**<Note to instructors:** This syllabus is pre-formatted to be accessible. All text that is bracketed with “<>” should be replaced with your own information or deleted. If you change the font, please use an accessible font such as Tahoma, Calibri, Helvetica, Arial, Verdana, or Times New Roman. To add topics, use the pre-formatted heading options. The first sections of this template include all of the required items from the Faculty Handbook as of September 2023. This template is provided by CELT for your convenience; it is your responsibility to read and understand the applicable sections in the Handbook. The Title IX and Disability Services sections are kept up to date by those offices.

\*Information preceded by an asterisk (\*) is suggested content or wording but is not required by the handbook. Asterisks should be removed or the information deleted before the syllabus is published to students.>

# Syllabus

## Course Title, Number, Section

<Meeting time, day of the week, location>

<Semester and year>

<Academic department>

## Instructor

Name:

Email:

Phone:

Office: <room number, building, and directions as applicable>

Office hours:

### \*Instructor Availability

<Include information about when you will be available to answer questions, preferred method of contact, zoom link if applicable>

## Course information

### \*Prerequisites

<Include information about prerequisites>

### Required Materials

* <List any required textbooks, readings, and resources. Include appropriate links for locating materials when possible.>

### Course Description

<This is the scope of the material to be covered and should come from the [course catalog](https://catalog.uas.alaska.edu/course-descriptions/).>

### Instructional Methods

<Let students know what they can expect: lecture, case study, discussion, labs, peer revision, project-based learning, portfolio-based learning, etc.>

### Learning Outcomes

Upon completion of this course, the student will be able to:

* <list the approved SLOs for the course here.>

### Technology Requirements and Policies

* <List required technology with links as appropriate>

### Student Course Ratings

< Notify students that they will be able to participate in an evaluation of this class during the last few weeks of the course. Adjust the timing if needed for your course, based on the chart in the Faculty Handbook. >

### Grading Policies

\*<Suggested content>

* \*How will grades be calculated?
* \*What types of assignments will be used?
* \*How will they be weighted?
* \*How and where will assessment take place?

<Add your policy concerning Incomplete work and completing a course>

### Grading Scale

<Note: This table has been formatted to meet specific requirements to facilitate accessibility. If you use it, you may change the headings, add/delete columns or rows, but make sure that the top row is always designated as the header under properties and that the alt text (also under properties) is not deleted. If you choose not to use a table to display your grading scale, make sure you perform an accessibility check.>

| Letter Grade | Percentage (or points) |
| --- | --- |
| A |  |
| A- |  |
| B+ |  |
| B |  |
| B- |  |
| C+ |  |
| C |  |
| C- |  |
| D+ |  |
| D |  |
| D- |  |
| F |  |
|  |  |

## Notices (Required statements)

### University of Alaska Southeast Title IX Non Discrimination Statement <instructors may choose either the full or the abbreviated version>

#### <Full Version:>

#### Non-Discrimination Statement

The University of Alaska is an equal opportunity/equal access employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [**alaska.edu/nondiscrimination**](https://www.alaska.edu/nondiscrimination/).

##### Student Resources:

[**Disability Services**](https://uas.alaska.edu/dss/index.html), 907-796-6000, **uas.disabilityservices@alaska.edu**, Lower Level Mourant

[**Counseling Services**](https://uas.alaska.edu/juneau/counseling/index.html), 907-796-6000, **uas.info@alaska.edu**, Lower Level Mourant

[**Office of Rights, Compliance, and Accountability**](https://uas.alaska.edu/equity-and-compliance/), 907-796-6371, **uas.orca@alaska.edu**, Lower Level Novatney

##### Title IX

UAS is committed to creating a safe learning environment for all members of our community, free from sex- and gender-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Reporting harassment and/or discrimination to the [**Office of Rights, Compliance, and Accountability**](https://uas.alaska.edu/equity-and-compliance/) (ORCA) helps to facilitate a safe and healthy educational and work environment. Faculty members are designated as Responsible Employees, which means they must report all instances and disclosures of sex- or gender-based discrimination, harassment, or misconduct to ORCA. Reported information will remain private, and ORCA will provide resources and supportive measures to those affected. For more information regarding Title IX procedures, reporting, or supportive measures, please visit [**uas.alaska.edu/titleix**](https://uas.alaska.edu/equity-and-compliance/titleix/).

