

## 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:

- 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;\*\*
- goals and objectives of the course;\*\*\*
- course content and schedule of topics;
- list of readings and/or other anticipated course materials;
- expectations for attendance, assignments, and examinations;
- dates and times of any examinations scheduled outside of class time;
- grading procedures including whether plus/minus grading will be used;
- statement on the availability of accommodations for students with disabilities;
- 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](#); and
- 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.)
- 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 the departmental and/or collegiate level, students may file a formal complaint utilizing the procedure specified in [II-29.7](#).

\* The College of Public Health continues to recommend that course syllabi be published on the ICON course site 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 does not need to appear in your syllabus. In addition to providing this language in your syllabus, you may also provide students with this link to the university's course policies and resources for students website: <https://provost.uiowa.edu/student-course-policies>.

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### **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](#).

### **Accommodations for Students with Disabilities**

The University is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student's ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through [Student Disability Services](#) (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated. The LOA will specify what reasonable course accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the [SDS website](#).

### **Absences for Religious Holy Days**

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Operations Manual 8.2 Absences for Religious Holy Days](#) for additional information.

### **Free Speech and Expression**

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit [the Free Speech at Iowa website](#) for more information on the university's policies on free speech and academic freedom.

### **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.

### **Sharing of Class Recordings (if appropriate)**

Some of the sessions in this course will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of state and federal law, including the Federal Education Rights and Privacy Act (FERPA).

### **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 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.

Academic misconduct is a serious matter and is reported to the departmental DEO or the Undergraduate Program Director, as appropriate, and to the Associate Dean for Academic Affairs. Instructors and DEOs or the Undergraduate Program Director 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 their program. Egregious acts of misconduct, such as cheating on a final exam, may result in the course grade being reduced to an F.

For graduate students, 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.

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/#\\_Toc459130334](https://www.public-health.uiowa.edu/student-handbook-undergraduate/#_Toc459130334).

## **Student Health and Accommodations**

### **Mental Health**

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at [counseling.uiowa.edu](https://counseling.uiowa.edu). Find out more about UI mental health services at [mentalhealth.uiowa.edu](https://mentalhealth.uiowa.edu).

### **Basic Needs and Support for Students**

Student Care & Assistance provides assistance to University of Iowa students experiencing a variety of crisis and emergency situations, including but not limited to medical issues, family emergencies, unexpected challenges, and sourcing basic needs such as food and shelter. More information on the resources related to basic needs can be found at: [basicneeds.uiowa.edu/resources/](https://basicneeds.uiowa.edu/resources/). Students are encouraged to contact Student Care & Assistance in the Office of the Dean of Students (Room 135 IMU, [dos-assistance@uiowa.edu](mailto:dos-assistance@uiowa.edu), or 319-335-1162) for support and assistance with resources.

### **Sexual Harassment/Misconduct and Supportive Measures**

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The [Policy on Sexual Harassment and Sexual Misconduct](#) governs actions by

students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the [Title IX and Gender Equity Office](#) or to the [Department of Public Safety](#). Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by [contacting the Title IX and Gender Equity Office](#). Information about confidential resources can be found [here](#). Watch the [video](#) for an explanation of these resources.

### **Nondiscrimination Statement**

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, [Office of Institutional Equity](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, [oi-e-ui@uiowa.edu](mailto:oi-e-ui@uiowa.edu). Students may share their pronouns and chosen/preferred names in [MyUI](#), which is accessible to instructors and advisors.

### **Classroom Expectations**

Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the [Code of Student Life](#). While students have the right to express themselves and participate freely in class, it is expected that students will behave with the same level of courtesy and respect in the virtual class setting (whether asynchronous or synchronous) as they would in an in-person classroom. Failure to follow behavior expectations as outlined in the [Code of Student Life](#) may be addressed by the instructor and may also result in discipline under the [Code of Student Life policies](#) governing E.5 Disruptive Behavior or E.6 Failure to Comply with University Directive.

### **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>