

UPDATED INFORMATION IS INDICATED IN GREEN

YOU NEED TO INCLUDE THE NEW MAUI COURSE NUMBER ON YOUR SYLLABUS. DO NOT INCLUDE THE OLD COURSE NUMBER.

(EXAMPLE CPH:3000 FUNDAMENTALS OF PUBLIC HEALTH)

It is the faculty member's responsibility to provide, on the first day of class, a course syllabus, in either electronic or paper format.

According to the University [Operations Manual](#) and the Provost, the following information must be included on every syllabus.

- The number and title of the course as listed on MyUI. Include all cross-listed numbers and the departmental home of the course.
- The instructor's name, office address, office hours, phone number, and email address.
- DEO contact information.
- Teaching assistants must also provide the course supervisor's name, office address, office hours, and contact information.
- Course description/content and schedule of topics covered.
- Course goals and overall course objectives
- List of readings and/or other course materials and where they may be found, including the use of any electronic sites (such as ICON).
- Grading procedures, including whether you will use plus/minus grading.
- Expectations for attendance, assignments, and examinations, including any expectations for electronic means of participation.
- Dates and times of midterms, including any examinations scheduled outside of class time.
- Statement on the availability of accommodations for students with disabilities (see below for text).
- Resources for obtaining additional help, such as tutors or teaching assistants;
- Any changes in information about the course from that which appears in official University notices, such as the [General Catalog](#) or [MyUI](#)
- A statement describing what forms of electronic communications, if any, will be employed for student contact and the expectations for typical response times.

*******COLLEGE OF PUBLIC HEALTH COURSES ARE ALSO REQUIRED TO INCLUDE THE COURSE COMPETENCIES*******

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Additional Required UI and Policy and Procedures

The following elements must also be included in your syllabus. I've provided a template in italics to assist you. However, policies regarding issues such as academic misconduct should also conform to your expectations as well as your department's guidelines.

Administrative Home

This course is given by the College of Public Health. This means that class policies on matters such as requirements, grading, and sanctions for academic dishonesty are governed by the College of Public Health. Students wishing to add or drop this course after the official deadline must receive the approval of the Associate Dean for Academic Affairs in the College of Public Health. Details of the University policy of cross enrollments may be found at: [Cross-Enrollment Policy](#)

Electronic Communication

University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check this account frequently.

Accommodations for Disabilities

The University of Iowa is committed to providing an educational experience that is accessible to all students. A student may request academic accommodations for a disability (which includes but is not limited to mental health, attention, learning, vision, and physical or health-related conditions). A student seeking academic accommodations should first register with Student Disability Services (SDS) and then meet with the course instructor privately in their office to make particular arrangements. Reasonable accommodations are established through an interactive process between the student, instructor, and SDS. See <http://sds.studentlife.uiowa.edu/> for more information.

Academic Misconduct

Your syllabi should contain language that clarifies as much as possible your expectations about students' academic conduct. For example, if you assign projects, be **very** clear about whether students may work with other students, share information, etc. In addition, you should be very clear about what will happen if your expectations are violated, i.e. the student commits academic misconduct. Regrettably, some students are becoming increasingly savvy about using technology for cheating, especially in exams. Students use cell phones and pagers to send text messages to each other. You may want to prohibit any use of cell phones, etc. in your exam and note that violation of the policy will be considered academic misconduct. Here is some language that you are free to use.

*Academic misconduct is defined by the University of Iowa in its Code of Student Conduct here: [Policies & Regulations Affecting Students](#). Please take the time to read this short description. Academic misconduct refers primarily to plagiarism or cheating. **It is the student's***

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responsibility to seek clarification from the course instructor of any situation in which he/she is uncertain whether academic misconduct is/has been involved.

Plagiarism includes but is not limited to the following:

- *presentation of ideas of others without credit to the source;*
- *use of direct quotations without quotation marks and without credit to the source;*
- *paraphrasing without credit to the source;*
- *participation in a group project which presents plagiarized materials;*
- *failure to provide adequate citation for material obtained through electronic research;*
- *downloading and submitting work from electronic databases without citation;*
- *submitting material created/written by someone else as one's own, including purchased term/research papers;*

Cheating includes but is not limited to the following

- *copying from someone else's exam, homework, or laboratory work*
- *allowing someone to copy or submit one's work as his/her own;*
- *accepting credit for a group project without doing one's share;*
- *submitting the same paper in more than one course without the knowledge and approval of the instructors involved;*
- *using notes or other materials during a test or exam without authorization;*
- *not following the guidelines specified by the instructor for a "take-home" test or exam.*

Academic misconduct is a serious matter and is reported to the departmental DEO and to the Associate Dean for Education and Student Affairs. Instructors and DEOs decide on appropriate consequences at the departmental level while the Associate Dean enforces additional consequences at the collegiate level. For example, an incident involving plagiarism will result in consequences to the student ranging from a grade of 0 for that assignment to being terminated from his/her graduate program. Egregious acts of misconduct, such as cheating on a final exam, may result in the course grade being reduced to an F. Additional details concerning the consequences associated with acts of plagiarism, including a student appeals process, is provided in the Graduate College Manual section IV.F.

Concerns about Faculty Actions

At the beginning of each course, students should be informed of departmental and collegiate complaint procedures and services of the Office of the University Ombudsperson. Complaints should be initiated at the faculty or departmental level. If a complaint cannot be resolved at faculty, departmental and/or collegiate level, students may file a formal complaint utilizing the procedure specified in II-29.7.

Students who have a concern about a faculty action should first address the issue with the instructor, then the course supervisor (if there is one), and then the departmental DEO. Students may also contact the Associate Dean for Academic Affairs in the College of Public Health. Another resource for students is the Office of the University Ombudsperson. If a complaint

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cannot be resolved at the departmental and/or collegiate level, students may file a formal complaint utilizing the procedure specified in the [Operations Manual](#).

Sexual Harassment/Misconduct and Class Accommodations

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported to the UI Office of Sexual Misconduct Coordinator (OSMRC), or to the Office of Equal Opportunity and Diversity (EOD). Students impacted by a Title IX issue (sexual misconduct, dating/domestic violence, or stalking) may be eligible to request an academic accommodation. See the OSMRC for assistance, definitions, and the full University policy at [Office of the Sexual Misconduct Response Coordinator](#). Additional information about confidential resources for students subject to sexual harassment/misconduct is available at [Confidential Resources for Students](#).

Reacting Safely to Severe Weather

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit [Hawk Alert](#)