

## **Syllabus Resources and Template Language - Danforth Campus**

Important information on university policies and resources for students to be included in your syllabi is presented below.

Additional syllabus-building resources are available on the Center for Teaching and Learning's (CTL) website including [a downloadable syllabus template and a checklist for constructing a syllabus](#) that promotes an inclusive learning environment.

As you update or design your syllabi in preparation for the fall, remember that The Center for Teaching and Learning (CTL) is a valuable campus partner that is here to support your teaching. You can visit their website to [request a consultation](#) in order to discuss your syllabus or first day plans with the CTL. For additional ideas as you are designing your course, visit the [CTL Course Design Resources](#) or join the CTL for [upcoming programs](#).

A few reminders as you prepare for Fall 2023:

- Be very clear about your attendance policy. Particular attention should be paid to describing how illness/isolation will be handled. Please review the [Habif Health and Wellness Center's Excuse Notes policy](#) to understand what documentation will be provided to students who seek care from Habif. Please note: Habif will only provide letters indicating a need for isolation for COVID or other airborne or highly contagious diseases like chickenpox. If a student shares health information with you, please respect their privacy and do not share this information with others outside of Habif or your School Dean's office. For suggestions on attendance and participation policies, see the [CTL's Designing Student- Focused Classroom Policies](#) page, which includes examples from WashU faculty.
- A key aspect of student success is support for their overall well-being. One easy way to support student well-being is to make sure they are aware of campus resources designed to offer them further assistance. Taking the time to discuss these resources, in positive language, even to students who have been at WashU for a while, can make a difference in whether they seek out resources when they need them. For more on supporting student well-being in the classroom, see [Promoting Student Well-Being in Learning Environments](#), the guidebook developed by the CTL and Habif Health & Wellness.
- All pooled classrooms are equipped for recording. For support on the logistics of class recording in a pooled classroom, visit the [Checklist for Teaching in a Pooled Classroom](#) or contact CTL's Classroom Services division at [ctl@wustl.edu](mailto:ctl@wustl.edu). For those teaching in non-pooled classrooms, please contact the appropriate school or department administrator for assistance with room technology. For tips on encouraging robust in-person student engagement, even when class sessions are made available afterwards via recording, [contact the Educational Development](#) division of the CTL for a private consultation.

## **TEMPLATE LANGUAGE TO INCLUDE IN SYLLABI:**

### **COVID-19 Health and Safety Protocols**

Students experiencing symptoms consistent with COVID-19 or concerned about a possible exposure should contact Habif Health and Wellness Center (314 935-6666) to arrange for testing as indicated. If a student tests positive for Covid-19, they will receive a letter with instructions about any necessary isolation that they can share with their instructors. Any accommodation needs for COVID-related absence not covered in an instructor's standard course policies should be discussed between the student and instructor.

While on campus, it is imperative that students follow all public health guidelines established to reduce the risk of COVID-19 transmission within our community. The full set of University protocols can be found on the [Health and Safety webpage](#). This includes:

#### **Masking;**

Masking remains a valuable tool in the mitigation of COVID-19, particularly in light of new and emerging variants. Students and instructors are encouraged to treat requests to mask with care and consideration, keeping in mind that some individuals may be at a higher risk, caring for others at a higher risk, or feeling less comfortable in a mask-optional environment. Based on monitoring of regional and campus conditions, a mask requirement may be implemented as needed.

Students with disabilities for whom masked instructors or classmates create a communication barrier are encouraged to contact Disability Resources ([www.disability.wustl.edu](http://www.disability.wustl.edu)) or talk to their instructor for assistance in determining reasonable adjustments. Adjustments may involve amplification devices, captioning, or clear masks but will not allow for the disregard of mask policies should a requirement be in place.

### **Reporting Sexual Assault and Harassment**

If a student discusses or discloses an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if a faculty member otherwise observes or becomes aware of such an allegation, the faculty member will keep the information as private as possible, but as a faculty member of Washington University, they are required to immediately report it to the Department Chair or Dean or directly to Ms. Cynthia Copeland, the University's Associate Title IX Coordinator, at (314) 935-3411, [cmcopeland@wustl.edu](mailto:cmcopeland@wustl.edu). They will also offer available resources, including confidential support resources through the Relationship and Sexual Violence Prevention ([RSVP](#)) at 314-935-3445. Additionally, you can report incidents or complaints to the Office of Student Conduct and Community Standards or by contacting WUPD at (314) 935-5555 or your local law enforcement agency. See: [Gender Equity and Title IX Compliance Office](#)

### **Disability Resources (DR)**

WashU supports the right of all enrolled students to an equitable educational opportunity, and strives to create an inclusive learning environment. In the event the physical or online environment results in barriers to the inclusion of a student due to a disability, they should notify the instructor as soon as possible.

