

As teachers, faculty members have the responsibility for creating in their classroom or laboratory a climate that encourages students' endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster students' right to choose and pursue their own educational goals. Please review the university's policy on professional ethics and academic responsibility – responsibilities to students here: <https://opsmanual.uiowa.edu/human-resources/professional-ethics-and-academic-responsibility#15.2>.

Required Syllabus Elements and Language

According to the University [Operations Manual](#) and the Provost, so that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class*, a course syllabus, in either electronic or paper format, containing the following information:

1. the instructor's name, office, office hours, and contact information (a valid uiowa.edu email address and a telephone number, if available). If the instructor is a teaching assistant, the syllabus should also include the course supervisor's name, office, office hours, and contact information;**
2. goals and objectives of the course;***
3. course content and schedule of topics;
4. list of readings and/or other anticipated course materials;
5. expectations for attendance, assignments, and examinations;
6. dates and times of any examinations scheduled outside of class time;
7. grading procedures including whether plus/minus grading will be used;
8. statement on the availability of accommodations for students with disabilities;
9. resources for obtaining additional help, such as tutors or teaching assistants;
10. any changes in information about the course from that which appears in official university notices, such as the [General Catalog](#) or [MyUI](#); and
11. a statement describing what forms of electronic communications, if any, will be employed for student contact and the expectations for typical response times. Reference should be made to university policy, which specifies that students are responsible for all official correspondence sent to their standard University of Iowa email address (@uiowa.edu). (Privacy considerations, such as federal law, may apply when using an address other than the standard university email address. The university provides guidance for acceptable etiquette when utilizing electronic communication technologies.)

* The College of Public Health continues to recommend that course syllabi be published on the ICON course site approximately one week prior to the start of class.

** Syllabi for the College of Public Health should also include the DEO contact information. The Associate Dean for Academic Affairs should be listed as the “DEO” for all undergraduate and graduate “CPH:####” courses.

*** In addition to the requirements listed above, syllabi for College of Public Health courses must also include the degree or program competencies the course addresses.

Additional Required Syllabus Elements

The following elements must also be included in your syllabus. Language is provided below to assist you. However, policies regarding issues such as academic misconduct should also conform to your expectations, as well as your department's guidelines. **Text in red** should NOT appear in your syllabus.

COLLEG OF PUBLIC HEALTH COURSE POLICIES AND RESOURCES FOR STUDENTS

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.

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. 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 responsibility to seek clarification from the course instructor of any situation in which they are 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 their 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.

NOTE: The language that follows below has been revised since Spring 2023.

Academic misconduct undermines the efforts and achievements of other students, erodes the trust and credibility that society places in educational institutions, and can have long-lasting consequences for the individuals involved. Incidents of academic misconduct will be investigated and reported in a manner that ensures due process and fairness. If a report of academic misconduct is founded, then sanctions (penalties) may be applied at the course level (e.g., grade reduction) and the department/program level (e.g., required enrollment in an academic integrity seminar, dismissal from the program, etc.). Reports of academic misconduct are tracked across programs and colleges.

For undergraduate students, more information about the College of Public Health's policies on academic misconduct for undergraduates can be found here - <https://www.public-health.uiowa.edu/student-handbook-undergraduate>.

For graduate students, more information about your department's policies on academic misconduct can be found in your graduate student handbook - <https://www.public-health.uiowa.edu/student-handbooks/> - and in the Graduate College Manual - <https://grad.uiowa.edu/academics/manual/academic-program/section-iv-academic-standing-probation-and-dismissal>.

Addressing Student Concerns in the College of Public Health

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 of the Operations Manual. Here is some language to use:

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 or the Undergraduate Program Director, as appropriate. 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 cannot be resolved at the departmental and/or collegiate level, students may file a formal complaint utilizing the procedure specified in the *Operations Manual (II-29.7)*

<https://opsmanual.uiowa.edu/community-policies/hearing-regulations-alleged-violations-regents-rules/initial-steps>

UNIVERSITY COURSE POLICIES AND RESOURCES FOR STUDENTS

At the University of Iowa, we strive for a classroom or laboratory climate that encourages learning while also protecting the freedoms and rights of our students and faculty. Please review the following course policies, expectations, and resources at <https://provost.uiowa.edu/student-course-policies>. Visit the Dean of Students website for additional [student policies and procedures](#).

- Absences for Military Service Obligations
- Absences for Religious Holy Days
- Absences from Class
- Accommodations for Students with Disabilities
- Basic Needs and Student Support
- Classroom Expectations
- Conflict Resolution (*New! Included in Spring 2024 Recommended Information*)
- Free Speech and Expression
- Mental Health
- Non-Discrimination Statement
- Sexual Harassment/Sexual Misconduct and Supportive Measures
- Sharing of Class Recording (if appropriate)