

Syllabus Policies for Bellisario College of Communications

Fall 2021

As we move into the next semester, please remember to add the required topics to your syllabi. Below you will find a list of requirements, explanations of policies, and recommended language that can be used in your syllabi.

Syllabus policy and practice

A syllabus must be distributed and/or posted to Canvas during the first 10 days of the semester and include:

- Contact information for all course instructors
- Required course materials
- Course content and expectations
- Location of the program (i.e., class meeting times and location).
- Attendance policy
- Course Goals and Objectives
- Grade Breakdown by Assessment Type and Percentage
- Examination Policy (include evening exam schedule, if applicable)
- Academic Integrity Statement (see example below and at [Faculty Senate website](#))
- Information on procedures related to academic adjustments identified by the Office of Disability Services (see example below and at [Faculty Senate website](#))
- Information on available Counseling & Psychological Services (see example below and at [Faculty Senate website](#))
- Reporting Educational Equity Concerns through the Report Bias site (see example below and at [Faculty Senate website](#))

The university requests that you add one additional Covid-related statements to your syllabus for Fall 2021. **You will find language for this item below.**

- Masking policy

More information about policies can be found here:

- Syllabus: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/>
- Grades: <https://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/>
- Attendance: <http://undergrad.psu.edu/aappm/E-11-class-attendance.html>
- Religious Holy Days calendar. <https://studentaffairs.psu.edu/religious-holy-days>

Recommended syllabus language for required topics

The four topics below – academic integrity, educational equity/reporting bias, disability accommodations, and counseling and psychological services – **must be addressed in your syllabus.**

Below is language that you may copy and paste into your syllabus. This includes all required sections, according to University guidelines.

Academic Integrity

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with

this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Educational Equity/Reporting Bias

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the [Report Bias webpage](http://equity.psu.edu/reportbias/) (<http://equity.psu.edu/reportbias/>).

Disability Accommodations

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. Student Disability Resources (SDR) website provides [contact information for every Penn State campus](http://equity.psu.edu/sdr/disability-coordinator) (<http://equity.psu.edu/sdr/disability-coordinator>). For further information, please visit [Student Disability Resources website](http://equity.psu.edu/sdr/) (<http://equity.psu.edu/sdr/>).

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: [See documentation guidelines](http://equity.psu.edu/sdr/guidelines) (<http://equity.psu.edu/sdr/guidelines>). If the documentation supports your request for reasonable accommodations, your campus disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early as possible. You must follow this process for every semester that you request accommodations.

Counseling and Psychological Services

Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional wellbeing. The University offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

- [Counseling and Psychological Services at University Park \(CAPS\)](http://studentaffairs.psu.edu/counseling/) (<http://studentaffairs.psu.edu/counseling/>): 814-863-0395
- Counseling and Psychological Services at [Commonwealth Campuses](https://senate.psu.edu/faculty/counseling-services-at-commonwealth-campuses/) (<https://senate.psu.edu/faculty/counseling-services-at-commonwealth-campuses/>)
- Penn State Crisis Line (24 hours/7 days/week): 877-229-6400
Crisis Text Line (24 hours/7 days/week): Text LIONS to 741741

Recommended language for Covid-related topics

Please add the following language on masking to your syllabus for Fall 2021. While not required, language about this topic will provide students with clear statements about expectations in the classroom.

Masking policy (Fall 2021)

Penn State University requires everyone to wear a face mask in all university buildings, including classrooms, regardless of vaccination status. ALL STUDENTS MUST wear a mask appropriately (i.e., covering both your mouth and nose) while you are indoors on campus. This is to protect your health and safety as well as the health and safety of your classmates, instructor, and the university community. Anyone attending class without a mask will be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately may face disciplinary action for Code of Conduct violations. If you feel you cannot wear a mask during class, please speak with your adviser immediately about your options for altering your schedule.

Explanation of policies

Below are explanations of policies related to classroom activities and office hours.

Office hours

Full-time faculty must hold a minimum of four office hours per week and post the hours in a place where students can easily access them (eg. Canvas, office door). Part-time faculty are not required to hold office hours but must be available to students outside of class times. **Faculty are welcomed to hold office hours remotely in Fall 2021.**

Exams

Final exams or any assessments (including projects, tests, quizzes, etc.) worth more than 10% of the student grade should not be assigned for the final week of classes. Instead, they should be scheduled during the final exam week. For complete details see <https://www.registrar.psu.edu/exams/final-exams.cfm>.

Masking in the classroom (Fall 2021)

Faculty and students are required to wear a mask at all times in University buildings. This includes the classroom. If a student does not wear a mask or does not wear it properly, ask the student to place the mask on appropriately (i.e., covering both mouth and nose). If the student refuses, ask the student to leave the classroom. If all else fails, the faculty member should dismiss class and notify the Office of Student Conduct https://cm.maxient.com/reportingform.php?PennState&layout_id=0.

Attendance (Fall 2021)

Instructors should clearly communicate their expectations and policies related to class attendance and evaluation in their syllabus at the beginning of the semester. Instructors should provide, within reason, the opportunity to make up work for students who miss classes for legitimate but unavoidable reasons. See [University Faculty Senate Policy 42-27](#). The instructor may require use of the [class absence form](#). Even if the absence meets the expectations of University policies, in some situations, making up missed classes or missed evaluative events may not be possible.

Student Rating of Teaching Effectiveness (SRTE)

All SRTEs in the Bellisario College of Communications courses are online. Remind and encourage students at least two weeks before the end date of the class to complete the evaluations. SRTEs

can be completed in the classroom, provided that the instructor is not present. See <http://www.srte.psu.edu/FAQ/> for more information about SRTEs.

Adoption of textbooks and other required items

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

The deadlines are:

- For Fall semester, March 1
- For Spring semester, September 1
- For Summer semester, February 1

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>.