If you have experienced any form of sex- or gender-based discrimination or violence and wish to speak with someone confidentially, you can reach UAS Counseling at [**uas.alaska.edu/juneau/ counseling**](https://uas.alaska.edu/juneau/counseling/index.html). Confidential community resources in Juneau, Ketchikan, and Sitka can be found at [**uas.alaska.edu/compliance/titleix/rights-and-resources.html**](http://uas.alaska.edu/compliance/titleix/rights-and-resources.html).

*<Optional:> Please note that disclosures of sex- or gender-based discrimination, harassment, or violence made in relation to an assignment and/or educational prompt will result in a referral to the Title IX Coordinator for supportive resources. A disclosure of child abuse or neglect may result in a mandatory report to the State of Alaska Office of Children’s Services.*

#### <Abbreviated Version:>

#### **Title IX and Non-Discrimination Statement**

UAS embraces and grows a culture of respect. Students at this university are protected against sex- and gender-based harassment, discrimination, and misconduct, in accordance with Title IX. Faculty members are designated as Responsible Employees, which means they are required to report incidents of sex- or gender-based discrimination, harassment, or misconduct to the Title IX Coordinator. For more information on Title IX at UAS, please visit [**uas.alaska.edu/titleix**](https://uas.alaska.edu/equity-and-compliance/titleix/).

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [**www.alaska.edu/nondiscrimination**](https://www.alaska.edu/nondiscrimination/).

*<Optional:*>

Student Resources:

[**Disability Services**](https://uas.alaska.edu/dss/index.html), 907-796-6000, **uas.disabilityservices@alaska.edu**, Lower Level Mourant

[**Counseling Services**](https://uas.alaska.edu/juneau/counseling/index.html), 907-796-6000, **uas.info@alaska.edu**, Lower Level Mourant

[**Office of Rights, Compliance, and Accountability**](https://uas.alaska.edu/equity-and-compliance/), 907-796-6371, **uas.orca@alaska.edu**, Lower Level Novatney

#### <Additional syllabus text for courses that include off-campus programs and research activities:>

**University Sponsored Off-Campus Programs and Research Activities:**

1. The University of Alaska (UA) is an equal opportunity/equal access employer and educational institution and prohibits illegal discrimination against any individual: [alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).
2. Incidents can be reported to your university’s Rights and Compliance office or the online reporting portal. More information can be found at: [www.alaska.edu/accountability](https://www.alaska.edu/accountability). UA takes immediate, effective, and appropriate action to respond to reported acts of discrimination and harassment.
3. There are supportive measures available to individuals that may have experienced discrimination.
4. To find the UA Board of Regents’ Policy & University Regulation (BOR P&R) 01.02 Nondiscrimination and 01.04 Sex and Gender-Based Discrimination Under Title IX, go to: [alaska.edu/bor/policy-regulations](http://alaska.edu/bor/policy-regulations/).
5. UA BOR P&R apply at all university owned or operated sites, university sanctioned events, clinical sites, and during all academic or research related travel that is university sponsored.

### Accessibility

If you experience a disability, or think you may have a disability, you may want to meet with Disability Services to begin this conversation or request accommodations. [Disability Services](https://uas.alaska.edu/dss/index.html) is located at the Student Resource Center in the Mourant building: Phone # 907-796-6000. If you have already been approved for accommodations through the Office of Accessible Education, I am available to meet to develop an implementation plan together.

\*UAS values diversity and an inclusive learning environment for all students. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me.

## Technology <Suggested statements>

### \*Technology Support

In this course, digital devices are required to access course readings and videos, complete and submit written assignments, collaborate with others, and communicate with me. You will need access to a computer with a reliable Internet connection and either a built-in or external microphone and web camera, a current web browser (Blackboard works best with Chrome and Firefox), a PDF reader (such as Adobe Reader), and a word processing program (such as Microsoft Word or Google Docs). Course video lectures are best viewed on a laptop / desktop computer, rather than a mobile device. You will also need to be able to take and upload photos or screenshots. **Since this course is entirely online, it is important to have a back-up technology plan in place (see resources below).**

Digital devices (like laptops and cell phones) are becoming increasingly important to success in college. I recognize that some students are unable to afford the cost of purchasing digital devices and that other students rely on older, more problem-prone devices that frequently break down or become unusable. Some students also live in places with unreliable access to the Internet. I also recognize that these technology problems can be a significant source of stress for students.**Given these challenges, please contact me right away if you experience a technology-related problem that interferes with your work in this course.**  This will enable me to assist you in accessing support.

