Dear Faculty,

I hope you have had a wonderful and restful summer break.

With the start of the semester nearly here, we know many faculty are likely busy finalizing **Fall 2019** syllabi for distribution to students. Below is a resource guide for faculty in constructing their syllabi.

Note that Section 1 of the document (in italics) are materials for *faculty consideration only*, to inform your syllabus construction. Section 2 of the document (in regular type) includes sample text you may directly include in your syllabi or adapt as appropriate.

Feel free to adjust any suggested text to fit your personal style, but the Dean's Office recommends all of the following information be considered and incorporated into your syllabi.

Should you have any questions, please contact me at pjacks2@saic.edu.

Have a great start to the semester!

Warm regards,

Paul Jackson
Associate Dean of Undergraduate Studies

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SECTION 1: CONTENT AREAS FOR FACULTY CONSIDERATION

1. 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.*

2. 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.*

- *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.*

3. CONCERN FOR STUDENT WELL-BEING

- *If there is any student about whom you are particularly worried, please call the Office of Student Affairs/Academic Advising directly at 312.629.6800 to consult with the student's academic advisor or another staff member (when you call you will be connected to the person best able to assist you). In the case of an emergency regarding a student, please contact Campus Security at 312.899.1230 for immediate assistance.*
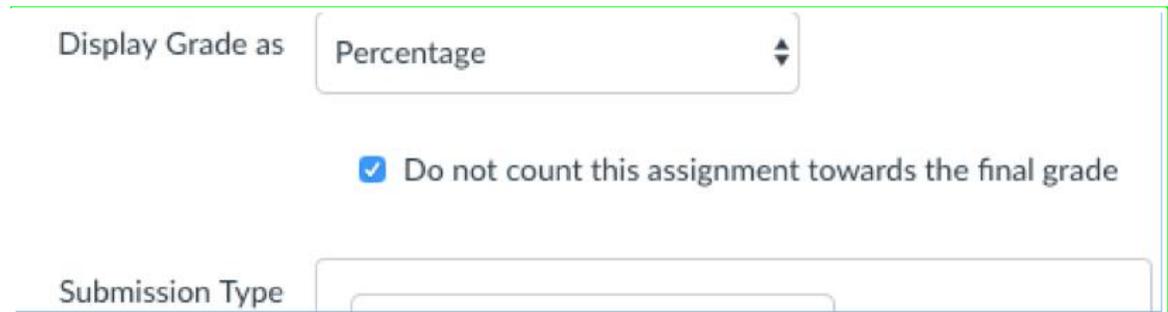
4. COURSE ATTENDANCE POLICIES

- *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 develop an attendance policy that makes the most sense for their course, having considered the institutional recommendations. 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.

- *For faculty who use Canvas to keep attendance figures (strongly recommended) but do not intend each attended class-day to provide the student with points toward their overall percentage of completion, there is an easy way to make sure what displays to students is clear:*

  For the Roll Call Attendance assignment:

  Check the box next to "Do not count this assignment towards the final grade" in the Roll Call Attendance assignment settings (see below).

  The above information is included in CRIT's Canvas training course, but we felt like a reminder would be useful at this particular moment in the year.

  For your reference, here is a link to a more complete discussion of using the Roll Call attendance feature.

MANDATORY ATTENDANCE REPORTING

- *It is essential that faculty notify SAIC of enrolled students who do not attend the first few weeks of class. This is due to federal financial aid attendance requirements which state that students who are recipients of federal aid must have begun attendance in classes for which they are to receive aid, and SAIC is required to verify they have begun attendance.*

- *Continuing in Fall 2019, SAIC will send a report to faculty via email to make it as easy as possible for them to provide the needed attendance information. This report will be sent to all faculty for all courses they are teaching shortly after the Add/Drop period ends.*

- *Once you receive the email report request, consult an official class roster of students enrolled in your class, and compare these to your own attendance records. If a student enrolled in your class (on official class roster) has not class at*

all during the Add/Drop period, you should indicate this as instructed on the emailed report.

Note: If a student has not been physically present for class during Add/Drop but has been in contact with you to state that they do plan on continuing in the class, you should mark them as "not attended" for these purposes. In addition to communicating back to the student, you may wish to also submit a CPR to reflect their multiple absences and their standing in the class as a result.

5. 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/ACCOMMODATIONS

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:

o *Document the date of receipt for all accommodation letters as soon as they are received.*

o *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:

- o *Document the date of receipt for all accommodation letters as soon as they are received.*
- o *When allowing flexibility with deadlines and/or attendance, document in writing specific alternative deadlines and/or attendance allowances.*
- o *Accommodations are never retroactive.*
- o *Remember that it is always the student's choice whether to disclose his or her specific disability or diagnosis to instructors.*
- o *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:
- o *Providing disability accommodations, guidance, and academic support to individual students with disabilities in keeping with all course requirements and program standards.*
- o *Determining eligibility for reasonable accommodations by conducting a thorough review of the information provided by students and the documentation received from treatment providers.*
- o *Providing students/faculty with a letter that lists and describes the approved accommodations.*
- o *Collaborating with faculty and staff on disability concerns, especially as they relate to academic performance and fulfilling requirements.*
- o *Offering relevant programming to the entire SAIC community on topics relating to learning, disability, and art.*
- o *Offering guidance and recommendations on the most current and effective adaptive technology resources.*

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SECTION 2: SAMPLE TEXT RESOURCES FOR INCORPORATION

AUDIT POLICY FOR DEGREE-SEEKING STUDENTS

Auditing (Non-Credit Enrollment) Policy Statements (3 options, choose 1 that is most applicable to your course):

- **If the Instructor prohibits auditing (applicable regardless of course type):**

AUDIT POLICY
Per SAIC's policy on non-credit enrollment (auditing), as the instructor for this course, I do not accept auditors. Students wishing to participate in the course must be enrolled for credit.

