

## Course specific policies (editing needed – see red and highlighted text):

### COURSE TAGS

CSD 212 fosters one Shared Competency, Syracuse University's university-wide learning goals for undergraduate students, Critical and Creative Thinking.

[Applicable for the undergraduate courses listed below]

#### Communication Sciences and Disorders Overall Tagging Summary

The table below features all eligible courses for tagging. Eligible courses are three credits, required courses at the undergraduate level that are taught at least once every three years, and are regularized (including electives). The department has already engaged in course tagging and a summary of the progress made is included in the chart. Approved tags appear in **green** text. Eligible courses that have not yet been submitted for tagging feature a note of "Not Tagged." The next course tagging deadline is May 31, 2023. Courses that need to be tagged can be submitted through the [online course tagging reflection form](#).

Course	Tag 1	Tag 2	Tag 3
CSD 212	Critical and Creative Thinking		
CSD 315	Critical and Creative Thinking	Scientific Inquiry and Research Skills	
CSD 316	Communication Skills		
CSD 325	Scientific Inquiry and Research Skills		
CSD 345	Critical and Creative Thinking		
CSD 409	Critical and Creative Thinking		
CSD 422	Communication Skills		
CSD 426	Ethics Integrity and Commitment to Diversity and Inclusion	Civic and Global Responsibility	Communication Skills
CSD 427	Scientific Inquiry and Research Skills		
CSD 429	Scientific Inquiry and Research Skills		
CSD 435	Communication Skills		
CSD 451	Communication Skills		
CSD 477	Critical and Creative Thinking		

#### Scheduled final exam: [give date/time from <https://registrar.syr.edu/students/final-exams/>]

*Our academic rules and regulations prohibit the administration of final exams on the last week of classes. While this prohibition specifically pertains to cumulative final exams, we ask faculty to avoid administering any exams in the last week of classes if at all possible. To provide students with the best opportunity for success, faculty are encouraged to use the final exam period assigned to their course for late-semester exams. If a faculty member is planning to administer both a cumulative final exam and a non-cumulative exam at the end of the semester, then it is acceptable to offer the non-cumulative exam in the last week of the semester and the cumulative final exam in the final exam period.*

*Please note the final exam time for your course and your planned use of the session in your syllabus. Requests for examination day/time changes are possible in extraordinary circumstances: please submit first through your chair and/or dean, the Registrar, and Office of the Provost for approval. Exceptional reasons do not include faculty or student preferences (even if there is concurrence for an earlier exam), nor as an accommodation for faculty or student travel.*

### **Attendance/missed exams/late assignment policies**

- *Will you allow students to submit late work? If so, up until what point (e.g., 24 hours after the assignment is due? 1 week after the assignment is due?)? Will students lose credit for submitting work late, and if so how much?*
- *Will you allow students to make-up in-class exams or work? If so, do students need to request a make-up before the exams/assignment occurs? Is there a deadline after which the exam/assignment cannot be made up (e.g., after you've returned the exam/assignment) to other students?*
- *For late work or make-up work, do students need to produce documentation of their excuse (e.g., absence notification as described below)? Must they submit this prior to missing the assignment or can they submit it afterwards?*
- *Are there some assignments that can be submitted late (e.g., homeworks) and other that cannot (e.g., exams)?*
- *PLEASE HAVE A SPECIFIC POLICY regarding illness/emergency absence for final exams. Options could include taking an incomplete, offering a make-up exam in person if time permits before grades are due, having an alternate version of your exam via Blackboard (it can be a different format, harder, etc.) that you will use if a student has a valid excused absence (COVID or other excused medical absence). For those students who are graduating, incompletes for missed finals are not a viable option. Be aware that it does take time for that excused absence to come through via Orange Success but if they inform you ahead you can accommodate and then require the notification before submitting a grade.*
- *Examples:*
  - *Work may not be turned in late for any reason, and there will be no make-ups for any missed assignments or exams. However, the lowest grade in each grade category will be dropped at the end of the semester.*
  - *Students are responsible for completing, on time, assignments made during their absence. Assignments handed in late will be penalized 15% of the total point value for each class day late.*
  - *Quizzes will usually be given during the first 10 minutes of class. There will be no makeups for missed quizzes.*
  - *In-class portions of the labs cannot be made up. An absence will result in a 0 for that day's lab activity. The lowest lab grade will be dropped. When students are asked to finish a lab at home, labs handed in late will be penalized 15% of the total point value for each class day late.*

