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**COLLEGE OF EDUCATION**

**Spring 2022**

 **SYLLABI POLICY TEMPLATE LANGUAGE**

**Indigenous Recognition Statement**

The University of Oregon is located on Kalapuya Ilihi, the traditional indigenous homeland of the Kalapuya people. Today, descendants are citizens of the Confederated Tribes of the Grand Ronde Community of Oregon and the Confederated Tribes of the Siletz Indians of Oregon, and they continue to make important contributions in their communities, at UO, and across the land we now refer to as Oregon.

**UO COVID-19 Regulations & Prevention –**

# *Syllabus statement – instructors shall include the following statements on all course syllabi or clearly indicate on the syllabus where this information can be found on Canvas (for instance, a page could be created called “University COVID Policies”). Instructors can import a page from Canvas Commons that has all of the university-required syllabus language.*

For more information visit the websites listed below

(see [*https://coronavirus.uoregon.edu/regulations*](https://coronavirus.uoregon.edu/regulations) and [*https://coronavirus.uoregon.edu/prevention#if-sick-stay-home*](https://coronavirus.uoregon.edu/prevention#if-sick-stay-home) for more information)

**College of Education COVID Pandemic Protocol**

The College of Education will follow all guidelines established by the University of Oregon. Given the ever-evolving nature of the pandemic these guidelines are subject to change during the year. Please see the following website for the most up-to-date UO policies regarding COVID (https://coronavirus.uoregon.edu/covid-19-regulations).

**Updated face covering policies and health management procedures**

Starting March 19, 2022, face coverings are optional indoors unless otherwise required by, such as in [health care settings.](https://coronavirus.uoregon.edu/prevention#masks-required)

# Staying Safe in Classes

# As the University of Oregon continues in-person instruction, instructors and students play a key role in keeping our community healthy and safe.

# Prevention: To prevent or reduce the spread of COVID-19 in classrooms and on campus, all students and employees must:

# Comply with [vaccination policy](https://coronavirus.uoregon.edu/vaccine)

# [Wash hands](https://coronavirus.uoregon.edu/prevention#healthy-hand-washing) frequently

# Complete daily [self-checks](https://coronavirus.uoregon.edu/prevention#health-checks)

* Students should obtain wipes available outside of classrooms before they enter class and use them to wipe down the table and seat they will use.

# Say home/do not come to campus if feeling [symptomatic](https://coronavirus.uoregon.edu/prevention#if-sick-stay-home)

# Individuals with no symptoms or mild symptoms can get tested at McArthur Court through UO's Monitoring and Assessment Program. Masks are required at COVID-19 testing sites including in line outside.

# Visit the [Exposure Scenario page](https://coronavirus.uoregon.edu/covid-exposure) page for information on reporting cases.

# Support: The following resources are available to you as a student.

# [University Health Services](https://health.uoregon.edu/) or call (541) 346-2770

# [University Counseling Center](https://counseling.uoregon.edu/) or call (541) 346-3277 or (541) 346-3227 (after hrs.)

# [MAP Covid-19 Testing](https://coronavirus.uoregon.edu/testing#students)

# [Corona Corps](https://coronavirus.uoregon.edu/corona-corps) or call (541) 346-2292

# [Academic Advising](https://advising.uoregon.edu/) or call (541) 346-3211

# [Dean of Students](https://dos.uoregon.edu/) or call (541)-346-3216

**College of Education approach to absences related to COVID \*\*(INSTRUCTORS NEED TO TAILOR THIS SECTION WITH THEIR APPROACH TO ABSENCES)**

Even though infection rates have declined and we are now no longer required to wear masks indoors the threat of infection remains. Over the course of the spring quarter one or more of us may run into short or extended absences due to COVID related concerns such as the need to quarantine or care for a family member due to COVID. In order to proactively plan for these potential absences the following plan will be in place.

*If students need to be absent for 2 classes or less due to a COVID related quarantine or illness I will (INSTRUCTOR DISCRETION: Add your plan here)*

*If students need to be absent due to a COVID related quarantine or illness for 3 class sessions or more I will (INSTRUCTOR DISCRETION: Add your plan here)*

There is also the possibility that I may be absent due to COVID related concerns such as exposure, quarantining, or caring for family. The following plan is in place for this course should I need to be absent for 2 or more class sessions.

