# Syllabus Fall 2022

## Course Number, Title, Credit Hours

*Additional recommendations for CEMS instructors shown in red.*

*Example CEMS syllabi can be found here:* [*https://www.uvm.edu/cems/faculty\_staff*](https://www.uvm.edu/cems/faculty_staff)

*Note on voice: Instructors are encouraged to consider the ‘voice’ that they choose to use when writing their syllabus. Syllabi that are written to the student in the second person (you/your) or first person (our / ours / we / us) are more inclusive and may be better-received by students in comparison to syllabi written in the third person, e.g., students will, students are expected to.*

Example Disclaimer Language: *While there has been a significant amount of flexibility provided in the last two years due to COVID, it is important that you (student) understand the current expectations for class participation, attendance, due dates, instructor availability, and illness. Please review the information in this syllabus carefully so that you know what to expect and how to succeed in this course.*

## Meeting Time, Meeting Pattern, Location

*List meeting pattern and time (e.g.MWF 10:50-11:40). Please do not schedule any regular class meetings or exams outside of your meeting time, as this results in significant schedule conflicts for students. For hybrid and online courses, please list the modality and use the Modality Description/Outline section below to explain the course meeting pattern.*

## Instructor Name, Contact Information, Office Hours

*Offer information about the best way to contact you and when you will conduct office in-person hours, including any information on requesting and joining remote appointments.*

* *Faculty may also wish to indicate that students must wear masks for in-person office hours. Virtual office hours may be offered if requested by students.*
* *Faculty are encouraged to identify office hours that are optimal for them and their students, e.g., via class polling at the beginning of the semester.*
* *Faculty are encouraged to set clear boundaries on their availability outside of regular class time and office hours. These boundaries should be appropriate to faculty needs and the needs of students in the course.*
* *Key pieces of information to include when establishing availability:*
  + *Your general availability outside of class and office hours*
  + *Preferred method of communication if students have questions or need to request additional meetings outside of class/office hours*
  + *How quickly you will be able to respond to student requests outside of these hours*
  + *How much advance notice you need for any additional meeting requests*
  + *Example below and in the example syllabi* [*HERE*](https://www.uvm.edu/cems/faculty_staff)*. Please note, this is only an example!* 
    - *“Office hours, in addition to regular class meetings, are set up to provide you with additional support in this course. It is expected that you (student) will attend all class periods and utilize office hours first, before requesting additional time with me or the TA. If you are unable to attend office hours or miss a class, you can request an additional meeting. Please note that I may not be able to accommodate all requests and may be slow to respond outside of normal business hours (after 5PM weekdays, and on the weekend). Please request any additional meetings via email at least one week in advance.”*

## Teaching Assistant Name(s), Contact Information, Office Hours

## Tutors and other support name(s), contact info

## Technical support for students

Students, please read this technology check list to make sure you are ready for classes. <https://www.uvm.edu/it/kb/student-technology-resources/>

Students should contact the Helpline (802-656-2604) for support with technical issues.

## Pre-requisites or co-requisites

(if any)

## General education (e.g., D1) or other requirements satisfied

(if applicable) *Please include corresponding* [*outcomes information*](https://www.uvm.edu/generaleducation) *for D1, D2, SU, QR, or FWIL courses.*

**Notes on courses that may duplicate credit** (if applicable) *(Note: It is important to ensure that this information is updated yearly and is as complete as possible.)*

## Course Description

*The course description should give students an overview of the course. This usually includes:*

* *the purpose of the course*
* *main concepts, knowledge areas, topics covered and/or questions explored in the class*
* *how the course topics relate to each other*
* *how the course will be structured (e.g., lectures, labs, group work, etc.)*

## Course Learning Objectives

*Learning objectives clearly state what skills or knowledge students should have mastered upon completion of the course. Generally speaking, they focus on the main concepts covered in the class and how those concepts can be applied. Learning objectives can be framed by the clause "After completing this course the student will be able to:" (followed by the list of learning objectives). If applicable, faculty may indicate in this section professional standards for their field that align with course objectives.* [Read more about learning objectives.](https://www.uvm.edu/ctl/learning-objectives/)