- *Due dates for every assignment are provided on the course syllabus and course schedule. Unless otherwise stated, assignments are due on those days. However, I recognize that sometimes “life happens.” In these instances, you may use your allotted two flex days. These days allow you to submit an assignment up to two days late without penalty. You can use these days for any assignment and for any reason. You do not need to provide me with the reason: simply email me and tell me how many of your flex days you would like to use. Once you’ve exhausted your flex days, then point deductions will occur for any assignment submitted after the deadline. An assignment submitted 24 hours of the due date will only be eligible for 80% of the maximum number of points allotted. Assignments submitted more than 24 hours after the due date will not be accepted. If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let me know. I will evaluate these instances on a case-by-case basis.”*
- *Understanding that life can be unpredictable, each student is granted one “free token” to use during the semester. This token allows you to submit any one assignment (including exams, quizzes, or homework) up to 72 hours late without penalty or need for explanation. To use your token, simply notify me via email before the original deadline. Once the token is used, any subsequent late submissions will incur a penalty of [insert percentage, e.g., 10%] per day unless prior arrangements have been made due to exceptional circumstances (e.g., documented illness, family emergency). Please note that this token does not apply to the final exam or any group project*

### Artificial Intelligence Language

All generative-AI tools are prohibited in this course because their use inhibits achievement of the course learning objectives. This policy applies to all stages of project and writing processes including researching, brainstorming, outlining, organizing, and polishing. Do not use Generative-AI tools to create any content (i.e., images and video, audio, text, code, etc.). If you have any questions about a feature and whether it is considered Generative-AI, ask your instructor.

[you may allow AI if you choose – see the [important syllabus reminders](#) document]

### Academic Integrity Online

All academic integrity expectations that apply to in-person quizzes and exams also apply to online quizzes and exams. In this course, all work submitted for quizzes and exams must be

yours alone. Discussing quiz or exam questions with anyone during the quiz or exam period violates academic integrity expectations for this course.

### **Use of Turnitin\***

This class will use the plagiarism detection and prevention system Turnitin. You will have the option to submit your papers to Turnitin to check that all sources you use have been properly acknowledged and cited before you submit the paper to me. I will also submit all papers you write for this class to Turnitin, which compares submitted documents against documents on the Internet and against student papers submitted to Turnitin at Syracuse University and at other colleges and universities. I will take your knowledge of the subject matter of this course and your writing level and style into account in interpreting the originality report. Keep in mind that all papers you submit for this class will become part of the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.”

*\*If used, include a consent form:*

*By signing below, I give permission for the submission of all work I turn in for [COURSE NAME] to the plagiarism detection and prevention system Turnitin, which compares submitted documents against documents on the Internet and against student papers submitted to Turnitin at Syracuse University and at other colleges and universities. I understand that all assignments submitted for this class will become part of the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.”*

To view the policy in its entirety, please visit: [Academic Integrity: Expectations and Policy](#).

## **REQUIRED CONTENT FOR ALL SYLLABI**

### **ATTENDANCE POLICY (including Absence Notification)**

Attendance in classes is expected in all courses at Syracuse University. It is a federal requirement that faculty promptly notify the university of students who do not attend or cease to attend any class. Faculty will use Early-Semester Progress Reports and Mid-Semester Progress Reports in Orange SUccess to alert the Registrar and Financial Aid Office on non-attendance. For more information visit:

Faculty: [Information for Faculty: Non-attendance or Stopped Attending](#)

Students: [Information for Students: Non-attendance or Stopped Attending](#)

If a student is unable to participate in-person or virtually for an extended period of time (48 hours or more), the student may request an absence notification from their home school/college Dean's Office or through Student Outreach and Support office. Instructors will be notified via the "Absence Notification" flag in Orange SSuccess.

Barnes Center at the Arch (Health, Counseling, etc.) staff will not provide medical excuse notes for students. When Barnes Center staff determine it is medically necessary to remove a student from classes, they will coordinate with Student Outreach and Support case management staff to provide appropriate notification to faculty through Orange Success. For absences lasting less than 48 hours, students are encouraged to discuss academic arrangements directly with their faculty.

Additional information may be found at [Student Outreach and Support: Absence Notifications](#).

