

Syllabi Resources and Template Language - Danforth Campus

Important information on university policies and resources for students to be included in your syllabi is presented below.

Additional syllabus-building resources are available on the Center for Teaching and Learning's (CTL) website including a [downloadable syllabus template](#) and a checklist for [constructing a syllabus](#) that promotes an inclusive learning environment.

As you update or design your syllabi in preparation for the fall, remember that The Center for Teaching and Learning (CTL) is a valuable campus partner that is here to support your teaching. To schedule a consultation about your syllabus or first day plans with the CTL, visit <https://ctl.wustl.edu/request-a-consultation-on-teaching/>. For additional ideas about how to transition back into the classroom this fall, visit the CTL's resource on [transitioning back to in-person teaching](#).

A few reminders as you prepare for Fall 2021:

- Be very clear about your attendance policy. Particular attention should be paid to describing how illness/quarantine will be handled. State whether you expect students to forward results of their self-screen or follow up email from Habif or the COVID call Center to document a need to miss class due to COVID symptoms or exposure. We want to encourage students to stay home when they are sick or in quarantine, so it is important that they understand how to contact you and make the appropriate arrangements. If a student shares a COVID-19 diagnosis or other health information (e.g., vaccination status) with you, please respect their privacy and do not share this information with others outside of Habif or your School Dean's office.
- Students who are in their second years at WashU may not be aware of resources that they would have traditionally learned about as first-year students, particularly if they were remote last year. Please be sure to emphasize the on-campus resources that support our students, even to those who are not new to WashU.
- All pooled classrooms are equipped for recording. For support on the logistics of class recording in a pooled classroom, contact CTL's Classroom Services division at ctl@wustl.edu. In many cases, recording in classrooms can function similarly to [how it did last year for hybrid teaching](#), just without live remote participants. For those teaching in non-pooled classrooms, please contact the appropriate school or department administrator for assistance with room technology. For tips on encouraging robust in-person student engagement, even when class sessions are made available afterwards via recording, visit [Returning to In-Person Teaching](#) on the CTL's website, or [contact the Educational Development](#) division of the CTL for a personal consultation.

TEMPLATE LANGUAGE TO INCLUDE IN SYLLABI:

COVID-19 Health and Safety Protocols

Exceptions to course attendance policies, expectations, and requirements because of a COVID-19 diagnosis, symptoms consistent with COVID-19, or exposure to a person with a confirmed or

suspected COVID-19 diagnosis that requires quarantine or isolation will be made in collaboration between the student and instructor. In these cases, please notify your instructor as soon as possible to discuss appropriate accommodations.

While on campus, it is imperative that students follow all public health guidelines established to reduce the risk of COVID-19 transmission within our community. The full set of University protocols can be found at <https://covid19.wustl.edu/health-safety/>. This includes:

- **Completing a self-screening using the [WashU COVID-19 Screening](#) app every day before coming to campus or leaving your residence hall room.** If you do not receive a green check and pass the screening, you are not permitted to come to campus or leave your residence hall room. You must contact the COVID Call Center (314-362-5056) or the Habib Health and Wellness Center (314 935-6666) immediately. **Note:** In addition to the symptoms listed in the screening tool, everyone also should pay attention to symptoms that are new or different for you, including things like headache and congestion, particularly in combination with diarrhea. These can also be signs of COVID-19. **Call the COVID Call Center or Habib to report these symptoms.**
- **Complying with universal masking.** All individuals on campus must wear disposable masks or cloth face coverings while occupying indoor public settings, including: multi-person offices, hallways, stairwells, elevators, meeting rooms, classrooms and restrooms. Masks are encouraged but not required for outdoor activities, particularly at large events or in crowded settings. Students with disabilities for whom masked instructors or classmates create a communication barrier are encouraged to contact Disability Resources (www.disability.wustl.edu) or talk to their instructor for assistance in determining reasonable adjustments. Adjustments may involve amplification devices, captioning, or clear masks but will not allow for the disregard of mask policies.
- **Maintaining physical distancing as needed.** While distancing requirements have been removed for vaccinated students, those who are not fully vaccinated are strongly encouraged, for their own health, to maintain a distance of 6 ft from others in the classroom. If you are not able to be vaccinated or have conditions that may put you at increased risk of failed immunity and classroom activities would bring you in frequent proximity to other students, contact your instructor to discuss alternatives.
- **Practicing healthy personal hygiene,** including frequent handwashing with soap and warm water for at least 20 seconds and/or using hand sanitizer with at least 60% alcohol.

University-Wide Policies:

Reporting Sexual Harassment

If a student discusses or discloses an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if a faculty member otherwise observes or becomes aware of such an allegation, the faculty member will keep the information as private as possible, but as a faculty member of Washington University, they are required to immediately report it to the Department Chair or Dean or directly to Ms. Cynthia Copeland, the University's Associate Title IX Coordinator, at (314) 935-3411, cmcopeland@wustl.edu. Additionally, you can report incidents or complaints to the Office of Student Conduct and Community Standards or by contacting WUPD at [\(314\) 935-5555](tel:(314)935-5555) or your local law enforcement agency. See: [Title IX](#)

Reasonable Accommodations for Disabled Students

Washington University in St. Louis supports the rights of enrolled students to a full and equal educational opportunity and, in compliance with federal, state, and local requirements, is committed to reasonable accommodations for individuals with documented disabilities. Disabled students for whom accommodations may be necessary must be registered with, and provide their instructors official notification through, WUSTL's Disability Resources (www.disability.wustl.edu). Once established, responsibility for disability-related accommodations and access is shared by DR, faculty, and the student. Please contact Disability Resources at 314.935.5970 or disabilityresources@wustl.edu.

Statement on Military Service Leave

Washington University recognizes that students serving in the U.S. Armed Forces and their family members may encounter situations where military service forces them to withdraw from a course of study, sometimes with little notice. Students may contact the Office of Military and Veteran Services at (314) 935-2609 or veterans@wustl.edu and their academic dean for guidance and assistance. See: <https://veterans.wustl.edu/policies/policy-for-military-students/>.

Preferred Name and Gender Inclusive Pronouns

In order to affirm each person's gender identity and lived experiences, it is important that we ask and check in with others about pronouns. This simple effort can make a profound difference in a person's experience of safety, respect, and support. See: <https://students.wustl.edu/gender-pronouns-information/>, <https://registrar.wustl.edu/student-records/ssn-name-changes/preferred-name/>.

Emergency Preparedness

Before an emergency, familiarize yourself with the building(s) that you frequent. Know the layout, including exit locations, stairwells and the Emergency Assembly Point (EAP). Review the "Quick Guide for Emergencies" that is found near the door in many classrooms for specific emergency information and instructions. For additional Information and EAP maps, visit emergency.wustl.edu. To ensure that you receive emergency notifications, make sure your information and cell phone number is updated in SIS, and/or download. The WUSTL app and enable notifications.

To report an emergency:

Danforth Campus: (314) 935-5555

School of Medicine Campus: (314) 362-4357

North/West/South and Off Campus: 911 then (314) 935-5555

Academic Integrity

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Faculty, students and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University in St. Louis.

For additional details on the university-wide Undergraduate Academic Integrity policy, please see: <https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/>

Instructors are encouraged to include in their syllabus a link to school-specific information on Academic Integrity policies and procedures.

Turnitin (*Note that this should be included only if you intend to use Turnitin in your course)

In taking this course, students may be expected to submit papers and assignments through Turnitin for detection of potential plagiarism and other academic integrity concerns. If students do not have an account with Turnitin and/or do not utilize Turnitin when submitting their papers and assignments, the instructor may upload your paper or assignment to Turnitin for processing and review.

Resources for Students:

Disability Resources

At Washington University we strive to make the academic experience accessible and inclusive. If you anticipate or experience barriers based on disability, please contact Disability Resources at 314.935.5970, disabilityresources@wustl.edu, or visit our website for information about requesting academic accommodations. See: <https://students.wustl.edu/disability-resources/>.

