

**FS2020-11-10\_07: Update to Institution-wide Mandatory Syllabus Language**  
Submitted by ad hoc Mandatory Syllabus Language Review Committee (M-SLaRC)  
*Approved at the 2020-11-10 meeting of the Faculty Senate*

WHEREAS UW-Whitewater mandatory syllabus language has not been updated to reflect recent changes in classroom and communications technology;

WHEREAS UW-Whitewater mandatory syllabus language has not been updated to reflect the changing needs of the UW-Student body in terms of access to healthcare and wellness resources;

WHEREAS UW-Whitewater mandatory syllabus language has not been updated to reflect the changing needs of the UW-Student body in terms of emergency financial support and food security;

WHEREAS UW-Whitewater mandatory syllabus language has not been updated to reflect the changing needs of the UW-Student body in terms of access to resources provided by the UW-Whitewater Center for Disabilities;

BE IT THEREFORE RESOLVED that the UW-Whitewater Faculty Senate supports the following two revisions to UW-Whitewater's mandatory syllabus language. In addition the UW-Faculty recognizes that M-SLaRC will undertake action in the future to help standardize and streamline both mandatory and recommended syllabus language for UW-Whitewater faculty, staff, and students.

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**REVISION ONE** – Limit mandatory syllabus language to only that which is pertinent to the classroom experience, as follows (changes are bolded):

1. Instructor Information
  - a. Instructor's name
  - b. Instructor's office location
  - c. Instructor's contact information (e.g., e-mail)**
  - d. Instructor's office hours
2. Course Information
  - a. Course prefix/number
  - b. Course title
  - c. Course requisites
  - d. Course modality (e.g., online vs. remote)**
  - e. Course meeting information (e.g., meeting days/times, asynchronous, etc.)**
3. Required texts with how to obtain them (purchase, rent, from reserve, provided via Canvas, etc.)
4. Course Essential Learning Outcomes
- 5. Program/Department Essential Learning Outcomes, if available (e.g. General Education, major(s)/minor(s), etc.)**
6. Attendance Policy (with defined excuses)
7. Grading Policy (include assigned numerical values to each letter grade)
8. Course Outline by Week, including dates (subject to change) for major projects, assignments, exams, etc.

9. Additionally, all syllabi used in 500- and 600-level courses must specify the following unique expectations of graduate students:
    - a. Content: e.g., content areas of the course graduate students will explore with greater depth, and/or additional content areas graduate students will examine.
    - b. Intensity: e.g., the unique course requirements for graduate students - in terms of additional readings or assignments, different requirements in assignments, different role expectations, and/or different evaluation methods and/or standards - that reflect greater intellectual intensity and rigor.
    - c. Self-direction: e.g., outside-of-class activities required of graduate students, including research, that reflect a greater degree of self-directed learning.
  10. Inclusive Learning Environment Statement: The University of Wisconsin-Whitewater is dedicated to a safe, supportive, and non-discriminatory learning environment. It is the responsibility of all students to familiarize themselves with UWW policies regarding: Special Accommodations, Academic Misconduct, Religious Beliefs Accommodation, Absence for University Sponsored Events, the "Rights and Responsibilities" section of the Undergraduate Catalog or the "Academic Requirements and Policies" section of the Graduate Catalog, the "Student Academic Disciplinary Procedures" (UWS Chapter 14), and the "Student Non-academic Disciplinary Procedures" (UWS Chapter 17).
  11. Mandatory Reporting Statement: Federal law requires all university employees to report information obtained during the course of their duties regarding sexual misconduct, including domestic and dating violence, unless otherwise exempt by state law. For more information, including on how to report an incident, see <http://www.uww.edu/sexual-misconduct-information>.
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**REVISION TWO** – Establish a new "Recommended Language" document to include information related to student life and resources:

M-SLaRC will work to craft some recommended language to supplement the required language above. This would contain information pertinent to life as a UW-Whitewater student, but would not be necessary for any specific course. This information will be collected and posted so that instructors can easily insert/link this information into their syllabi. Some topics may be:

- CSD resources
  - Equity and inclusion on campus, including link to hate bias reporting
  - Sexual assault/harassment policies
  - Academic policies / anti-plagiarism policies
  - Academic support options including tutoring services
  - Dean of students, emergency student support
  - Library resources and laptop checkout
  - Food pantry
  - Health and counseling services
  - Clothes closet
  - Definition of modalities (e.g., a grid with university definitions)
  - Standard for Work Required Calculation (at least 3 hours of combined in-class and out-of-class work per week for each academic unit)
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## **ADDITIONAL RECOMMENDATION – Future Action Items**

M-SLaRC will also undertake a separate but related effort to reimagine how syllabus requirements and recommendations are disseminated to instructors, as well as how faculty can effectively promote syllabi comprehension with students. M-SLaRC will continue working on this topic after concluding revisions to the required language.

The main areas of focus will be:

- How do we help faculty stay updated about required language?
- Would more standardized syllabi help faculty and students? Can we have a mandatory language tab on Canvas for syllabi materials? Where/how do we post syllabi within Canvas?
- What best practices have faculty identified that encourage students to engage with the syllabus?
- How can faculty promote student responsibility regarding use of the syllabus?