Please note the many **technology-related resources that UAS provides for distance students**, including:

* Free[support](http://www.uas.alaska.edu/helpdesk/index.html) with issues related to UAS technology (e.g., email, Blackboard, software, device setup, etc.). UAS Helpdesk 907-796-6440, toll free at 877-465-6400, uas.helpdesk@alaska.edu
* Free unlimited, secure [online storage](http://www.uas.alaska.edu/helpdesk/software/gapps-general.html) and access to word processing, spreadsheet, and presentation software through Google Suite / Google Drive.
* Free software (including Microsoft Office, Adobe Creative Suite, statistical software, etc.) for [download](http://www.uas.alaska.edu/helpdesk/software/index.html) and for cloud-based use.

**Juneau campus**:

* Free on-campus [wireless internet](http://www.uas.alaska.edu/helpdesk/network.html) (Wi-Fi) access through the “UAS” (secured) network.
* Free in-person tech support at the Helpdesk in the Hendrickson Building on the Juneau Campus, (room 101A) click here for [hours](http://www.uas.alaska.edu/helpdesk/index.html).
* Laptops that students can borrow for 24 hours from the Egan Library (click here for [hours](https://uas.alaska.edu/library/hours.html)).
* Desktop computers for student use (with full academic software) in the Egan Library.

**Ketchikan campus**:

* The UASK Computer Lab is located on the first floor of the Paul Building room 105 at 2600 Seventh Ave. Click here for [hours](https://uas.alaska.edu/ketchikan/studentservices/computerlab.html).
* For local computer assistance, call 907-228-4507.

**Other resources:**

* Most public libraries offer free computer / internet access
* University students can typically receive discounts on devices from technology companies, including Apple, Dell, and Microsoft, as long as you register with your .edu email address.

## UAS Land Acknowledgement (Suggested statements)

### Our campuses reside on the unceded territories of the Áakʼw Ḵwáan, Taantʼá Ḵwáan, and Sheet’ká Ḵwáan on Lingít Aaní, also known as Juneau, Ketchikan, and Sitka, Alaska. We acknowledge that Lingít Peoples have been stewards of the land on which we work and reside since time immemorial, and we are grateful for that stewardship and incredible care. We also recognize that our campuses are adjacent to the ancestral home of the X̱aadas and Ts’msyen and we commit to serving their peoples with equity and care. We recognize the series of unjust actions that attempted to remove them from their land, which includes forced relocations and the burning of villages. We honor the relationships that exist between Lingít, X̱aadas, and Ts’msyen peoples, and their sovereign relationships to their lands, their languages, their ancestors, and future generations. We aspire to work toward healing and liberation, recognizing our paths are intertwined in the complex histories of colonization in Alaska. We acknowledge that we arrived here by listening to the peoples/elders/lessons from the past and these stories carry us as we weave a healthier world for future generations.

## Academics (Suggested statements)

### <Optional> Getting Help

<Include information about available resources on campus or online where students can get help.>

**Library** - Do you need help with your research? Librarians are available to assist you. Simply phone 907-796-6502 or 877-796-6502, email uas.eganlibrary@alaska.edu, or use the chat feature on the Egan Library homepage. You can find the contact information and all library services and resources on the library site. Librarians look forward to working with you and welcome your questions.

UAS also has tutoring available for students who need help with assignments or subject matter.

**Juneau** – Help is also available through the Writing Center and The Learning Center which are both located in Egan Library. See their websites for hours and information.

* [The Writing Center](https://uas.alaska.edu/juneau/writing-center/index.html)
* [The Learning Center](https://uas.alaska.edu/juneau/tlc/index.html)

**Ketchikan** – Help is available through tutors by appointment or drop-in hours. See the [tutoring website](https://uas.alaska.edu/ketchikan/student-services/ketchikan-tutoring.html) for more information.

**Sitka** – Tutors are available by appointment. See the [tutoring website](https://uas.alaska.edu/sitka/tutoring-services.html) for more information.

### Academic Honesty

The faculty, staff, administration, and students of the University of Alaska Southeast (UAS) consider academic honesty and integrity fundamental to the mission of higher education and promote the highest ethical and professional standards of behavior in the classroom. Accordingly, UAS has developed procedures that address academic misconduct. Students who violate these standards commit academic misconduct and shall be subject to academic and/or disciplinary sanctions.

UAS defines academic misconduct as attempting or helping another to obtain grades, grants, or class credit through fraudulent means. Broad categories of misconduct include cheating, plagiarizing, committing forgery or falsification, facilitating or aiding academic dishonesty, submitting duplicate assignments without the express permission of both instructors, stealing instructional materials or tests, altering grades or files and misusing research data in reporting results. An instructor may create special rules for a class and list them in the syllabus and/or in directions for assignments. Violation of class-specific rules also constitutes academic misconduct. Additionally, University Regulation identifies the specifics of academic misconduct under [R09.02.020[1]](https://alaska.edu/bor/policy/09.02-Student%20Rights%20and%20Responsibilities.pdf).