*If I am going to be absent due to a COVID related quarantine or illness for 2 classes or less I will (INSTRUCTOR DISCRETION: Add your plan here)*

*If I am going to be absent for 3 class sessions or more due to a COVID related quarantine or illness I will (INSTRUCTOR DISCRETION: Add your plan here)*

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In order to request an accommodation for COVID related concerns students are directed to follow the process through the Accessible Education Center (AEC) which is the campus unit that will evaluate student needs to assist with providing and authorizing the necessary support. While the AEC website refers frequently to disabilities, the unit responds more generally to concerns that impact instruction including health concerns https://aec.uoregon.edu/make-appointment-aec

Additional Syllabus Requirements

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| --- |
| In addition to the policies that are available at this link \* [https://coedocs.uoregon.edu/display/governance/Curriculum+Resources](https://coedocs.uoregon.edu/display/governance/Curriculum%2BResources), at a minimum, the following components should be included in all COE syllabi. *Instructors are encouraged to use the Syllabus Inclusive Elements audit and checklist (located on the Governance/ Curriculum Resources intranet site \*\*this is the same link as the one above and this document is in the ‘Syllabus and Teaching Resources’ block) to learn more about how to create a syllabus that is inclusive.*1. General* Course subject code, number & title, course record number (CRN)
* Number of credits
* Term and year, Schedule (day/time)
* Classroom location
* Instructor name and contact information (phone, email, office location & hours, preferred contact method)
* GTF name and contact information (phone, email, office location & hours, preferred contact method)

2. Course Overview 3. Student Learning Outcomes4. Textbooks and Reading Materials5. Weekly Schedule of Topics and Assignments and readings 6. Grading Components and Criteria (e.g., weight in grading, and how they will be evaluated)7. Clear statement of how the requirements/rigor/expectations differ for undergrads and grad students when dual level courses (e.g., 440/500)8. Role of the GE9. Student Engagement Inventory10. Attendance and Absence Guidelines 11. Expected Classroom Behavior |

**Student Engagement Inventory**

|  |  |  |
| --- | --- | --- |
| **Educational Activity** | **Hours student engaged** | **Explanatory Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Hours** |  |

**Graduate Assistants**

**Graduate Employees (GE) in graduate level courses**

If you are concurrently taking any courses with the GE assigned to this course, please let the instructor know. The GE will not be involved with any review of assignments for students in this course who are taking other courses concurrently.

# Diversity, Equity and Inclusion

# It is the policy of the University of Oregon to support and value equity and diversity and to provide inclusive learning environments for all students. To do so requires that we:

# respect the dignity and essential worth of all individuals.

# promote a culture of respect throughout the University community.

# respect the privacy, property, and freedom of others.

# reject bigotry, discrimination, violence, or intimidation of any kind.

# practice personal and academic integrity and expect it from others.

# promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

# In this course, class discussions, projects/activities and assignments will challenge students to think critically about and be sensitive to the influence, and intersections, of race, ethnicity, nationality, documentation, language, religion, gender, socioeconomic background, physical and cognitive ability, sexual orientation, and other cultural identities and experiences. Students will be encouraged to develop or expand their respect and understanding of such differences.

# Maintaining an inclusive classroom environment where all students feel able to talk about their cultural identities and experiences, ideas, beliefs, and values will not only be my responsibility, but the responsibility of each class member as well. Behavior that disregards or diminishes another student will not be permitted for any reason. This means that no racist, ableist, transphobic, xenophobic, chauvinistic or otherwise derogatory comments will be allowed. It also means that students must pay attention and listen respectfully to each other’s comments.

# Using Pronouns and Personal Preference

# The College of Education is always working to include and engage everyone. One way we can do this is to share your pronouns, or the words you want to be called when people aren’t using your name. Like names, pronouns are an important part of how we identify that deserves to be respected. And we recognize that assuming someone’s gender can be hurtful, especially to members of our community who are transgender, genderqueer, or non-binary. As a community, we are all learning together about the importance of pronouns and being better allies to the trans community on campus. Please discuss the pronouns you wish to be used with your professor to help them be aware of how to address you respectfully. Please visit this university website for more information.