Disabled students requiring adjustments to equitably complete expectations in this course should contact WashU's Disability Resources (DR), and engage in a process for determining and communicating

reasonable accommodations. Because accommodations are not applied retroactively, DR recommends initiating requests prior to, or at the beginning of, the academic term to avoid delays in accessing accommodations once classes begin. Once established, responsibility for disability-related accommodations and access is shared by Disability Resources, faculty, and the student.

Disability Resources: [www.disability.wustl.edu](http://www.disability.wustl.edu); 314-935-5970

### **Statement on Military Service Leave**

Washington University recognizes that students serving in the U.S. Armed Forces and their family members may encounter situations where military service forces them to withdraw from a course of study, sometimes with little notice. Students may contact the Office of Military and Veteran Services at (314) 935-2609 or [veterans@wustl.edu](mailto:veterans@wustl.edu) and their academic dean for guidance and assistance. See: <https://veterans.wustl.edu/policies/policy-for-military-students/>.

### **Preferred Name and Personal Pronouns**

Washington University in St. Louis recognizes that many students prefer to use names other than their legal ones to identify themselves. In addition, in order to affirm each person's gender identity and lived experiences, it is important that we ask and check in with others about pronouns. This simple effort can make a profound difference in a person's experience of safety, respect, and support. See: [Pronouns Information](#) and [Preferred Name](#).

### **Emergency Preparedness**

Before an emergency, familiarize yourself with the building(s) that you frequent. Know the layout, including exit locations, stairwells and the Emergency Assembly Point (EAP). Review the "Quick Guide for Emergencies" that is found near the door in many classrooms and main lobby areas of buildings for specific emergency information and instructions. For additional Information and EAP maps, visit <https://emergency.wustl.edu/>. To ensure that you receive emergency notifications, make sure your information and cell phone number is updated in SIS, and/or download the [WashU Safe app](#) and enable notifications.

To report an emergency:

Danforth Campus: (314) 935-5555

School of Medicine Campus: (314) 362-4357

North/West/South and Off Campus: 911 then (314) 935-5555

### **Academic Integrity**

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others (including generative artificial intelligence) must be appropriately acknowledged and work that is presented as original must be, in fact, original. Faculty, students and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University in St. Louis.

For additional details on the university-wide Undergraduate Academic Integrity policy, please see: <https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/>

*Instructors are encouraged to include in their syllabus a link to school-specific information on Academic Integrity policies and procedures.*

**Turnitin** (\*Note that this should be included if you might use Turnitin in your course at any point)

In taking this course, students may be expected to submit papers and assignments through Turnitin for detection of potential plagiarism and other academic integrity concerns. If students do not have an account with Turnitin and/or do not utilize Turnitin when submitting their papers and assignments, the instructor may upload your paper or assignment to Turnitin for processing and review.

## **Resources for Students:**

### **Confidential Resources for Instances of Sexual Assault, Sex Discrimination, Sexual Harassment, Dating Violence, Domestic Violence, or Stalking**

The University is committed to offering reasonable academic accommodations (e.g. a no-contact order, course changes) to students who are victims of relationship or sexual violence, regardless of whether they seek a formal investigation or criminal charges. If a student needs to explore options for medical care, other services, or reporting, or would like to receive individual counseling services, there are free, confidential support resources and professional counseling services available through the Relationship and Sexual Violence Prevention (RSVP) Center. If you need to request such accommodations, please contact RSVP to schedule an appointment with a confidential and licensed counselor. Although information shared with counselors is confidential, requests for accommodations will be coordinated with the appropriate University administrators and faculty. The RSVP Center is located in Seigle Hall, Suite 435, and can be reached at [rsvpcenter@wustl.edu](mailto:rsvpcenter@wustl.edu) or (314) 935-3445. For after-hours emergency response services, call the Sexual Assault and Rape Anonymous Helpline (SARAH) at (314) 935-8080 or call 314-935-6666 or (314) 935-5555 and ask to speak with an RSVP Counselor on call. See: [RSVP Center](#).

### **Bias Reporting and Support System (BRSS)**

The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's [Bias Report and Support System \(BRSS\)](#) team.

### **Counseling and Psychological Services**

Counseling and Psychological Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect a student's academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety, depression, and thoughts of suicide. Individual, Conjoint, and Group therapy are all provided in addition to referrals for off-campus support. Information can be found on the [Mental Health Services webpage](#).

The Division of Student Affairs also offers a telehealth program to students called [TimelyCare](#). While students are encouraged to visit Counseling and Psychological Services during business hours, this additional service also provides after-hours access to medical care and 24/7 access to mental telehealth care across the United States, with no cost at the time of the visit. 12 counseling visits are provided at no charge as well as a limited number of psychiatry appointments. Students who pay the Health and Wellness fee are eligible for this service.

Additionally, see the mental health services offered through the RSVP Center listed above.

### **WashU Cares**

WashU Cares specializes providing referrals and resources, both on, and off campus for mental health, medical health, financial and academic resources by using supportive case management. WashU Cares also receives reports on students who may need help connecting to resources or whom a campus partner is concerned about. If you are concerned about a student or yourself, you can file a report

here: <https://washucares.wustl.edu/>.

