND PASTE THE ITEMS BELOW INTO YOUR SYLLABI

Student Attendance

SAIC policy states that students are expected to attend all classes regularly and on time.

Students should miss class only with reasonable cause. If a student needs to miss class with reasonable cause, it is the student's responsibility to contact the instructor to receive instruction for how to make up for the missed class. It is the instructor's responsibility to give this information to the student as his/her/their schedule permits. Missing class for other than a reasonable cause may jeopardize the student's academic standing in the class.

SAIC's recommended institutional policy is as follows: If a student misses MORE than three classes, whether or not for a reasonable cause, the student will fail the class, **if** the student does not withdraw from the class prior to the deadline for withdrawal with a grade of "W." Deadline for withdrawal: **Wednesday, March 29, 2017.**

Reasonable cause to miss a class might include:

- Illness or hospitalization (the student should also contact Health Services or their academic advisor, who will relay information to the faculty in whose class the student is enrolled)
- Observation of a religious holiday
- Family illness or death (the student should also contact their academic advisor, who can relay information to all faculty)

Academic Misconduct

From the SAIC Student Handbook:

Academic misconduct includes both plagiarism and cheating, and may consist of: the submission of the work of another as one's own; unauthorized assistance on a test or assignment; submission of the same work for more than one class without the knowledge and consent of all instructors; or the failure to properly cite texts or ideas from other sources.

Academic integrity is expected in all coursework, including online learning. It is assumed that the person receiving the credit for the course is the person completing the work. SAIC has processes in place that protect student privacy and uses LDAP authentication to verify student identity.

Specific procedures for faculty to follow in the case of academic misconduct are detailed

in the Student Handbook.

Additional resources for students:

- Read “Plagiarism: How to Recognize It and Avoid It: a short [guide](#) prepared by the Faculty Senate Student Life Subcommittee in 2004.
- Read the Flaxman Library’s [quick guide](#) titled “AVOID PLAGIARISM.”

Accommodations Statement

Accommodations for Students with Disabilities:

SAIC is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Students with known or suspected disabilities, such as a Reading/Writing Disorder, ADD/ADHD, and/or a mental health condition who think they would benefit from assistance or accommodations should first contact the Disability and Learning Resource Center (DLRC) to schedule an appointment. DLRC staff will review your disability documentation and work with you to determine reasonable accommodations. They will then provide you with a letter outlining the approved accommodations for you to deliver to your instructors. This letter must be presented before any accommodations will be implemented. You should contact the DLRC as early in the semester as possible. The DLRC is located within the Wellness Center on the 13th floor of 116 S Michigan Ave. and can be reached via phone at 312.499.4278 or email at dlrc@saic.edu.

Writing Center Information for Syllabi:

The Writing Center

SHORT VERSION

MacLean Center Basement, 112 S. Michigan Ave., B1-03

writingcenter@saic.edu

Hours: Monday - Thursday: 9:00 AM - 7:15 PM; and Friday: 9:00 AM - 5:15 PM

4:15 PM – 7:15 PM walk-in hours (M – Th)

<https://www.supersaas.com/schedule/saic/WritingCenter>.

The Writing Center

LONG VERSION

MacLean Center Basement, 112 S. Michigan Ave., B1-03

writingcenter@saic.edu

Fall and Spring Semester Hours

Monday – Thursday: 9:00 AM - 7:15 PM; and Friday 9:00 AM - 5:15 PM, 4:15–7:15 PM are designated as walk-in hours Monday–Thursday

SAIC offers free, hour-long writing tutorials at the Writing Center, which is located in the basement of MacLean. Tutors are available to assist all currently enrolled students with any stage of the writing process.

Appointments

To schedule an appointment with a Writing Center tutor, students first need to create an account through the online sign-up system:

<https://www.supersaas.com/schedule/saic/WritingCenter>.

Once students have set up their own account, they may sign up for appointments. Weekly standing appointments are available upon request. When students come to their tutoring appointments, they should make sure to bring their assignments with them and have any work printed out.

Online schedule instructions are available outside of the Writing Center suite (in the hallway outside of the MacLean Center B1-03).

Contact Information

Leila Wilson, Writing Center Coordinator: lwilson@saic.edu or 312.345.3588

Writing Center Suite: 312.345.9131. (Call to see if there are any last-minute openings.)

OPTIONAL TECHNOLOGY POLICY

DIGITAL DEVICES in class (LAPTOPS, PHONES, TABLETS, etc)

The student use of various digital devices in class such as laptops, phones, tablets, etc. should be limited only to appropriate use given the lecture and discussion format of the class. Use of digital devices in class to do non-class related work will not be allowed or tolerated. Similarly, use of digital devices in class during screenings will not be allowed or tolerated.

If a student has a software or hardware related problem please visit the CRIT Helpdesk on the 9th floor of the 112 S. Michigan (Maclean) Building for assistance addressing these issues.