

Menu for Sample Course Syllabi Language – Spring 2023

Please note: the below language regarding university policies and support services is purely optional, and the information is collated from topics and resources that colleagues most commonly request.

For tips on crafting effective syllabi, visit Duke Learning Innovation’s Teaching Guide, [Plan and Refine Your Course: Create a Learner-Centered Syllabus](#), or stop by Learning Innovation’s [online Office Hours](#) to speak with a teaching consultant.

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I. BEHAVIOR AND HEALTH

A. Behavior and Community Standards

Duke Community Standard

All students must adhere to the [Duke Community Standard](#) (DCS): Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, and accountability. Citizens of this community commit to reflect upon these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard, students agree:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

Regardless of course delivery format, it is the responsibility of all students to understand and follow all Duke policies, including academic integrity (e.g., completing one's own work, following proper citation of sources, adhering to guidance around group work projects, and more). Ignoring these requirements is a violation of the Duke Community Standard. Any questions and/or concerns regarding academic integrity can be directed to the Office of Student Conduct and Community Standards at conduct@duke.edu.

B. Mental Health and Wellness Resources

Mental Health and Wellness Syllabi Statement

Student mental health and wellness are of primary importance at Duke, and the university offers resources to support students in managing daily stress and self-care. Duke offers several resources for students to seek assistance on coursework and to nurture daily habits that support overall well-being, some of which are listed below

- **The Academic Resource Center:** (919) 684-5917, theARC@duke.edu, or arc.duke.edu.
- **DuWell:** (919) 681-8421, provides Moments of Mindfulness (stress management and resilience building) and meditation programming (Koru workshop) to assist students in developing a daily emotional well-being practice. To see schedules for programs please see <https://studentaffairs.duke.edu/duwell>. All are welcome and no experience necessary.

If your mental health concerns and/or stressful events negatively affect your daily emotional state, academic performance, or ability to participate in your daily activities, many resources are available to help you through difficult times. Duke encourages all students to access these resources.

- **DukeReach.** Provides comprehensive outreach services to identify and support students in managing all aspects of well-being. If you have concerns about a student's behavior or health visit the website for resources and assistance: <https://students.duke.edu/wellness/dukereach/>
- **Counseling and Psychological Services (CAPS).** CAPS services include individual and group counseling services, psychiatric services, and workshops. To initiate services, walk-in/call-in 9-4 M,W,Th,F and 9-6 Tuesdays. CAPS also provides referral to off-campus resources for specialized care. (919) 660-1000 or <https://students.duke.edu/wellness/caps/>

- **TimelyCare (formerly known as Blue Devils Care).** An online platform that is a convenient, confidential, and free way for Duke students to receive 24/7 mental health support through TalkNow and scheduled counseling. bluedevilscore.duke.edu

C. Academic Support Resources

The Academic Resource Center (the ARC) offers services to support students academically during their undergraduate careers at Duke. The ARC can provide support with time management, academic skills and strategies, course-specific tutoring, and more. ARC services are available free to any Duke undergraduate student, studying any discipline.

(919) 684-5917, theARC@duke.edu, or arc.duke.edu.

II. ASSISTANCE AND ACCOMMODATIONS

A. Tech Assistance and Course Costs

1. Technology Accommodations

Highly aided students who have limited access to computers may request loaner laptops through the [DukeLIFE Technology Assistance Program](#). Please note that supplies are limited.

2. Course Materials Costs

Note to faculty: Taking a brief moment to check if your assigned books are available at Duke Libraries will make a difference in students accessing required texts for your class. Here's a template for how you might include costs on your syllabus:

- Textbook Name (Cost)
 - *Links to free, alternate sources through Duke Libraries (if present)*
- Course Supply, (Cost)
 - [Rental Equipment Program at the Link](#)

If you are having difficulty with textbook and supply costs associated with this course, here are some resources:

- [Contact the financial aid office](#) (whether or not you are on aid). They have loans and resources for connecting students with programs on campus that might be able to help alleviate these costs.
- DukeLIFE offers [course materials assistance](#) for eligible students. Please note that students who are eligible for DukeLIFE benefits are notified prior to the start of the semester; program resources are limited.
- Duke Libraries offers textbook rentals through the [Top Textbook Program](#), where you can rent out a textbook for 3 hours at a time.