- **If the class is a studio course:**

AUDIT POLICY
Per SAIC's Policy on non-credit enrollment, auditing this course is not permitted. Students wishing to participate in this course must be enrolled for credit.

- **If the class is a Liberal Arts/Art History course (+ instructor permits auditing):**

AUDIT POLICY
Per SAIC's policy on non-credit enrollment, auditing this course is possible, space permitting and provided the student proposes an acceptable audit arrangement. Interested students should review SAIC's policy on non-credit enrollment to review options and process, and then contact me to discuss specifics.

Regardless of course type, all faculty should close their audit syllabus info with the following:

"Unofficial" auditing of this or any course i.e. "sitting in" is prohibited. Participation in specific class activities by non-enrolled students is prohibited without advance, specific consent from the instructor.

Student Attendance Resource Material:

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 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: **Fall 2019 semester: Tuesday, October 29, 2019**.

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)
- Family illness or death (the student should also contact their academic advisor, who can relay information to all faculty)
- Observation of a religious holiday (students are expected to notify their instructors in advance to discuss reasonable accommodations for holidays they might observe).

Academic Misconduct Resource Material:

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 misconduct also includes the falsification of academic or student-related records, such as transcripts, evaluations and letters of recommendation. Academic misconduct extends to all spaces on campus, including satellite locations and online education.

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, including LDAP authentication, to verify student identity."

Specific procedures for faculty to follow in the case of academic misconduct are detailed in both the Student Handbook and SAIC Bulletin.

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 "When to give credit."

Accommodations Policy Statement Resource Material:

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 Resource Material:

Writing Center
Lakeview Building, 116 S. Michigan Ave., 10th Floor
writingcenter@saic.edu
312.499.4138
http://www.saic.edu/academics/academicresources/writingcenter/

Appointments
Schedule in advance: https://www.supersaas.com/schedule/saic/WritingCenter
Short-notice: Call 312.499.4138 to see if there are any openings

Hours
Monday – Thursday: 9:00 AM - 7:15 PM
Friday: 9:00 AM - 5:15 PM
Walk-in hours: Monday – Thursday: 4:15–7:15 PM

Extra Credit Policy Sample Statements for Syllabi:

● **If the course DOES provide opportunities for earning extra credit:**

EXTRA CREDIT POLICY
The following extra credit opportunities are available to all students enrolled in this course. Extra credit work should be completed and submitted by the deadline indicated. It is the responsibility of the student to submit their work to the faculty when

completed. No extra credit assignments will be accepted after the deadline.

Extra Credit Assignment Title
Assignment Description/Details/Submission Procedures/Assignment Value (as related to overall grade in the course)
Due Date

- **If the course DOES NOT provide opportunities for earning extra credit:**

EXTRA CREDIT POLICY
There are no extra credit opportunities associated with this course. All assignments for course credit are required as stated in this syllabus, and students should fully utilize all these assignments in order to successfully complete the course.

Digital Device Policy Sample for Syllabi:

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.

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Fall 2019 Visiting Artist Program Resource Text:

SAIC Visiting Artists Program: FALL 2019 Schedule

About VAP:
An invaluable resource for SAIC students and the public alike, the Visiting Artists Program is central to SAIC's interdisciplinary curriculum. In addition to public lectures, visitors directly engage with SAIC students through studio critiques and roundtable discussions, providing them with direct access to world-renowned speakers working across disciplines. All events are FREE, non-ticketed, and open to the general public.

Resource Guides on each speaker are available by logging into your Canvas account. Follow these detailed instructions to learn how to upload the guides directly into your Canvas course.

For more details about the Visiting Artists Program visit saic.edu/vap

Nayland Blake
Bill and Stephanie Sick Distinguished Visiting Professor
Monday, September 9, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.
Established in 2006 by a generous gift from Bill and Stephanie Sick, this distinguished visiting professorship enables internationally renowned artists and designers to visit and teach at SAIC.

Mierle Laderman Ukeles
Tuesday, September 24, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.
This lecture is presented in conjunction with the exhibition Re:Working Labor *at the Sullivan Galleries from September 21 - November 27, curated by Daniel Eisenberg and Ellen Rothenberg, Faculty Research Fellows in SAIC's Institute for Curatorial Research and Practice.*

Park McArthur
Tuesday, October 1, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.
Presented in partnership with the Society for Contemporary Art
An ASL interpreter will be on site, and CART captioning *will be available on any personal device with internet access.*

Eddie Opara
Tuesday, October 15, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.

Jeffrey Gibson
Distinguished Alumni Lecture Series
Monday, October 28, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.

Presented in partnership with SAIC's Office of Alumni Relations

Aaron Williamson
Tuesday, November 5, 6:00 p.m.
The Art Institute of Chicago, Rubloff Auditorium, 230 S. Columbus Dr.
CART captioning will be available on any personal device with internet access

Contact the Visiting Artists Program office with any questions at 312.899.5185 or events@saic.edu.