Syllabus Checklist

University-Wide Syllabus Recommendations and Requirements:

*Items marked with an asterisk are required by University and Faculty Senate policy (see https://fac senate.fsu.edu/Curriculum-Resources/syllabus-language for more information)

___ Course Information

  o Course Name, Number, and Section
  o Class Meeting Time
  o Class Meeting Place

___ Contact Information

  o Your Name and Title
  o Office Number/Building
  o *Your Office Hours
    ▪ Every member of the teaching faculty is expected to honor and post (in a conspicuous place including on the course website) specific office hours during each semester in which the teaching faculty conducts classes. While department expectations vary, faculty members typically schedule at least one hour a week for each course taught.
  o Office Phone & Fax Number
  o Email Address

___ Material

  o Readings/Texts
  o Course packs

___ Course Description

  o Goal/Rationale of the course:
    ▪ How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area);
    ▪ Type of knowledge and abilities that will be emphasized;
    ▪ How and why the course is organized in a particular sequence.
  o *Learning Objectives: When creating your learning objectives, please consider the following questions provided by the Center for the Advancement of Teaching
    ▪ What do you really want students to learn? (Real learning is a process of change: How should students be changed by the experience? How should they grow?)
    ▪ What can they learn in the teaching location that they couldn’t learn at home? What’s unique to the setting?
    ▪ How will you know they’ve learned what you want them to learn?
    ▪ What do they need to do in order to achieve those learning goals? How should they spend their time most productively?
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**Teaching Philosophy**

- What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students’ responsibility for learning and your responsibilities as their instructor.

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**Student Responsibilities**

- Participation
- Homework
- Other daily responsibilities
- Projects - including information on group processes
- Tests/Exams

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**Course Content & Outline (may be in the form of a course calendar)**

- Class Meeting Dates
- Holidays/Other non-meeting dates
- Major Topics
- Due dates for readings, assignments, tests, projects etc.

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**Grading Method & Scale**

- A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit. You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.

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**Essential Policy Information (Accompanying each item should be a statement on how each will impact on grades.)**

- Attendance/late policy
- Policy for late work
- Policy for missed tests
- Policy for extra credit
- *When attendance/participation is considered as a part of the grade for the course, the Faculty Senate requires the following language be included as a part of the attendance policy regarding excused absences.*
  - Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

- *Statement regarding academic integrity*. The Faculty Senate requires the following:
  - The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and
responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy)

- **Statement regarding Academic Success.** Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

- **Statement regarding ADA Policy.** The Faculty Senate requires the following:
  - Students with disabilities needing academic accommodation should:
    1. register with and provide documentation to the Office of Accessibility Services; and
    2. request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type.
    3. meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

This syllabus and other class materials are available in alternative format upon request.
For more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
oas@fsu.edu https://dsst.fsu.edu/oas

- **Confidential Campus Resources.** Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

<table>
<thead>
<tr>
<th>Victim Advocate Program</th>
<th>Counseling &amp; Psychological Services</th>
<th>University Health Services Health and Wellness Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Center A, Room 4100, (850) 644-7161, Available 24/7/365, Office Hours: M-F 8-5</td>
<td>Askew Student Life Center, 2ndFloor, 942 Learning Way (850) 644-8255</td>
<td>(850) 644-6230</td>
</tr>
<tr>
<td><a href="https://dsst.fsu.edu/vap">https://dsst.fsu.edu/vap</a></td>
<td><a href="https://counseling.fsu.edu/">https://counseling.fsu.edu/</a></td>
<td><a href="https://uhs.fsu.edu/">https://uhs.fsu.edu/</a></td>
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</tbody>
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Components Recommended by the Faculty Senate:

- On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options - see http://ace.fsu.edu/tutoring or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

- Syllabus Change Policy: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

- Courses subject to HB233 Lecture Recording: In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state law. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recording so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.

- Courses NOT subject to HB233 Lecture Recording: In this class, consistent with state law and university policy, you may not make recordings of classroom activities without the permission of the instructor. This policy applies to both audio and video recordings.
International Programs Syllabus Recommendations:

___ Title IX

- University provided language: “As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: www.titleix.fsu.edu or Call the University’s Title IX Director. **Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.**

The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized, or any other person who is victimized on our campus, or by an FSU student. Daytime Phone: 850.644.7161, 850.644.2277, or 850.645.0086. Nights, Weekends & Holidays 850.644.1234 (FSUPD) Ask to speak to the on-call advocate.”

- Consider including a statement reminding students that although in a foreign country, the Title IX policy still upholds.

___ COVID-19 Protocols

- Add a section emphasizing that students are subject to the COVID-19 restrictions of the host country they are in. If masks are required indoors, students must wear a mask.

- In countries where there may not be strict COVID-19 protocols, you may use the following language provided by FSU:

  - In our classroom, I will expect everyone to wear a proper, well-fitting mask. As our President has informed the university community, FSU expects everyone on campus to use face-coverings. In regions where virus rates are high, the CDC recommends that even vaccinated individuals wear masks in public indoor spaces, like classrooms, especially where social distancing is not possible. Florida infection and hospitalization rates are greater now than they were at the height of the 2020 surge due to the Delta variant, a more infectious and easily transmissible version of the COVID-19 virus. The best way to protect against serious illness is to be fully vaccinated, but not everyone among us can be. Because the Delta variant can infect even vaccinated individuals and can be spread by them to others, it poses a special threat to members of the community with underlying health conditions and children at home who are too young for vaccination. For these reasons, FSU expects each member of the community to comply with the public health protocols our President set forth on August 9, 2021, including (1) wearing masks in public indoor spaces, (2) getting fully vaccinated, (3) being tested for the virus if you have symptoms, and (4) staying home and away from others if you are sick. Please remember that you should NOT attend class in person if you have tested positive for COVID-19 or are quarantining after exposure. Finally, please bear in mind that the COVID-19 situation is fast moving and that university guidance on the issue may change at any time.
Alcohol Consumption

- Depending on the location that you will be teaching abroad, most students will be of legal drinking age while participating in a study abroad program. In situations where alcohol is present, you are reminded to use your best judgment. Even during student free time, if you are present, you are responsible for student safety. If something appears dangerous, faculty should advise students against activity. Set clear behavior expectations from the beginning, consider adding a policy in your syllabus that drinking during or before class is unacceptable.

Dress Code Requirements

- Add a policy about ensuring appropriate dress for course excursions. For example, add a policy and/or Canvas announcement if your class is visiting a church and shoulders must be covered in order to enter the church. Consider adding a dress code note in your course schedule on the day of excursions and include dressing appropriately as part of class participation for that day.

Transportation

- If the use of public transportation will be required of students in order to participate in class excursions, consider adding a statement and/or Canvas announcement that reminds students to ensure they have the means to use public transportation. For example, topping up the Oyster card in London. Consider adding a transportation note in your course schedule or Canvas announcement on the day of excursions and include having topped up transportation cards as part of class participation for that day.