## Pedagogy: (optional)

*You may choose to describe the types of teaching/learning experiences in the course. This information may also be incorporated in your Course Description.*

## Modality description/Outline (for Hybrid or Online courses)

*Offer students a clear and concise description of how the course will operate, where they can find important course information in Blackboard, etc. For hybrid courses, clearly lay out when the class will be meeting in person, and online, as well as whether online meetings are synchronous, or work will be asynchronous.*

## Required Course Materials:

*Books and availability (e.g., bookstore etc.)  
Articles (online reserve, linked, course pack, etc.)  
Media (location of required films, audio, etc.)  
Required software (provide links for download) and internet access requirements  
Other required equipment or materials and where to purchase them (e.g., iClicker/REEF)*

*Laptop or other device with functioning webcam, microphone, and audio* (See [CEMS Laptop Recommendations](https://www.uvm.edu/cems/computer_services)) *Instructors are encouraged to include cost information, links to online resources, and examples of low-cost alternatives, if available. Students struggling to pay for or obtain course materials or CEMS-approved laptops are encouraged to contact KC Williams, Assistant Dean of Equity, Belonging, and Student Engagement (*[*kc.williams@uvm.edu*](mailto:kc.williams@uvm.edu)*) and/or* [*UVM Student Financial Services*](https://www.uvm.edu/studentfinancialservices)*.*

## Required platforms and software:

*List required platforms such as Teams, Blackboard, Respondus Lockdown Browser, or other platforms you will be using. Note that there are* [*limitations for which systems*](https://www.uvm.edu/it/kb/article/getting-started-with-respondus-lockdown-browser/) *can use Respondus Lockdown Browser.* [Please review the instructor information](https://www.uvm.edu/it/kb/article/getting-started-with-respondus-lockdown-browser/) *before choosing to use the Lockdown Browser or Monitor in your class.* ***If using Respondus Monitor for proctoring tests, be sure to include the following information:***

This course will use **Respondus Monitor**, automated exam-proctoring software that uses artificial intelligence to flag suspected cases of academic integrity violations during exams. The software will make a video/audio recording of you taking your exam, but a proctor is not watching you take the exam.

After the video recording of you taking your test is processed, faculty are notified if there are points in your video where academic dishonesty may have occurred. The faculty member then reviews only these flagged video segments. Monitor has been reviewed by UVM's information security team and meets the institution's requirements for data security and privacy.

**Important information:**

[This page explains technical requirements and step-by-step instructions for students to set up and take tests with Respondus](https://www.uvm.edu/it/kb/article/blackboard-respondus-monitor-for-students/)

## Blackboard, MS Teams, or other course sites:

*Clearly indicate how Blackboard and MS Teams will be used. Give instructions on how to access any other websites that will be used in the course. If any sites require setting up an additional account, include instructions for registration or, if providing a separate instructions document, indicate where and how students can find it.*

*The UVM Knowledge Base has many helpful articles and how-to guides for faculty and students on the various teaching and learning platforms supported at UVM:* [*https://www.uvm.edu/it/kb/*](https://www.uvm.edu/it/kb/)

## Attendance Policy and Classroom Environment Expectations:

*Outline attendance and participation expectations, percentage of course grade (if applicable), and how these will be tracked or assessed. The* [*UVM attendance policy*](http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/) *outlines expectations for attendance. The UVM attendance policy can be found* [*here*](http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/)*.*

*Emphasize what work is expected to be completed before class (e.g., readings, homework, etc.) and refer to the schedule of readings and assignments.*

*Faculty may want to outline specific policies regarding confidentiality of classroom discussions, ground rules for face to face or online interactions, or other policies related to classroom conduct, such as the* [*Classroom Code of Conduct outlined in the Student Rights and Responsibilities section*](http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/) *of the Undergraduate Catalogue. Recommended language is included below:*