## **BLACKBOARD LEARNING MANAGEMENT SYSTEM**

*"This class will use the Blackboard Learning Management to house the syllabus, course content, links to external course materials, assignments, quizzes, exams, feedback, and grades. Note when submitting materials that the University's Blackboard Learning Management System is on Eastern Time.*

Information about Blackboard is available on [Answers Blackboard](#); alternatively, you can contact Information Technology Services by sending an email to [help@syr.edu](mailto:help@syr.edu), calling 315.443.2677, or in-person at the ITS Service Center, located at 1-227 CST in the Life Sciences Complex. Business hours for the Service Center can be found on the ITS Website at [http://its.syr.edu/its\\_service\\_center/](http://its.syr.edu/its_service_center/)

## **Accessible Blackboard Content**

Syracuse University is using Blackboard Ally, a tool to help enhance the usability and accessibility of course documents in the Blackboard learning management system. Ally provides students with multiple accessible formats of the original document to select those that fit their unique needs. Currently, Ally offers accessible versions of Portable Document Format (PDF) files, Microsoft Office files (Word and PowerPoint), images and uploaded HTML files. Students will see a clickable "A," which pops up in a window, and they can select one or more accessible alternative documents to download and use.

Additional information on the Blackboard Ally tool is available on [Answers Blackboard Ally](#); alternatively, you can contact Information Technology Services by sending email to [help@syr.edu](mailto:help@syr.edu) or calling 315.443.2677.

## **DISABILITY SYLLABUS STATEMENT**

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to contact me to discuss strategies and/or accommodations (academic adjustments) that may be essential to your success and to collaborate with the Center for Disability Resources (CDR) in this process.

If you would like to discuss disability-accommodations or register with CDR, please visit [Center for Disability Resources](#). Please call (315) 443-4498 or email [disabilityresources@syr.edu](mailto:disabilityresources@syr.edu) for more detailed information.

The CDR is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact CDR as soon as possible to begin this process.

## **DISCRIMINATION OR HARASSMENT**

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.

Any complaint of discrimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, the University's Chief Equal Opportunity & Title IX Officer. She is responsible for coordinating compliance efforts under various laws including Titles VI, VII, IX and Section 504 of the Rehabilitation Act. She can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1120; by email: [titleix@syr.edu](mailto:titleix@syr.edu); or by telephone: 315-443-0211.

Federal and state law, and University policy prohibit discrimination and harassment based on sex or gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If a student has been harassed or assaulted, they can obtain confidential counseling support, 24-hours a day, 7 days a week, from the [Sexual and Relationship Violence Response Team](#) at the Counseling Center (315-443-8000, Barnes Center at The Arch, 150 Sims Drive, Syracuse, New York 13244). Incidents of sexual violence or harassment can be reported non-confidentially to the University's Title IX Officer (Sheila Johnson Willis, 315-443-0211, [titleix@syr.edu](mailto:titleix@syr.edu), 005 Steele Hall). Reports to law enforcement can be made to the University's Department of Public Safety (315-443-2224, 005 Sims Hall), the Syracuse Police Department (511 South State Street, Syracuse, New York, 911 in case of emergency or 315-435-3016 to speak with the Abused Persons Unit), or the State Police (844-

845-7269). I will seek to keep information you share with me private to the greatest extent possible, but as a professor I have mandatory reporting responsibilities to share information regarding sexual misconduct, harassment, and crimes I learn about with the University's Title IX Officer to help make our campus a safer place for all.

## **EMAIL POLICY**

Syracuse University has established email as a primary vehicle for official communication with students, faculty, and staff. Emergency notifications, educational dialog, research, and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice, and culture.

An official email address is established and assigned by Information Technology Services (ITS) for each registered student, as well as for all active faculty and staff members. All University communications sent via email will be sent to this address. Faculty and staff members must use the officially established University email address to communicate with students registered in their classes. Keep in mind that student records sent to a non-syr.edu email address may create a FERPA violation (See the complete policy at [Syracuse University Email Policy](#)).

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records, known as education records, and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records. For additional information about FERPA and Syracuse University's FERPA policy, see [Compliance with the Family Education Rights and Privacy Act](#) or contact the Office of the Registrar (315.443.2422).

## **FAITH TRADITION OBSERVANCES**

[Syracuse University's Religious Observances Policy](#) recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their traditions. Under the policy, students are given an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors no later than the academic drop deadline. For observances occurring before the drop deadline, notification is required at least two academic days in advance. Students may enter their observances in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification.

## **HEALTH & WELLNESS CONSIDERATIONS**

Mental health and overall well-being are significant predictors of academic success. As such it is essential that during your college experience you develop the skills and resources effectively to navigate stress, anxiety, depression, and other mental health concerns. Please familiarize yourself with the range of resources the Barnes Center provides (<https://ese.syr.edu/bewell/>) and seek out support for mental health concerns as needed. Counseling services are available 24/7, 365 days, at 315-443-8000.

At any time during the semester, faculty may provide real-time feedback to students by raising early alerts in Orange SUccess. As mentioned above, this system provides immediate email notifications to students of alerts. Advisors can review attendance and progress indicators during advising meetings.