

TO: All College of Communications Faculty
FROM: Marie Hardin, Associate Dean
RE: Policy and practice for syllabus, exams, SRTEs, required materials adoption and food / drink in classrooms prohibition

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

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 policy
 - iii. The College statement on academic integrity (see below – paste this text into syllabus)
 - iv. The University statement on students with disabilities (see below – paste this text into syllabus)
 - v. Learning objectives (See below for suggestions – paste all that apply to course into syllabus)
 - vi. Basis for grades
- b. Please see the following for more information:
 - i. Syllabus. <http://www.psu.edu/ufs/policies/43-00.html>
 - ii. Recommended Syllabus Content. <http://ets.tlt.psu.edu/learningdesign/syllabus/content>
 - iii. Grades. <http://www.psu.edu/ufs/policies/47-00.html>
 - iv. Attendance. <http://www.senate.psu.edu/policies/42-00.html#42-27>
 - v. Holy Days Calendar. <http://www.events.psu.edu/cgi-bin/cal/webevent.cgi?cmd=listyear&ncmd=startup&cal=cal42>

II. Exams

- a. Final exams and due dates for final projects / papers worth more than 10% of course grade must be scheduled during final exam week. For complete details see <http://www.registrar.psu.edu/exams/final.cfm> or <http://www.psu.edu/dept/ufs/policies/44-00.html#44-20>.

III. SRTEs

- a. All SRTEs in the College of Communications courses are online. It is recommended that instructors remind and encourage students two weeks before the end of the semester to complete the evaluations. See <http://www.srte.psu.edu/OnlineFAQ/> for more information.

IV. Adoption of textbooks and other required items

- a. Adoption deadlines are much 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 itself must also be reported by the deadlines.

V. Food/drink prohibition in classrooms and labs

- a. In 2006 the University adopted a prohibition on all food and beverages in classrooms. This includes College of Communications classrooms and labs. Please enforce this rule strictly in our labs. In our classrooms, drinks with lids are tolerated. Where the rule is not enforced, classes may be re-assigned to labs and classrooms outside the College or students may lose lab privileges.

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, and may result in the grade of "XF" (failed for academic dishonesty) being put on your permanent transcript. In serious cases it could also result in suspension or dismissal from the university. As students studying communication, 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.its.psu.edu/plagiarism/tutorial/>. The rules and policies regarding academic integrity should be reviewed by every student, and can be found online at: www.psu.edu/ufs/policies/47-00.html#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.

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 Office for Disability Services (ODS) Web site provides contact information for every Penn State campus: <http://equity.psu.edu/ods/dcl>. For further information, please visit the Office for Disability Services Web site: <http://equity.psu.edu/ods>.

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/ods/guidelines>. If the documentation supports your request for reasonable accommodations, your campus's 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 in your courses as possible. You must follow this process for every semester that you request accommodations.

SUGGESTED GENERAL COURSE LEARNING OUTCOMES. These are our College-wide learning outcomes; some may apply, in various forms, to your course. Please also check with your department head to ensure that a set of uniform learning outcomes have not already been adopted by faculty for a course you may be teaching.

In this course, students learn to [choose all that apply, modify as needed, and/or add others specific to your course]:

- understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- demonstrate an understanding of gender, race ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications;
- demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society;
- understand concepts and apply theories in the use and presentation of images and information;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- think critically, creatively and independently;
- conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply basic numerical and statistical concepts;
- apply tools and technologies appropriate for the communications professions in which they work.