### \*<Options for Policy Statements Regarding Generative AI>

1. Generative AI not permitted:

One of the things you will do in this class is learn by writing [and producing other deliverables of your own work.] Producing creative and original works will help you learn to think critically, analyze, reason, and defend a position. It is important to your academic journey that you do so without the use of AI-generated text tools, such as ChatGPT.  For those reasons, I ask that you not use generative AI for this class. Having this rule in place also helps me to fairly evaluate you and your fellow students. Misrepresenting your use of generative AI would be a violation of the [UAS code of conduct](https://uas.alaska.edu/dean-of-students/code-of-conduct/); suspected violations will be handled accordingly. Check with me if you are not sure what generative AI is, or if you have any other questions.>

1. Generative AI permitted with citation:

In this class, you may use generative AI (such as ChatGPT) to assist in completing assignments as long as you treat it as you would other sources. That means quote and [cite](https://uas.alaska.libguides.com/cite) everything properly in the appropriate format for the course. It is important to your academic journey that you practice both expressing your own thoughts and attributing work that is not yours. Having this rule in place also helps me to fairly evaluate you and your fellow students. Misrepresenting your use of generative text tools would be a violation of the [UAS code of conduct](https://uas.alaska.edu/dean-of-students/code-of-conduct/); suspected violations will be handled accordingly. Check with me if you are not sure what generative AI is, or if you have any other questions.

*Note: Faculty may also want to provide students with a link to the AI-specific notes from the style guide of their choice:*

* [*APA’s guidance*](https://apastyle.apa.org/blog/how-to-cite-chatgpt)
* [*Chicago’s guidance on AI/generative text*](https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html)
* [*MLA’s guidance*](https://style.mla.org/citing-generative-ai/)
1. Generative AI acceptable on certain assignments only:

In this class, you may use generative AI (such as ChatGPT) to assist in completing assignments only on assignments where it is explicitly stated. I will provide more information under the description for that specific assignment. For all other assignments, remember that one of the things you will do in this class is learn through writing as well as producing other deliverables of your work. Producing your own creative and original works will help you learn to think critically, analyze, reason, and defend a position. It is important to your academic journey that you learn to do so without depending on generative AI. For those reasons, I ask that you not use generative-AI (such as ChatGPT) on assignments where it is not explicitly allowed. Having this rule in place also helps me to fairly evaluate you and your fellow students. Misrepresenting your use of generative AI would be a violation of the [UAS code of conduct](https://uas.alaska.edu/dean-of-students/code-of-conduct/); suspected violations will be handled accordingly. Check with me if you are not sure what generative AI is, or if you have any other questions.

1. <Example of> instructions for using Generative AI for a specific project

For this project, you are permitted to use generative AI (such as ChatGPT). You should:

* Include the input text you used to get your output,
* Clearly indicate what is output from AI and what is your own work,
* Properly [cite it](https://uas.alaska.libguides.com/cite) in the format required in this course,
* Conclude with a three sentence reflection on what it was like to write with the assistance of the tool.
* Only provide the generative AI tool with data that is not private! These tools are a black box and it is important to understand that you no longer own or control any text (or other media) you allow them to process.

*<Note: Faculty may also want to provide students with a link to the AI-specific notes from the style guide of their choice, if they have not already:>*

* [*APA’s guidance*](https://apastyle.apa.org/blog/how-to-cite-chatgpt)
* [*Chicago’s guidance on AI/generative text*](https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html)
* [*MLA’s guidance*](https://style.mla.org/citing-generative-ai/)

### Course Expectations

\*<Suggested content>

* \*Time Commitment
* \*Attendance Policy/late work
* \*Student behavior (online and/or in person)/ consider a link to the [student code of conduct](https://uas.alaska.edu/dean-of-students/code-of-conduct/) )
* \*Participation expectations

## Course Schedule

<Note: This table has been formatted to meet specific requirements to facilitate accessibility. If you use it, you may change the headings, add/delete columns or rows, but make sure that the top row is always designated as the header under properties and that the alt text (also under properties) is not deleted. If you choose not to use a table to display your course schedule, make sure you perform an accessibility check.>

| **Date/ Week** | **Required materials/readings** | **Assignments/Assessments** | **Due Dates** |
| --- | --- | --- | --- |
| Date | Sample | Text | Due:  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |