**2019-20 Guidelines for Syllabi**

Provide your students with a syllabus either on the UP Portal (class Moodle page) or on the first day of class. In keeping with the University’s commitment to the best pedagogical and assessment practices, all syllabi for courses must indicate the following:

* Your office location, telephone number and email address
* Schedule of classes
* Course purpose and learning objectives
* Methods/Activities
* Evaluation tools
* Performance criteria
* Grading standards or descriptors
* Method of determining final grade and final grade descriptors referenced in the Bulletin and Faculty Handbook

**Required Syllabus Statements**

All syllabi must include the following statements on academic integrity, assessment disclosure, disability, and the availability of the University’s Learning Commons. Core course syllabi have additional requirements, as indicated.

**University of Portland’s Code of Academic Integrity**

Academic integrity is openness and honesty in all scholarly endeavors. The University of Portland is a scholarly community dedicated to the discovery, investigation, and dissemination of truth, and to the development of the whole person. Membership in this community is a privilege, requiring each person to practice academic integrity at its highest level, while expecting and promoting the same in others. Breaches of academic integrity will not be tolerated and will be addressed by the community with all due gravity.

**Assessment Disclosure Statement**

Student work products for this course may be used by the University for educational quality assurance purposes.

**Accessibility Statement**

The University of Portland endeavors to make its courses and services fully accessible to all students. Students are encouraged to discuss with their instructors what might be most helpful in enabling them to meet the learning goals of the course. Students who experience a disability are also encouraged to use the services of the Office for Accessible Education Services (AES), located in the Shepard Academic Resource Center (503-943-8985). If you have an AES Accommodation Plan, you should make an appointment to meet with your faculty member to discuss how to implement your plan in this class. Requests for alternate location for exams and/or extended exam time should, where possible, be made two weeks in advance of an exam, and must be made at least one week in advance of an exam. Also, you should meet with your faculty member to discuss emergency medical information or how best to ensure your safe evacuation from the building in case of fire or other emergency.

**Mental Health Statement**

As a college student, you may sometimes experience problems with your mental health that interfere with academic experiences and negatively impact daily life. If you or someone you know experiences mental health challenges at UP, please contact the University of Portland Health and Counseling Center in Orrico Hall (down the hill from Franz Hall and Mehling Hall) at [www.up.edu/healthcenter](http://www.up.edu/healthcenter) or at 503-943-7134. Their services are free and confidential, and if necessary they can provide same day appointments. In addition, after-hours phone counseling is available if you call 503-943-7134 and press 3 outside of business hours. Also know that the University of Portland Public Safety Department (503-943-4444) has personnel trained to respond sensitively to mental health emergencies at all hours. Remember that getting help is a smart and courageous thing to do – for yourself, for those you care about, and for those who care about you.

**Non-Violence Statement**

The University of Portland is committed to fostering a community free from all forms of violence in which all members feel safe and respected. Violence of any kind, and in particular acts of power-based personal violence, are inconsistent with our mission. Together, we take a stand against violence. Join us in learning more about campus and community resources, UP’s prevention strategy, and reporting options on the [Green Dot website](https://www.up.edu/greendot/), [www.up.edu/greendot](https://www.up.edu/greendot/) or the [Title IX website,](https://www.up.edu/titleix/) [www.up.edu/titleix](https://www.up.edu/titleix/).

**Ethics of Information**

The University of Portland is a community dedicated to the investigation and discovery of processes for thinking ethically and encouraging the development of ethical reasoning in the formation of the whole person. Using information ethically, as an element in open and honest scholarly endeavors, involves moral reasoning to determine the right way to access, create, distribute, and employ information including: considerations of intellectual property rights, fair use, information bias, censorship, and privacy. More information can be found in the Clark Library’s guide to the [Ethical Use of Information](https://libguides.up.edu/ethicaluse/) at [libguides.up.edu/ethicaluse](https://libguides.up.edu/ethicaluse/).

**The Learning Commons**

Trained peer tutors and writing assistants in the Learning Commons, located in Buckley Center 163, work with you to facilitate your active learning and mastery of skills and knowledge. For questions about the Learning Commons, please send all correspondence to Jeffrey White, Administrator, at [white@up.edu](mailto:white@up.edu). The Learning Commons is a program of the Shepard Academic Resource Center (SARC.)

**Math Resource Center:** Appointment-based tutoring is available through our online scheduler at [www.bit.ly/up\_mrc](http://www.bit.ly/up_mrc). Walk-in tutoring Sundays through Thursdays evenings. For MTH 141, request appointments at [math141@up.edu](mailto:math141@up.edu). The course-specific schedule can be found at [www.up.edu/learningcommons](http://www.up.edu/learningcommons), or the reception desk in BC 163.

**Writing Assistance**: Brainstorming ideas for your paper, create an outline, work on citations, or review a draft with a Writing Assistant. Visit [www.up.edu/learningcommons](http://www.up.edu/learningcommons) to access our Writing Center schedule.

**The Language Studio**: Contact the language assistance hotlines to schedule a time to meet throughout the semester at [chinesetutor@up.edu](mailto:chinesetutor@up.edu), [frenchtutor@up.edu](mailto:frenchtutor@up.edu), [germantutor@up.edu](mailto:germantutor@up.edu), or [spanishtutor@up.edu](mailto:spanishtutor@up.edu).

**Natural Sciences Center:** Send your tutoring requests to [biotutor@up.edu](mailto:biotutor@up.edu), [chemtutor@up.edu](mailto:chemtutor@up.edu), or [physicstutor@up.edu](mailto:physicstutor@up.edu).

**Speech & Presentation Lab**: Improve your presentations by requesting an appointment at [speech@up.edu](mailto:speech@up.edu).

**Group Work Lab**: Make an appointment for your group project at [groupwork@up.edu](mailto:groupwork@up.edu).

**Nursing Tutoring**: Tutoring is available for pathophysiology, BIO205, anatomy and physiology, and other nursing courses on a walk-in or appointment basis. Up-to-date schedule information is at [www.up.edu/learningcommons/nursing](http://www.up.edu/learningcommons/nursing).

**Economics and Business Tutoring**: For support in economics, OTM, finance, accounting, and business law courses, send requests for appointments to your discipline’s tutor email hotline: [econtutor@up.edu](mailto:econtutor@up.edu), [otmtutor@up.edu](mailto:otmtutor@up.edu), [financetutor@up.edu](mailto:financetutor@up.edu), [accountingtutor@up.edu](mailto:accountingtutor@up.edu), or [bizlaw@up.edu](mailto:bizlaw@up.edu).

**Shiley Sophomore Fellows**: Provides tutoring in several sophomore engineering classes. To make an appointment, send a request to [stepUP@up.edu](mailto:stepUP@up.edu).

**Learning Assistance Counselor**: Learning assistance counseling is also available in BC 163. The counselor teaches learning strategies and skills that enable students to become more successful in their studies and future professions. The counselor provides strategies to assist students with reading and comprehension, note-taking and study, time management, test-taking, and learning and remembering. Appointments can be made in the on-line scheduler available to all students in Moodle or during posted drop-in hours.

**Requirements for University Core Course Syllabi**

In addition to discipline-specific goals and objectives, syllabi for all core courses are to contain clear statements of the:

* Core question(s) to be addressed in the class;
* Intended core goals(s);
* Core skill(s), including performance objectives and means of assessment.

**Voluntary Syllabus Statement**

**Academic Regulation Statement** Policies governing your coursework at the University of Portland can be found in the University Bulletin at [www.up.edu/registrar](https://www.up.edu/registrar/).