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## [[Aa-asst-deans] ] Student Expectations and Course Syllabi for Fall 2023

1 message

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**Office of Provost** <aa-asst-deans@list2.emich.edu>

Thu, Aug 24, 2023 at 3:14 PM

Reply-To: Office of Provost <emuprovost@emich.edu>

To: emu-faculty@emich.edu, emu-lecturers@emich.edu, emu-pt-lecturers@emich.edu, emu-ptl-adjunct-lecturers@atari.emich.edu

Cc: aa-deans@list2.emich.edu, aa-asst-deans@list2.emich.edu, aa-dept-heads@list2.emich.edu, aa-directors@list2.emich.edu, aa-secretaries@list2.emich.edu

### MEMORANDUM

TO: Faculty and Instructional Staff

FROM: Doris Fields, Associate Provost and AVP Academic Programming & Initiatives (I)

DATE: August 24, 2023

SUBJECT: Student Expectations and Course Syllabi for Fall 2023

As we prepare for Fall 2023, the Division of Academic and Student Affairs by policy and practice affirms certain rights students and faculty have with regard to course and other classroom-related matters. General student responsibilities are detailed in the [Code of Community Responsibility](#). Faculty may expect students to adhere to these standards and expectations and may refer to the [Administrator's Guide to Classroom Management](#) for further guidance about how to deal with concerns around these issues.

In addition to the information below, the [Faculty Development Center](#) has recently created a webpage of resources for faculty to use in constructing course syllabi, including pieces on how to make syllabi more accessible and engaging, and how to use them to convey the tone you wish to convey to your students. You may find this webpage [here](#). Dr. Jeff Bernstein, the Director of the FDC, would be happy to consult with any instructor who has questions about how to craft an effective syllabus. He can be reached at [jbernstei@emich.edu](mailto:jbernstei@emich.edu).

*It is important for instructors to explicitly establish standards and expectations for their course sections through a written syllabus.*

### **The most effective syllabi contain the following core information.**

While all elements are strongly recommended, *required elements are starred*.

1. A list of required and recommended course materials (\*);
2. A general outline of the course content and an approximate time schedule. It is also effective to add a statement indicating dates are subject to change;
3. The type, number, date, and value of papers, assignments, quizzes, examinations and some explanation of the way in which grades are calculated and assigned (\*);
4. Office hours and other methods of contacting the instructor, if such alternate methods are provided (\*);
5. Required rationale and learning outcomes if course is approved for [General Education Program](#), including WI courses (\*);
6. Technology requirements (\*); *This has been added due to the significant expansion of online/remote course delivery resulting from the University response to COVID-19.*
7. Inserting the following paragraph and link will inform your students as to University Course Policies (\*): In addition to the articulated course specific policies and expectations, students are responsible for understanding all applicable university guidelines, policies, and procedures. The [EMU Student Handbook](#) is the primary resource provided to students to ensure that they have

access to all university policies, support resources, and student's rights and responsibilities. Changes may be made to the EMU Student Handbook, whenever necessary, and shall be effective immediately, or as of the date on which a policy is formally adopted, or the date specified in the amendment. Electing not to access the link provided below does not absolve a student of responsibility. For questions about any university policy, procedure, practice, or resources, please contact the Office of the Ombuds: 248 Student Center, 734.487.0074, [emu\\_ombuds@emich.edu](mailto:emu_ombuds@emich.edu), or visit the website at [www.emich.edu/ombuds](http://www.emich.edu/ombuds). [CLICK HERE](#) to access the University Course Policies.

Based on the fluid nature of COVID-19 policy and guidance the university has transitioned to “Staying Healthy” website, your syllabus should include the following link: <https://www.emich.edu/emusafe/>

**We also recommend including the following important resource links and texts available to support students.** *Beyond sharing these resources with your students, we encourage you to consult with these offices. Each of these support resources can be helpful to consult with if you recognize a particular need a student may have, or to explore policies/processes/resources available to you in facilitating an accessible and engaging teaching and learning environment.*

### **Face Mask Policy:**

Face masks are available for **FREE** at the Student Center Information Desk and at DPS Headquarters (1200 Oakwood).

Face masks are optional in most indoor public spaces on campus, but are required in the following spaces:

- Instructors may require students in their specific class/lab to wear face masks while class/lab is in session. The syllabus for a class/lab in which face masks are required must include language approved by the University. An instructor who implements a mask mandate in their class/lab must also **make face masks available in the classroom**. You may request face masks for your class/room lab [here](#). Enforcement of these policies must be through the [process and policies](#) for addressing classroom disruptions housed in the Office of Wellness and Community Responsibility.
- Face masks may be required in private individual offices at the office occupant's discretion because these spaces are typically smaller and used for longer interactions, and because only one individual occupies the space. However, there will be no requirement for masking in shared reception or student or employee service areas. By way of example, in an office such as the [University Advising and Career Development Center](#) (UACDC), the reception areas will have no masking requirement, while an individual advisor or career coach may require face masks in their private individual office.
- Face masks will continue to be required in various specific settings that have been approved by the Office of the President.
- Consistent with CDC guidance, employees or students may be required by the University to wear a face mask for a period of time after having a close contact or testing positive for COVID-19.

It is important to respect the choice of community members who choose to continue wearing face masks.

**No employee may prohibit any other person from wearing a face mask.**

### **Academic Advising**

Academic Advisors are available to all undergraduate students for both in-person and virtual advising appointments to assist them with their academic major/minor, General Education questions, and graduation requirements. Students can schedule advising appointments through <https://www.emich.edu/uacdc/advising/college-advising.php>.

## Holman Success Center

Provides **Academic Support** through a variety of virtual and in-person services.

## University Writing Center

The **University Writing Center (UWC)** offers writing support to all undergraduate and graduate students. In doing so, we value the diversity of our campus and honor all students and the languages they bring with them to the university.

### ***Enclosure: A message from Director of the University Writing Center, Dr. Ann Blakeslee:***

Dear Faculty and Lecturers,

The fall semester is quickly approaching and many of you are beginning or well into the process of planning your classes. This email contains all of the **University Writing Center (UWC) links and resources** you will need for your planning along with information about some **Faculty Development Center Resources** for syllabus development.

The UWC offers students, instructors, academic programs, and student organizations multiple opportunities to receive writing support. Both students and instructors can receive support **in-person or through written feedback or Zoom consultations**.

### **UWC Syllabus Text**

The fall 2023 syllabus text for both the **UWC for undergraduate students** and the **University Writing Center for Graduate Studies (UWCGS)** can be found at these links.

### **UWC Introductions and Workshops**

Additionally, **to introduce students** in your course or academic program to the UWC or UWCGS, or to schedule a **writing workshop**, go to our **workshop request form** on the **faculty page of our website**. Browse our workshop selections, also on **our website**, or preview workshop slides and videos in our Canvas site, **UWC - Instructor Resources**. If you are not yet enrolled in our Canvas site, email "add me to the UWC Canvas instructor site" to [writingcenter@emich.edu](mailto:writingcenter@emich.edu).

### **Resources Available on Canvas**

Student writers, as well as instructors, can access UWC resources by joining our Canvas **UWC – Student Resources** site. To be added, simply email "add me to the UWC Canvas student site" to [writingcenter@emich.edu](mailto:writingcenter@emich.edu).

For tips on how you and your students can make the best use of the UWC, browse the content on our **FAQs for Faculty webpage**.

### **Syllabus and Other Resources**

We encourage you to also visit the Faculty Development Center web page dedicated to effective syllabus construction. You can find that page **here**. Feel free to reach out to the FDC at [faculty\\_development@emich.edu](mailto:faculty_development@emich.edu) for additional information or a consultation.

We also invite you to **share your assignments and rubrics**, if you use them, with the writing center. You can email these materials to us at [writingcenter@emich.edu](mailto:writingcenter@emich.edu).

Thank you for your ongoing support of the UWC. Please reach out if you have additional questions, ideas, or feedback. We are committed to providing the highest quality writing and instructional support possible for you and your students.

Please also look for and follow the UWC on [Facebook](#) and [Instagram](#).

Thank you for your support of the UWC! And please reach out at any time with any questions you might have.

Ann and the UWC Team

Ann M. Blakeslee, Ph.D. (she/hers)

Professor of English, [Eastern Michigan University](#)

Director, [Office of Campus & Community Writing](#)

Co-Founder, [YpsiWrites](#)

Outgoing Chair, [Association for Writing Across the Curriculum \(AWAC\)](#)

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### **University Library**

Library research support is available to all students. This includes getting started with research, identifying sources to search, developing search strategies, evaluating resources, and more.

See <https://www.emich.edu/library/help/ask.php> for all of the ways in which you can get help with research, including both in-person and remotely through online chat and appointments with librarians.

### **Disability Resource Center**

The DRC works collaboratively with students, faculty, and staff to create an accessible, sustainable, and inclusive educational environment. For more resources on faculty support and syllabus language, please visit our [Faculty Handbook Page](#).

### **Sexual Misconduct Prevention & Response Office (formerly Title IX Office)**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX. [What you need to know about Title IX](#).

### **Student and Exchange Visitor Statement (SEVIS)**

The Student Exchange Visitor Information System (SEVIS) requires F and J students to report numerous items to the [Office of International Students & Scholars \(OISS\)](#).

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### **Students may expect the following from instructors: Impartial, respectful treatment including:**

1. Reasonable opportunities to ask questions and express ideas;
2. Respect for their rights to privacy (FERPA) for certain educational, personal, and health related information (for more information, visit <https://www.emich.edu/registrar/forms/ferpa.php>);
3. Knowledge of the grading system early in the semester and the absence of unfair, capricious or discriminatory grading categories. This should include explicit and early description of the instructor's policy for penalties regarding failure to attend and/or participate in class;
4. Prompt return of examinations and other assignments with verbal and/or written explanations of deficiencies;
5. Posted office hours, scheduled at times most beneficial to students and advance knowledge, when possible, of cancellation of class or office hours;
6. Reasonable accommodations upon the provision of documentation provided by the Disability Resource Center.

**For a more extensive discussion of syllabus content and "best practices," visit the Faculty Development Center's syllabus resource pages at: [https://www.emich.edu/facdev/resources/syllabus\\_resources.php](https://www.emich.edu/facdev/resources/syllabus_resources.php).**

**Also, a draft policy for recording class activities can be found [here](#).**

If you have any questions or concerns, please feel free to contact me ([dfields1@emich.edu](mailto:dfields1@emich.edu)).

Thanks Doris

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