### **The Writing Center**

The Writing Center offers free writing support to all Washington University undergraduate and graduate students. Staff members will work with students on any kind of writing project, including essays, writing assignments, personal statements, theses, and dissertations. They can help at any stage of the process, including brainstorming, developing and clarifying an argument, organizing evidence, or improving style. Instead of simply editing or proofreading papers, the tutors will ask questions and have a conversation with the writer about their ideas and reasoning, allowing for a higher order revision of the work. They will also spend some time looking at sentence level patterns to teach students to edit their own work.

The Center is located in Mallinckrodt and open Sunday through Thursday from 11:00 am to 9:00 pm and Friday from 11:00 am to 5:00 pm. Students are seen primarily by appointment, with walk-ins accepted as the schedule allows. They also have dedicated walk-in hours for undergraduates on Tuesday and Wednesday afternoons. Both in-person and online appointments are available. To make an appointment, go to [writingcenter.wustl.edu](http://writingcenter.wustl.edu). Email: [writing@wustl.edu](mailto:writing@wustl.edu).

### **The Learning Center**

The Learning Center provides [peer-led support programs](#), including course-specific mentoring and academic skills coaching (study and test-taking strategies, time management, etc.), that enhance undergraduate students' academic progress. Contact them at [learningcenter@wustl.edu](mailto:learningcenter@wustl.edu) or visit [ctl.wustl.edu/learningcenter](http://ctl.wustl.edu/learningcenter) to find out what support they may offer for your classes.

### **Center for Diversity and Inclusion (CDI)**

The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional school students from underrepresented and/or marginalized populations, collaborates with campus and community partners, and promotes dialogue and social change to cultivate and foster a supportive campus climate for students of all backgrounds, cultures, and identities. Additional Diversity and Inclusion information can be found at <https://diversityinclusion.wustl.edu/>.

### **Gephardt Institute**

Students play an essential role in a vibrant and functioning democracy! State and local elections take place throughout the year and have a direct impact on our communities. You can register to vote, request an absentee ballot, confirm your polling location, and get Election Day reminders at <http://wustl.turbovote.org> for any of the 50 states and Washington D.C. WashU students are considered Missouri residents, and eligible student voters can register to vote in the state of Missouri or their home state.

If you are ineligible to vote, you can participate by encouraging your friends to register and vote, engaging your peers in local issues, and taking part in other civic and community engagement activities. For more resources on voting and other civic and community engagement opportunities, please visit <http://washuvotes.wustl.edu> and <http://gephardtinstitute.wustl.edu>.

### **University Libraries**

University Libraries include [seven unique locations](#) across the Danforth Campus, but they are much more than just beautiful, quiet spaces for studying and group work. The Libraries include [librarians for every discipline on campus](#), with the expertise to work with you to develop research ideas and find the best resources to meet your needs; or you are welcome to explore our [research guides](#), tailored for each subject and available online. The Libraries hold five million items in the collection—print books, journals, electronic resources, databases, and millions more accessible through interlibrary loan—and you can find it all at [the search on our home page](#). Additional resources for students include special collections, data

services, citation help, digital publishing, and more. Visit [the Libraries website](#) for more details about these and other ways that the Libraries are here to support your academic success.

[Note to faculty: You are welcome to list [the contact information for your subject librarian](#) directly on your syllabus, and/or reach out to your subject librarian to create a research guide curated to the needs of your class.]

## **Additional Information for Faculty Awareness:**

### **Religious Holidays**

As home to students, faculty, and staff of all the world's major religions and as a non-sectarian institution, Washington University in St. Louis values the rich diversity of spiritual expression and practice found on campus. It is therefore the policy of the university that students who miss class, assignments, or exams to observe a religious holiday should be accommodated. The Religious Holiday Class Absence Policy can be found [here](#).

The [Office of Religious, Spiritual and Ethical Life](#) maintains a [calendar](#) of many religious holidays observed by the WashU community. Listed below are dates of some of the major religious or obligations in the Fall 2023/Spring 2024 semester that may pose potential conflicts for observant students.

The Jewish holidays that may pose potential scheduling conflicts begin at sundown on the first day listed and end at nightfall of the last day shown:

September 15-17	Rosh Hashanah
September 24-25	Yom Kippur
September 29-October 1	Sukkot Opening Days
October 6-7	Shemini Atzeret
October 7-8	Simchat Torah
April 22-24	Passover Opening Days
April 28-30	Passover Closing Days
June 11-13	Shavuot

Additionally, the Sabbath/Shabbat is celebrated each Friday at sundown through Saturday at nightfall.

Baha'i students may require observance on the following days:

October 15-17	Twin Holy Days
May 23-24	Declaration of the Bab

The dates this fall that may present a conflict for Hindu students are:

October 23	Dussehra
November 1	Diwali (also celebrated by Jains and Sikhs)

Muslim student may require observance on the following days:

March 10-April 9 (approximately)	Ramadan
April 9-10 (approximately)	Eid al-Fitr