



August 1, 2016

To: Missouri S&T Faculty

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

RE: Important Information for Course Syllabi, 2016 - 2017 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:

- **Title IX**

Missouri University of Science and Technology is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Title IX Coordinator, any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

Missouri S&T's Title IX Coordinator is Vice Chancellor Shenethia Manuel. Contact her directly (manuels@mst.edu; (573) 341-4920; 113 Centennial Hall) to report Title IX violations. To learn more about Title IX resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit <http://titleix.mst.edu>.

- **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/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>.

- **S&Tconnect:** <https://blackboard.mst.edu/> (S&Tconnect tab)

S&Tconnect provides an enhanced system that allows students to request appointments with their instructors and advisors via the S&Tconnect calendar, which syncs with the faculty or staff member's Outlook Exchange calendar. S&Tconnect will also facilitate better communication overall to help build student academic success and increase student retention. S&Tconnect Early Alert has replaced the Academic Alert system used by Missouri S&T. If training is needed, please contact Rachel Morris at rachelm@mst.edu or 341-7600.

- **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://designconstruction.mst.edu/floorplan/>.

- **Disability Support Services:** <http://dss.mst.edu>

Any student inquiring about academic accommodations because of a disability should be referred to Disability Support Services (DSS) so that appropriate and reasonable accommodative services can be determined and recommended. DSS is located in 203 Norwood Hall. Their phone number is 341-6655 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:

"It is the policy and practice of Missouri University of Science and Technology to promote inclusive learning environments. If you have a documented disability you may be eligible for reasonable accommodations in compliance with university policy, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973. Please note, students are not encouraged to negotiate accommodations directly with professors.

To request accommodations or assistance, please self-identify with Disability Support Services (DSS), 203 Norwood Hall. For more information or to register for services, contact DSS at (573) 341-6655 or by email at dss@mst.edu."

- **LEAD Learning Assistance** <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>, 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.

- **The Burns & McDonnell Student Success Center**

The Student Success Center is a centralized location designed for students to visit and feel comfortable about utilizing the campus resources available. The Student Success Center was developed as a campus wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success. Visit the B&MSSC at 198 Toomey Hall; 573-341-7596; success@mst.edu; facebook: www.facebook.com/SandTssc; web: <http://studentsuccess.mst.edu/>

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