*“In this class, we will work together to develop a learning community that is inclusive and respectful. As a learning community we will seek to encourage and appreciate expressions of different ideas, opinions, and beliefs in the spirit of Our Common Ground. Meaningful and constructive dialogue is encouraged in this class. This requires mutual respect, willingness to listen, and open-mindedness to opposing points of view. Respect for individual differences and alternative viewpoints will be maintained at all times in this class. Conduct that substantially or repeatedly disrupts the ability of faculty and instructors to teach and the ability of students to engage may result in my asking a student to temporarily leave the classroom.* [*See Undergraduate Catalogue - Classroom Code of Conduct (p. 443-444).*](https://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/)*”*

*You may wish to include following statement in the attendance portion of your syllabus:*  
“*UVM expects students, faculty, and staff to remain compliant with all COVID-19 recommendations and measures in place for UVM, the State of Vermont, and the City of Burlington.”*

## Attendance and illness:

*We also recommend that you include the following statement regarding absences due to illness:*

*“If a student will not be able to attend in-person classes for qualifying health reasons, Student Health Services (SHS) will send a notification to the appropriate student services office or designated staff member informing them of this along with the dates the student is unable to attend.  The SHS notification will specify whether the request for flexibility is only around in-person class attendance or includes additional flexibility for assignments and tests because the student is too ill to participate. Students are responsible for working with their faculty to make up class content and work they miss due to a documented illness.” You can also add your own expectations or plans regarding how students who miss class will be able to make up missed work.*

**Inclusion Statement:**

You may also wish to include a statement describing expectations for an inclusive classroom environment. For example:

*“Our intention is for CEMS to be a place where you will be treated with respect and kindness. We welcome individuals of all ages, backgrounds, beliefs, interests, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of the College are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the community. If you ever feel that you have been unfairly treated or judged by an instructor, a mentor, another student, or another member of the CEMS community, please let someone know. Your instructors and advisors in the* [*CEMS Office of Student Services*](https://www.uvm.edu/cems/student-services) *are available to discuss any concerns or you can report an incident of bias through the* [*Campus Bias Response Program*](https://www.uvm.edu/deanofstudents/bias_response)*.”*

Grading Criteria/Policies:

*Include:*

* *Grade components (percentages or point values for different types of graded work)*
* *Late policy and any other grading policies (e.g., letter grade ranges; exam curving)*
* *Grading schema (how numerical grade averages translate to letter grades)*
* ***For 200-level courses approved for graduate credit, include: differential grading scale (letter grade ranges) for undergraduate and graduate students reflecting the lack of D level grades for graduate students.***

## Assessments (Graded Work):

*Include:*

* *Brief descriptions of homework/assignments, projects, papers, and any other graded work. You may choose to include a description of the instructional goal or purpose for each assessment category, as well any specific policies (e.g., papers must be typed, double-spaced).*
* *An explanation of the exam structure and policies*
* *A summary of due dates for assignments and exam dates –* ***please note that fully online (asynchronous) courses do not have an assigned meeting time and should not have any scheduled exams or required meetings on a specific day/time.***
* ***For courses approved for graduate credit,*** *explain how graduate-level learning will be facilitated. Evaluation methods used to assess graduate student performance should also be addressed, and if the course is a 200-level offering, describe the different learning experiences and evaluation methods to be used for graduate and undergraduate students.*

## Recording Class Sessions:

*If you plan to record class sessions regularly, or even occasionally,* ***please include the following text and, before recording, please remind students that the session is being recorded****. Please consider carefully before requiring students to turn on their cameras for a given session. If you require audio participation as part of course grading, consider not recording the required discussion portion of your course.*

“Our class sessions may/will be audio-visually recorded for students in the class to refer back to, and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the chat feature, which allows students to type questions and comments live.”

*The following information and policies are helpful to include in your syllabus. You may also post this section separately on your Blackboard site in the same area as the syllabus.*

**Lived Name and Pronoun Information**

The UVM Directory includes fields for indicating your lived name and your pronouns. Lived names (preferred names, names in use) are names that an individual wants to be known by in the University community. Entering your pronouns is strongly encouraged to help create a more inclusive and respectful campus community. To update your information, login to the UVM Directory. A preview box will allow you to see how this information will appear in other systems used on campus such as Microsoft Teams and Blackboard.

More information about how to make changes to your lived name and pronouns is available in the [Knowledge Base](https://www.uvm.edu/it/kb/article/lived-name-and-pronouns/).

To read more about official UVM policies, events, and initiatives regarding diversity, equity, and inclusion: <https://www.uvm.edu/diversity>

## Research and Citation Help

For help selecting research topics, finding information, citing sources, and more, ask a librarian. The UVM Libraries are eager to help. You may ask questions by phone, e-mail, chat, or text, or make an appointment for an individual consultation with a librarian.

Howe Library: <https://library.uvm.edu/askhowe>  
Dana Medical Library: <https://dana.uvm.edu/help/ask>  
Silver Special Collections Library: <https://specialcollections.uvm.edu/help/ask>

## Course Evaluation:

*Include a statement that all students are expected to complete a mid-term evaluation and final evaluation of each course they are enrolled in. Indicate that the evaluations will be anonymous and confidential, and that the information gained, including constructive criticisms, will be used to improve the course.*

*Students can access Blue course evaluation via Blackboard Homepage, myUVM or by visiting* [*https://blue.uvm.edu/uvm*](https://blue.uvm.edu/uvm)*. You can also link to the UVM Knowledge Base page with* [*student instructions on how to access Blue course evaluations*](https://www.uvm.edu/it/kb/article/blue-completing-course-evals-student/)*.*

**General statement regarding potential changes during the semester:**<http://catalogue.uvm.edu/>  
The University of Vermont reserves the right to make changes in the course offerings, mode of delivery, degree requirements, charges, regulations, and procedures contained herein as educational, financial, and health, safety, and welfare considerations require, or as necessary to be compliant with governmental, accreditation, or public health directives.

## Intellectual Property Statement/Prohibition on Sharing Academic Materials:

Students are prohibited from publicly sharing or selling academic materials that they did not author (for example: class syllabus, outlines or class presentations authored by the professor, practice questions, text from the textbook or other copyrighted class materials, etc.); and students are prohibited from sharing assessments (for example homework or a take-home examination). Violations will be handled under UVM’s Intellectual Property policy and Code of Academic Integrity. Please note that ‘sharing assessments’ may also include course materials that students share on study sites such as Chegg and Course Hero. It is most important that you clearly articulate to students which course materials may or may not be shared, by which means, and what the consequences will be.

Tips for Success (optional):

Course-specific study/preparation tips  
*Here are a few resources for students on remote/online learning:*

* Checklist for success in <https://learn.uvm.edu/about/support-for-students/checklist-online-credit-courses/>
* Academic support for online courses: <https://www.uvm.edu/academicsuccess/online-learning-student-resources-remote-instruction>
* 30-minute webinar on online learning success (Mar 2020): <https://www.youtube.com/watch?v=Xp_MYsqQyvE>

Helpful resources other than the professor (e.g., [Undergraduate/Graduate Writing Center](https://www.uvm.edu/uwi/writingcenter), [Supplemental Instruction, Learning Co-op tutors](https://www.uvm.edu/academicsuccess/tutoring_center), supplemental course materials)

## Student Learning Accommodations:

In keeping with University policy, any student with a documented disability interested in utilizing ADA accommodations should contact Student Accessibility Services (SAS), the office of Disability Services on campus for students. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly recommended to discuss with their faculty the accommodations they plan to use in each course. Faculty who receive Letters of Accommodation with [Disability Related Flexible accommodations](https://www.uvm.edu/academicsuccess/forms/disability-related-flexibility-agreement) will need to fill out the Disability Related Flexibility Agreement. Any questions from faculty or students on the agreement should be directed to the SAS specialist who is indicated on the letter.

