

Fall 2024 Syllabus Guidance

All syllabi must adhere to Temple University's syllabus policy. For the following content required by the syllabus policy, we offer some additional guidance:

How This Course will Be Taught

The syllabus policy requires that you state the “times and location(s) at which the course will meet during the semester, including online or virtual meetings, as well as plans for any special sessions.” Here are some suggestions for describing how your class is meeting.

- If meeting in person, meeting days and times and classroom number and building
- If meeting synchronously, meeting days and times and how to access the virtual classroom
- If meeting in a hybrid modality, all of the above
- If teaching in an asynchronous modality, how work in this class will be available and how the instructor will regularly engage with students (e.g. on Canvas)

Specify when the final exam will take place, if applicable, and how it will be administered.

Note: Instructors teaching asynchronous courses may not schedule an exam for a specific time.

Attendance and Your Health *(suggested language for your syllabus)*

To achieve course learning goals, students must attend and participate in classes, according to the course requirements. However, if you have tested positive for or are experiencing symptoms of a contagious illness, you should not come to campus or attend in-person classes or activities. It is the student’s responsibility to contact me to create a plan for participation and engagement in the course as soon as you are able to do so, and to make a plan to complete all assignments in a timely fashion.

Note for faculty:

- *It is in the best interests of the university community if we do not enact policies that make students feel that they must come to in-person classes when they are contagious. Please use common sense and compassion when navigating these issues with students.*
- *Please do not send students to Student Health Services for a note confirming reasons for absence.*

Course Materials

[This is a requirement in the most recent syllabus policy but is noted here for your convenience. Please craft the message to match the situation in your course.]

Faculty are required to report course material adoptions, including if they use no-cost or open educational materials, via Follett Discover. Your syllabus must include a statement that clearly indicates the range of possible costs of required course materials, such as the following suggested language: *Required course materials are available from the Follett Bookstore at Temple University and are listed in this syllabus. For this course, the cost range, including all books, online access fees, expenses, and other materials, is approximately [###-###]. Alternately: This course has no required course materials that must be purchased OR the course materials are open educational resources and are available at no cost to students.* Remember to tell students where to access any open educational materials. **Note:** The Follett bookstore offers guaranteed [price match](#) for course materials.

Please remember that Temple faculty members are encouraged to select course materials that balance excellence and affordability, recognizing that the potential costs vary significantly across disciplines and courses. Some students may be experiencing financial hardships. Where possible, provide ways for students to access course materials at no or lower cost, such as the Library's electronic reserve, EZ Borrow/ILLiad, etc. Clarify if older editions are available and appropriate, or whether the textbook is available to rent.

Technology specifications for this course

The syllabus policy requires instructors to provide technology specifications and clarify what technology students will need. In addition, you may consider adding the following ***suggested language*** to your syllabus:

- Limited resources are available for students who do not have the technology they need for class. Students with educational technology needs, including no computer or camera or insufficient Wifi access, should submit a Student Technology Assistance Application located in TUPortal and linked from the [Dean of Students Support and Resources webpage](#). The university will endeavor to meet needs, such as with a long-term loan of a laptop or Mifi device or a refurbished computer.
- [Free loaner laptop options](#) are available for students who need to borrow computers while on campus.
- On-campus computer labs are available for student use.
- Note that there are [technology resources](#) available for students, including some software that is available for free download and other specialty software that may be available for remote access through ITS, laptop share, and battery share.

Although not required by the syllabus policy, you may want to consider the following additions or clarifications to the syllabus.

Student Support Services *(suggested language for your syllabus)*

The following academic support services are available to students:

Student Success Center

University Libraries

Undergraduate Research Support

Career Center

Tuttleman Counseling Services

Disability Resources and Services

Student Health Services

If you are experiencing food insecurity or financial struggles, Temple provides resources and support. Notably, the Temple University Cherry Pantry is in operation as well as a variety of resources from the Division of Student Affairs.

Statement on the Use of Generative AI in This Course

Temple has established a blanket policy that the use of generative AI tools (such as ChatGPT, Perplexity, Dall-E, etc.) is prohibited for students, unless an instructor explicitly grants permission. However, you are strongly encouraged to clarify the parameters of acceptable use of generative AI tools for your courses, as your guidelines may not align with those of other faculty and students will benefit from clear guidance. We strongly recommend adapting one of the available sample syllabus statements for inclusion in your syllabus. *Note: for assistance in making a decision on acceptable use of AI in your course, see this decision tree on CAT's EDvice Exchange blog or make an appointment with a CAT educational developer.*

Remote proctoring statement *(suggested language for your syllabus, if applicable)*

Zoom, Proctorio or a similar proctoring tool may be used to proctor exams and quizzes in this course. These tools verify your identity and record online actions. It is the learner's responsibility to have the necessary government or school issued ID, a laptop or desktop computer with a reliable internet connection, the Google Chrome and Proctorio extension, a webcam/built-in camera and microphone, and system requirements for using Proctorio, Zoom, or a similar proctoring tool.

Note that faculty cannot require room scans.

Statement on recording and distribution of recordings of class sessions

Consider including a statement on your syllabi about your use of recordings and permission to record class sessions and any distribution of those recordings. See guidance on this. ***(Note: you must use your Temple email to access this guidance).***

Statement on use of Zoom AI Companion

If you plan to use the AI note-taking tool provided by Zoom AI Companion in your courses, you should include language on your syllabus such as the following:

Zoom AI Companion, an AI note-taking tool, may be enabled for some or all of this course. Note that students are not permitted to use other third-party AI-note-taking tools (such as Reader.AI or Otter. AI), as they are prohibited in all Temple-related Zoom sessions, Microsoft Teams meetings, and other tele-conferencing and meeting spaces. Any notes generated by Zoom AI Companion and distributed by the instructor of this course are the property of Temple University and can only be used for the students' personal educational use. Students are not permitted to copy, publish, or redistribute any portion of AI transcripts from any portion of the class session to individuals who are not students in the course without the express permission of the faculty members and all students enrolled in the class.

Expectations for Class Conduct (*suggested language for your syllabus*)

It is important to foster a respectful and productive learning environment that includes all students in our diverse community of learners. Our differences, some of which are outlined in the University's nondiscrimination statement, will add richness to this learning experience. Therefore, all opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

Treat your classmates and instructor with respect in all communication, class activities, and meetings. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Please consider that sarcasm, humor and slang can be misconstrued in online interactions and generate unintended disruptions. Profanity should be avoided as should the use of all capital letters when composing responses in discussion threads, which can be construed as "shouting" online. Remember to be careful with your own and others' privacy. In general, have your behavior mirror how you would like to be treated by others.

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