Confidential Resources for Instances of Sexual Assault, Sex Discrimination, Sexual Harassment, Dating Violence, Domestic Violence, or Stalking

The University is committed to offering reasonable academic accommodations (e.g. a no-contact order, course changes) to students who are victims of relationship or sexual violence, regardless of whether they seek criminal or disciplinary action. If a student needs to explore options for medical care, protections, or reporting, or would like to receive individual counseling services, there are free, confidential support resources and professional counseling services available through the Relationship and Sexual Violence Prevention (RSVP) Center. If you need to request such accommodations, please contact RSVP to schedule an appointment with a confidential and licensed counselor. Although information shared with counselors is confidential, requests for accommodations will be coordinated with the appropriate University administrators and faculty. The RSVP Center is located in Seigle Hall, Suite 435, and can be reached at resvpcenter@wustl.edu or (314) 935-3445. For after-hours emergency response services, call (314) 935-6666 or (314) 935-5555 and ask to speak with an RSVP Counselor on call. See: [RSVP Center](#).

Bias Reporting and Support System (BRSS)

The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team. See: brss.wustl.edu.

Mental Health Services

Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect a student's academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety, depression, and thoughts of suicide. See: <https://students.wustl.edu/mental-health-services/>. Additionally, see the mental health services offered through the RSVP Center listed above.

WashU Cares

WashU Cares specializes in connecting students to mental, medical, financial and academic resources by using supportive case management. We seek to empower students to be successful through life's challenges and to have ownership of their own experiences. Our services are designed to support Danforth Campus students. If you feel concerned about a student who may need help connecting to resources we accept referrals from all students, faculty, and staff. If you are concerned about a student, you can file a report here: <https://washucares.wustl.edu/> and a WashU Cares Case Manager will reach out to you to get more information about your concern.

The Writing Center

The Writing Center offers free writing support to all Washington University undergraduate and graduate students. Staff members will work with students on any kind of writing project, including essays, writing assignments, personal statements, theses, and dissertations. They can help at any stage of the process, including brainstorming, developing and clarifying an argument, organizing evidence, or improving style. Instead of simply editing or proofreading papers, the tutors will ask questions and have a conversation with the writer about their ideas and reasoning, allowing for a higher order revision of the work. They will also spend some time looking at sentence level patterns to teach students to edit their own work. The Center is located in Mallinckrodt and open Sunday through Thursday from 11:00 am to 9:00 pm and Friday from 11:00 am to 5:00 pm. Students are seen primarily by appointment, but walk-ins will be accepted as the schedule allows. To make an appointment, go to writingcenter.wustl.edu. Email: writingcenter.wustl.edu.

The Learning Center

The Learning Center works collaboratively with University partners to provide undergraduate students key resources, like academic peer mentoring, to enhance their academic progress. Contact them at <https://ctl.wustl.edu/learningcenter/> to find out what support they may offer for your classes.

Center for Diversity and Inclusion (CDI)

The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional school students from underrepresented and/or marginalized populations, collaborates with campus and community partners, and promotes dialogue and social change to cultivate and foster a supportive campus climate for students of all backgrounds, cultures, and identities. See: <https://diversityinclusion.wustl.edu/>.

Gephardt Institute

State and local elections can have direct and immediate impacts on our communities and will be happening here in St. Louis and around the country this year. Make sure you stay current on upcoming elections at all levels by registering as a voter, requesting an absentee ballot, or getting election day reminders. You can do all this at <http://wustl.turbovote.org> for any of the 50 states and Washington D.C. If you are ineligible to vote, you can still participate by referring your friends who are eligible to the TurboVote link to register and by engaging your peers in local issues. If you have any questions about the voting process in the United States, please visit <http://washuvotes.wustl.edu>.

Additional Information for Faculty Awareness:

Religious Holidays

The [Office of Religious, Spiritual and Ethical Life](#) maintains a [calendar](#) of many religious holidays observed by the WashU community. Listed below are dates of some of the major religious holidays

or obligations in the Fall 2021/Spring 2022 semester that may pose potential conflicts for observant students.

The Jewish holidays that may pose potential scheduling conflicts begin at sundown on the first day listed and end at nightfall of the last day shown:

September 6-8	Rosh Hashanah
September 15-16	Yom Kippur
September 20-22	Sukkot Opening Days
September 27-29	Shemini Atzeret/Simchat Torah
April 15-17	Passover Opening Days
April 21-23	Passover Closing Days
June 4-6	Shavuot

Additionally, the Sabbath/Shabbat is celebrated each Friday at sundown through Saturday at nightfall.

Baha'i students may require observance on the following days:

November 7	Birth of Baha'u'llah
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The dates this fall that may present a conflict for Hindu students are:

October 25	Dasara
November 4	Diwali