**Contact SAS:**  
A170 Living/Learning Center;  
802-656-7753  
[access@uvm.edu](mailto:access@uvm.edu)   
[www.uvm.edu/access](http://www.uvm.edu/access)

## Important UVM Policies

Academic Integrity:   
The policy addresses plagiarism, fabrication, collusion, and cheating.  
<https://www.uvm.edu/policies/student/acadintegrity.pdf>

*The Center for Student Conduct has created several modules to help students learn about UVM's Academic Integrity Policy, definitions, and process. The modules include brief readings, videos, quizzes to check knowledge, links to resources, survey on students' beliefs about cheating, discussion board topics and an honor pledge. We encourage you to check out these resources and incorporate some of them into your courses. To preview the modules, self-enroll in the Blackboard Organization (CSC 001: Academic Integrity Faculty Resources).*[*Click here for directions for self-enrolling*](https://www.uvm.edu/it/kb/article/self-enrolling-in-a-non-credit-blackboard-space/)*or reach out to Deanna Garrett-Ostermiller (dgarett@uvm.edu) to request a zip file and instructions for importing into your Blackboard course. Information on the Academic Integrity Process for faculty can be found in the CEMS TEACH MS Team / Resources channel or by request. Contact Courtney Giles (*[*cdgiles@uvm.edu*](mailto:cdgiles@uvm.edu)*) or Priyantha Wijesinghe (*[*pwijesin@uvm.edu*](mailto:pwijesin@uvm.edu)*).*

Code of Student Conduct:  
[UVM’s Code of Student Conduct](http://www.uvm.edu/policies/student/studentcode.pdf) outlines conduct expectations as well as students’ rights and responsibilities.

FERPA Rights Disclosure:   
The purpose of UVM’s [FERPA Rights Disclosure](http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure/) is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Final Exam Policy:

The University [final exam policy](https://www.uvm.edu/registrar/final-exams) outlines expectations during final exams and explains timing and process of examination period.

Grade Appeals:   
If you would like to contest a grade, please follow the procedures [outlined in this policy](https://www.uvm.edu/policies/student/gradeappeals.pdf).

## Grading:

[This link](https://www.uvm.edu/registrar/grades) offers information on grading and GPA calculation.

Religious Holidays:   
Students have the right to practice the religion of their choice. If you need to miss class to observe a religious holiday, please submit the dates of your absence to me in writing by the end of the second full week of classes. You will be permitted to make up work within a mutually agreed-upon time. The complete policy is [here](https://www.uvm.edu/registrar/religious-holidays).

Promoting Health & Safety:

The University of Vermont's number one priority is to support a healthy and safe community:

[Center for Health and Wellbeing](https://www.uvm.edu/health)

[Counseling & Psychiatry Services (CAPS)](https://www.uvm.edu/health/CAPS) Direct Phone Line: (802) 656-3340

**C.A.R.E.**  If you are concerned about a UVM community member or are concerned about a specific event, we encourage you to contact the Dean of Students Office (802-656-3380). If you would like to remain anonymous, you can report your concerns online by [visiting the C.A.R.E. Team website](https://www.uvm.edu/deanofstudents/student_advocacy/care_form).

**Food Insecurity:** The UVM Center for Health & Wellbeing provides several on- and off-campus resources for students struggling with food insecurity: <https://www.uvm.edu/health/food-insecurity-uvm>

## Alcohol and Cannabis Statement:

The Division of Student Affairs has offered the following optional statement on alcohol and cannabis use **that faculty may choose to include, or modify for inclusion,** in their syllabus or Blackboard site:

### Statement on Alcohol and Cannabis in the Academic Environment

As a faculty member, I want you to get the most you can out of this course. You play a crucial role in your education and in your readiness to learn and fully engage with the course material. It is important to note that alcohol and cannabis have no place in an academic environment. They can seriously impair your ability to learn and retain information not only in the moment you may be using, but up to 48 hours or more afterwards. In addition, alcohol and cannabis can:

* Cause issues with attention, memory and concentration
* Negatively impact the quality of how information is processed and ultimately stored
* Affect sleep patterns, which interferes with long-term memory formation

It is my expectation that you will do everything you can to optimize your learning and to fully participate in this course.