# <https://studentlife.uoregon.edu/pronouns>

# Academic Disruption

# In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also expected to continue coursework as outlined in this syllabus or other instructions on Canvas.

# Accessible Education - (see <https://aec.uoregon.edu/best-practices-faculty> for more information)

“The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation*.* Participation includes access to lectures, web-based information, in-class activities, and exams. The Accessible Education Center ([*http://aec.uoregon.edu/*](http://aec.uoregon.edu/)) works with students to provide an instructor notification letter that outlines accommodations and adjustments to class design that will enable better access. Contact the Accessible Education Center *in 360 Oregon Hall at 541-346-1155 or**uoaec@uoregon.edu*for assistance with access or disability-related questions or concerns."

**Academic Misconduct -**You can find faculty resources on academic misconduct here: <https://dos.uoregon.edu/faculty-resources>

“The University Student Conduct Code (available at [conduct.uoregon.edu](http://conduct.uoregon.edu/)) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students’ obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at <https://researchguides.uoregon.edu/citing-plagiarism>.”

**Inclement Weather**

“It is generally expected that class will meet unless the University is officially closed for inclement weather. If it becomes necessary to cancel class while the University remains open, this will be announced on Canvas and by email. Updates on inclement weather and closure are also communicated in other ways described here: <https://hr.uoregon.edu/about-hr/campus-notifications/inclement-weather/inclement-weather-immediate-updates>”

**Reporting Title IX Experiences**

Any student who has experienced sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment may seek resources and help at safe.uoregon.edu. To get help by phone, a student can also call either the UO’s 24-hour hotline at 541-346-7244 [SAFE], or the non-confidential Title IX Coordinator at 541-346-8136. From the SAFE website, students may also connect to Callisto, a confidential, third-party reporting site that is not a part of the university.

Students experiencing any other form of prohibited discrimination or harassment can find information at <https://respect.uoregon.edu/> or <https://aaeo.uoregon.edu/> or contact the non-confidential AAEO office at 541-346-3123 or the Dean of Students Office at 541-346-3216 for help. As UO policy has different reporting requirements based on the nature of the reported harassment or discrimination, additional information about reporting requirements for discrimination or harassment unrelated to sexual assault, relationship violence, sex or gender based bullying, stalking, and/or sexual harassment is available at <http://aaeo.uoregon.edu/content/discrimination-harassment>

Specific details about confidentiality of information and reporting obligations of employees can be found at [https://titleix.uoregon.edu](https://titleix.uoregon.edu/).

**Reporting Obligations**

The following is the recommended minimum language to include on syllabi:

“I am a [designated reporter/student-directed employee]. For information about my reporting obligations as an employee, please see [Employee Reporting Obligations](https://investigations.uoregon.edu/employee-responsibilities#employee-obligations) on the Office of Investigations and Civil Rights Compliance (OICRC) website. Students experiencing any form of prohibited discrimination or harassment, including sex or gender-based violence, may seek information and resources at [safe.uoregon.edu](http://safe.uoregon.edu/), [respect.uoregon.edu](https://respect.uoregon.edu/), or [investigations.uoregon.edu](https://investigations.uoregon.edu/) or contact the non-confidential Title IX office/Office of Civil Rights Compliance (541-346-3123), or Dean of Students offices (541-346-3216), or call the 24-7 hotline 541-346-SAFE for help. I am also a mandatory reporter of child abuse. Please find more information at [Mandatory Reporting of Child Abuse and Neglect](https://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect).”

See <https://investigations.uoregon.edu/suggested-syllabus-language> for additional recommended syllabus language.

**Mental Health and Wellness**

"Life at college can be very complicated. Students often feel overwhelmed or stressed, experience anxiety or depression, struggle with relationships, or just need help navigating challenges in their life. If you're facing such challenges, you don't need to handle them on your own--there's help and support on campus.

As your instructor if I believe you may need additional support, I will express my concerns, the reasons for them, and refer you to resources that might be helpful. It is not my intention to know the details of what might be bothering you, but simply to let you know I care and that help is available. Getting help is a courageous thing to do—for yourself and those you care about.