- For course-specific technology needs such as Digital Voice Recorder, HD Video Camera, TI-84 Plus CE, DSLR camera kit, Tripod, Shotgun Mic, iPad Mini 4, a Handheld Projector, or a GoPro, [you can reserve rental equipment](#) from the Link.

B. Academic Accommodations

Note to faculty: The Testing Center is available to support students who have been granted testing accommodations by the Student Disability Access Office as well as students who need to make up an exam due to an excused absence. You can learn more at <https://testingcenter.duke.edu/>.

If you are a student with a disability and need accommodations for this class, it is your responsibility to register with the [Student Disability Access Office \(SDAO\)](#) and provide them with documentation of your disability. SDAO will work with you to determine what accommodations are appropriate for your situation. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to me. Please contact SDAO for more information: sdao@duke.edu or access.duke.edu.

C. Religious Accommodations

Students are permitted by university policy to be absent from class to observe a religious holiday. Accordingly, Trinity College of Arts & Sciences and the Pratt School of Engineering have established procedures to be followed by students for notifying their instructors of an absence necessitated by the observance of a religious holiday. **Please submit requests for religious accommodations at the beginning of the semester so that we can work to make suitable arrangements well ahead of time.** You can find the policy and relevant notification form here: <https://trinity.duke.edu/undergraduate/academic-policies/religious-holidays>

III. OTHER DOMAINS

A. Inclement Weather and Attendance Policies

1. Inclement Weather Policy

In the event of inclement weather or other connectivity-related events that prohibit class attendance, I will notify you how we will make up missed course content and work. Asynchronous catch-up methods may apply.

2. Attendance Policy Related to COVID Symptoms, Exposure, or Infection.

Student health, safety, and well-being are the university's top priorities. To help ensure your well-being and the well-being of those around you, **please do not come to class if you have tested positive for COVID-19 or have possible symptoms and have not yet been tested.** If any of these situations apply to you, you must follow university guidance related to the ongoing COVID-19 pandemic and current health

and safety protocols. If you are experiencing any COVID-19 symptoms, [contact student health](#) (dshcheckin@duke.edu, 919-681-9355). Learn more about current university policy related to COVID-19 at <https://coronavirus.duke.edu/>.

To keep the university community as safe and healthy as possible, you will be expected to follow these guidelines. Please reach out to me and your academic dean as soon as possible if you need to quarantine or isolate so that we can discuss arrangements for your continued participation in class.

B. Technical Support and Video Recording Rules

1. Assistance with Sakai or Zoom

For technical help with Sakai or Zoom, contact the Duke OIT Service Desk at <https://oit.duke.edu/help>. You can also access the self-service help documentation for Zoom [here](#) and for Sakai [here](#).

2. Rules for Video Recording Course Content

Student recording of lectures must be permitted by the instructor and shall be for private study only. Such recordings shall not be distributed to anyone else without authorization by the instructor whose lecture has been recorded. However, the instructor may arrange through the Office of Information Technology to make recorded lectures available to students enrolled in the class on such terms and conditions as he or she prescribes. Unauthorized distribution is a cause for disciplinary action by the Judicial Board. The full policy on recoding of lectures falls under the Duke University Policy on Intellectual Property Rights, available here (p. 15): https://provost.duke.edu/sites/default/files/FHB_App_P.pdf

C. Pronoun Usage

Please consider modeling appropriate pronoun usage by adding your own pronouns to the personal information portion of your syllabus, sharing them when you introduce yourself on the first day of class, and including them in your email signature. Students' pronouns are listed in class rosters and reflect what they have added in Duke Hub. You can find a more comprehensive resource in Duke's Center for Sexual and Gender Diversity's [Introduction to Pronouns](#).

Language for syllabi:

Pronouns are meaningful tools to communicate identities and experiences, and using pronouns supports a campus environment where all community members can thrive.

Please update your gender pronouns in Duke Hub. You can learn more at the [Center for Sexual and Gender Diversity's website](#).