

COURSES

SYLLABUS

OVERVIEW

For a complete guide to UW-Madison syllabus requirements and resources, please visit ctlm.wisc.edu/syllabus/ (<https://ctlm.wisc.edu/syllabus/>).

The following statements were created for inclusion in course syllabi. Instructors are strongly encouraged to reference, or include a link to, these statements in their individual course syllabi. This ensures that consistent institutional information is provided to all students.

SYLLABUS STATEMENTS

ACADEMIC CALENDAR & RELIGIOUS OBSERVANCES

Academic Calendar & Religious Observances (<https://secfac.wisc.edu/academic-calendar/>)

Establishment of the academic calendar for the University of Wisconsin-Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures (https://policy.wisc.edu/library/UW-801/#Pol801_1_20). Construction of the academic calendar is subject to various rules and laws prescribed by the Board of Regents, the Faculty Senate, State of Wisconsin and the federal government. For additional dates and deadlines for students, see the Office of the Registrar's pages (<https://registrar.wisc.edu/dates/>). Students are responsible for notifying instructors within the first two weeks of classes about any need for flexibility due to religious observances (<https://policy.wisc.edu/library/UW-880/>).

ACADEMIC INTEGRITY STATEMENT

By virtue of enrollment, each student agrees to uphold the high academic standards of the University of Wisconsin-Madison; academic misconduct is behavior that negatively impacts the integrity of the institution. Cheating, fabrication, plagiarism, unauthorized collaboration, and helping others commit these previously listed acts are examples of misconduct which may result in disciplinary action. Examples of disciplinary sanctions (<https://conduct.students.wisc.edu/academic-misconduct/>) include, but are not limited to, failure on the assignment/course, written reprimand, disciplinary probation, suspension, or expulsion.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (UW-855) (<https://policy.wisc.edu/library/UW-855/>) require the university to provide reasonable accommodations to students with disabilities to access and participate in its academic programs and educational services. Faculty and students share responsibility in the accommodation process. Students are expected to inform faculty of their need for instructional accommodations during the beginning of the semester, or as soon as possible after being approved for accommodations. Faculty will work either directly with the student or in coordination with the McBurney Center to provide reasonable instructional

and course-related accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA. (See: McBurney Disability Resource Center (<https://mcburney.wisc.edu/>))

COURSE EVALUATIONS

UW-Madison students have the opportunity to evaluate the courses they are enrolled in and their learning experiences through course evaluations. Most instructors use a digital course evaluation tool (<https://kb.wisc.edu/luwmad/81069/>). In most instances, students receive an official email two weeks prior to the end of the semester, notifying them that anonymous course evaluations are available. Student participation is an integral component of course development, and confidential feedback is important. UW-Madison strongly encourages student participation in course evaluations.

DIVERSITY & INCLUSION STATEMENT

Diversity (<https://diversity.wisc.edu>) is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals. The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world.

MENTAL HEALTH AND WELL-BEING STATEMENT

Students often experience stressors that can impact both their academic experience and personal well-being. These may include mental health concerns, substance misuse, sexual or relationship violence, family circumstances, campus climate, financial matters, among others.

Students are encouraged to learn about and utilize UW-Madison's mental health services and/or other resources as needed. Visit uhs.wisc.edu or call University Health Services at (608) 265-5600 to learn more.

PRIVACY OF STUDENT RECORDS & THE USE OF AUDIO RECORDED LECTURES STATEMENT

View more information about FERPA (<https://registrar.wisc.edu/ferpa-facstaff/>).

Lecture materials and recordings for this course are protected intellectual property at UW-Madison. Students in courses may use the materials and recordings for their personal use related to participation in class. Students may also take notes solely for their personal use. If a lecture is not already recorded, students are not authorized to record lectures without permission unless they are considered by the university to be a qualified student with a disability who has an approved accommodation that includes recording. [Regent Policy Document 4-1] Students may not copy or have lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities, with the exception of sharing copies of personal notes as a notetaker through the McBurney Disability Resource Center. Students are otherwise prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may

be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

STUDENTS' RULES, RIGHTS & RESPONSIBILITIES

Rights & Responsibilities (<https://guide.wisc.edu/undergraduate/#rulesrightsandresponsibilitiestext>)

TEACHING & LEARNING DATA TRANSPARENCY STATEMENT

The privacy and security of faculty, staff and students' personal information is a top priority for UW-Madison. The university carefully reviews and vets all campus-supported digital tools used for teaching and learning, including those that support data empowered educational practices (<https://teachlearn.wisc.edu/deep/>) and proctoring. View the university's full teaching and learning data transparency statement (<https://teachlearn.provost.wisc.edu/teaching-and-learning-data-transparency-statement/>).