August 2, 2013

To: Missouri S&T Faculty

From: Jeff Cawlfield, Vice Provost, Office of Undergraduate Studies

RE: Important Information for Course Syllabi, 2013 - 2014 Academic Year

All faculty are encouraged to provide students with a course syllabus to emphasize the expectations that students must meet in order to be successful in the courses they are taking (expected learning outcomes, evaluation criteria, etc). In addition to the important information that is typically included in a course syllabus, all faculty are encouraged to include information about the following:

- **Student Honor Code and Academic Integrity:**
  Please take a few minutes to stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you and your discipline, why it matters to Missouri S&T, and why it matters to future employers. Include a statement on your syllabus about the Honor Code developed and endorsed by the Missouri S&T Student Council: the Honor Code can be found at this link: http://stuco.mst.edu/about/honor-code. Encourage students to read and reflect upon the Honor code and its emphasis on HONESTY and RESPECT.

  Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage (http://registrar.mst.edu/academicregs/index.html). Additional guidance for faculty, including the University’s Academic Dishonesty Procedures, is available on-line at http://ugs.mst.edu. Other informational resources for students regarding ethics and integrity can be found online at http://ugs.mst.edu/academicintegrity/studentresources-ai.

- **Academic Alert System:** http://academicalert.mst.edu
  All faculty are encouraged to utilize the online Academic Alert System. The purpose of the Academic Alert System is to improve the overall academic success of students by improving communication among students, instructors and advisors; reducing the time required for students to be informed of their academic status in a course; and informing students of actions necessary by them in order to meet the academic requirements in their courses.

- **Classroom Egress Maps:**
  Faculty should explain where the classroom emergency exits are located. Please include a statement in your course syllabus asking the students to familiarize themselves with the classroom egress maps posted on-line at: http://registrar.mst.edu/links/egress/.
• **Disability Support Services**: [http://dss.mst.edu](http://dss.mst.edu)

Any student inquiring about academic accommodations because of a disability should be referred to Disability Support Services so that appropriate and reasonable accommodative services can be determined and recommended. Disability Support Services is located in 204 Norwood Hall. Their phone number is 341-4211 and their email is dss@mst.edu. Instructors may consider including the following statement on their course syllabus as a means of informing students about the services offered:

“If you have a documented disability and anticipate needing accommodations in this course, you are strongly encouraged to meet with me early in the semester. You will need to request that the Disability Services staff send a letter to me verifying your disability and specifying the accommodation you will need before I can arrange your accommodation.”

• **LEAD Learning Assistance** [http://lead.mst.edu](http://lead.mst.edu)

The Learning Enhancement Across Disciplines Program (LEAD) sponsors free learning assistance in a wide range of courses for students who wish to increase their understanding, improve their skills, and validate their mastery of concepts and content in order to achieve their full potential. LEAD assistance starts no later than the third week of classes. Check out the online schedule at [http://lead.mst.edu/assist](http://lead.mst.edu/assist), using zoom buttons to enlarge the view. Look to see what courses you are taking have collaborative LEAD learning centers (bottom half of schedule) and/or Individualized LEAD tutoring (top half of the schedule). For more information, contact the LEAD office at 341-7276 or email lead@mst.edu.

If you have any questions about the information listed above, please contact the Office of Undergraduate Studies at 573-341-7276.