**TO:** College of Communications Faculty

**FROM:** Ford Risley, Associate Dean

**RE:** Syllabus policy, Office hours, Exams, SRTEs, Adoption of textbooks, Food/drink

Please take note of the following for your syllabi and class planning:

**I. Syllabus policy and practice**

a. A syllabus must be distributed during the first 10 days of the semester and

include:

i. Instructor’s contact information and office hours

ii. Attendance and exam policies

iii. College statement on academic integrity (see below)

iv. University statement on students with disabilities (see below)

v. Learning objectives

vi. Basis for grades, including percentage weight of exams, assignments, etc.

b. See the following for more information:

i. Syllabus: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/>
ii. Accessibility statement: <http://tlt.psu.edu/2016/08/08/accessibility-syllabus-statement/> <http://ets.tlt.psu.edu/learningdesign/syllabus/content>

iii. Grades: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/>

iv. Attendance: <http://undergrad.psu.edu/aappm/E-11-class-attendance.html>

v. Holy Days calendar. [http://www.events.psu.edu/cgi-](http://www.events.psu.edu/cgi-bin/cal/webevent.cgi?cmd=listyear&amp;ncmd=startup&amp;cal=cal42)

[bin/cal/webevent.cgi?cmd=listyear&ncmd=startup&cal=cal42](http://www.events.psu.edu/cgi-bin/cal/webevent.cgi?cmd=listyear&amp;ncmd=startup&amp;cal=cal42)

**II. Office Hours**

Full-time faculty must hold a minimum of four office hours a week and post the hours outside their office. Part-time faculty are not required to hold office hours but must be available to students outside of class times.

**III. Exams**

Final exams and due dates for final projects/papers worth more than 10% of the course grade must be scheduled during final exam week. For complete details see <http://www.registrar.psu.edu/exams/final.cfm>

**IV. SRTEs**

All SRTEs in the College of Communications courses are online. It is recommended that

instructors remind and encourage students two weeks before the end date of the class to

complete the evaluations. See <http://www.srte.psu.edu/OnlineFAQ/>for more information.

**V. Adoption of textbooks and other required items**

a. Adoption deadlines are earlier than in the past to comply with recent federal legislation. The deadlines are:

 i. For Fall semester, March 1

ii. For Spring semester, September 1

iii. For Summer semester, February 1

b. Even if there are no required texts or other items, that must also be reported by the deadlines. Information should be submitted to: <https://www.facultyenlight.com>.

**VI. Food/drink prohibition in classrooms and labs**

In 2006 the University adopted a prohibition on all food and beverages in classrooms. This includes College classrooms and labs. Please enforce this rule strictly in our computer labs. Drinks with lids are permitted in seminar rooms.

**TEXT TO PASTE INTO SYLLABUS**

Academic Integrity: Academic integrity is the pursuit of scholarly and creative activity in an open, honest and responsible manner, free from fraud and deception, and is an educational objective of the College of Communications and the University. Cheating – including plagiarism, falsification of research data, using the same assignment for more than one class, turning in someone else’s work, or passively allowing others to copy your work – will result in academic penalties at the discretion of the instructor. In serious cases, it could also result in suspension or dismissal from the University or in the assignment of an “XF” grade (failed for academic dishonesty).

As students studying communications, you should understand and avoid plagiarism (presenting the work of others as your own.) A discussion of plagiarism, with examples, can be found at [http://tlt.psu.edu/plagiarism/student-tutorial/.](http://tlt.psu.edu/plagiarism/student-tutorial/)

The rules and policies regarding academic integrity should be reviewed by every student, and

can be found online at: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20> and in the College of Communications document, “Academic Integrity Policy and Procedures.” Any student with a question about academic integrity or plagiarism is strongly encouraged to discuss it with his or her instructor.

**Note to Students with Disabilities**: Penn State welcomes students with disabilities into the University’s educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources Web site provides [contact information for every Penn State campus](http://equity.psu.edu/student-disability-resources/disability-coordinator%22%20%5Ct%20%22_blank):**[http://equity.psu.edu/student-disability-resources/disability-coordinator](http://equity.psu.edu/student-disability-resources/disability-coordinator%22%20%5Ct%20%22_blank).** For further information, please visit the [Student Disability Resources Web](http://equity.psu.edu/student-disability-resources%22%20%5Ct%20%22_blank)[site](http://equity.psu.edu/student-disability-resources%22%20%5Ct%20%22_blank): **[http://equity.psu.edu/student-disability-resources](http://equity.psu.edu/student-disability-resources%22%20%5Ct%20%22_blank).**

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, [participate in an intake interview, and provide documentation](http://equity.psu.edu/student-disability-resources/applying-for-services%22%20%5Ct%20%22_blank):[http://equity.psu.edu/student-disability-resources/applying-for-services](http://equity.psu.edu/student-disability-resources/applying-for-services%22%20%5Ct%20%22_blank). If the documentation supports your request for reasonable accommodations, your [campus’s disability services office](http://equity.psu.edu/student-disability-resources/disability-coordinator%22%20%5Ct%20%22_blank) will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.