University Health Services help students cope with difficult emotions and life stressors. If you need general resources on coping with stress or want to talk with another student who has been in the same place as you, visit the Duck Nest (located in the EMU on the ground floor) and get help from one of the specially trained Peer Wellness Advocates. Find out more at health.uoregon.edu/ducknest.

University Counseling Services (UCS) has a team of dedicated staff members to support you with your concerns, many of whom can provide identity-based support. All clinical services are free and confidential. Find out more at counseling.uoregon.edu or by calling 541-346-3227 (anytime UCS is closed, the After-Hours Support and Crisis Line is available by calling this same number).”

**Basic Needs**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact the Dean of Students Office (346-3216, 164 Oregon Hall) for support.

This UO webpage includes resources for food, housing, healthcare, childcare, transportation, technology, finances, and legal support: <https://blogs.uoregon.edu/basicneeds/food/>

**Accommodation for Religious Observances**

The university makes reasonable accommodations, upon request, for students who are unable to attend a class for religious obligations or observance reasons, in accordance with the university discrimination policy which says “Any student who, because of religious beliefs, is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of the absence.” To request accommodations for this course for religious observance, visit the Office of the Registrar's website (<https://registrar.uoregon.edu/calendars/religious-observances>) and complete and submit to the instructor the “Student Religious Accommodation Request” form prior to the end of the second week of the term.

**Conflict Resolution**

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnessed bias, unfairness, or other improper treatment.

It is important to exhaust the administrative remedies available to you including discussing the conflict with the specific individual, contacting the Department Head, or within the College of Education, fall term you can contact the Associate Dean for Academic Affairs, Lillian Duran, 541-346-2502, lduran@uoregon.edu. Outside the College, you can contact:

* UO Bias Response Team: 346-3216 <http://bias.uoregon.edu/whatbrt.htm>
* Conflict Resolution Services 346-3216 <http://studentlife.uoregon.edu/support>
* Affirmative Action and Equal Opportunity: 346-3123 http://aaeo.uoregon.edu/

## Grievance Policy

A student or group of students of the College of Education may appeal decisions or actions pertaining to admissions, programs, evaluation of performance and program retention and completion. Students who decide to file a grievance should follow University student grievance procedures (<https://policies.uoregon.edu/grievance-procedures>) and/or consult with the College Associate Dean for Academic Affairs (Lillian Duran, 346-2502, lduran@uoregon.edu).

**Course Incomplete Policy**

Students are expected to be familiar with university policy regarding grades of “incomplete” and the time line for completion. “In cases where students are missing only minor yet essential coursework, a grade of “Incomplete” may be used for make-ups that will take place after grades are due (see Incomplete Policy <https://provost.uoregon.edu/grades-incompletes-policy>).” For details on the policy and procedures regarding incompletes, Please see: <https://education.uoregon.edu/academics/incompletes-courses>

**Withdrawing from a course, changing grading options, and petitioning** Students have until Sunday before week 8 (5/15/2022) to drop courses via DuckWeb (deadlines throughout the term determine how much tuition is owed) and to change their grading options to P/NP for grade-optional courses. If they miss this deadline, they may petition the Scholastic Records Committee (here are the required forms; instructors can provide a supporting statement.) Students can learn more and schedule an appointment with an advisor here.

**Dean of Students “Emergency Academic Notification”**

Students who have extended absences due to crisis, serious injury or illness can follow a process with the Dean of Students to have an “Emergency Academic Notification” email sent to instructors. Instructors can help students that are unable to attend classes for an extended time due to a crisis, serious illness or injury, or hospitalization by including a link to the Dean of Students “Emergency Academic Notification” process: <https://dos.uoregon.edu/dos-faq> and by proactively reaching out to students if the Instructor is concerned and wishes to offer help. Information on signs of student crisis and ways faculty can help are located here <https://dos.uoregon.edu/assisting-students-concern>. For students who follow this process, the Office of the Dean of Students will notify the student’s faculty members by email that the student is experiencing an emergency and steps the faculty member can take.