

KU Edwards Campus Instructor Handbook

2021-2022

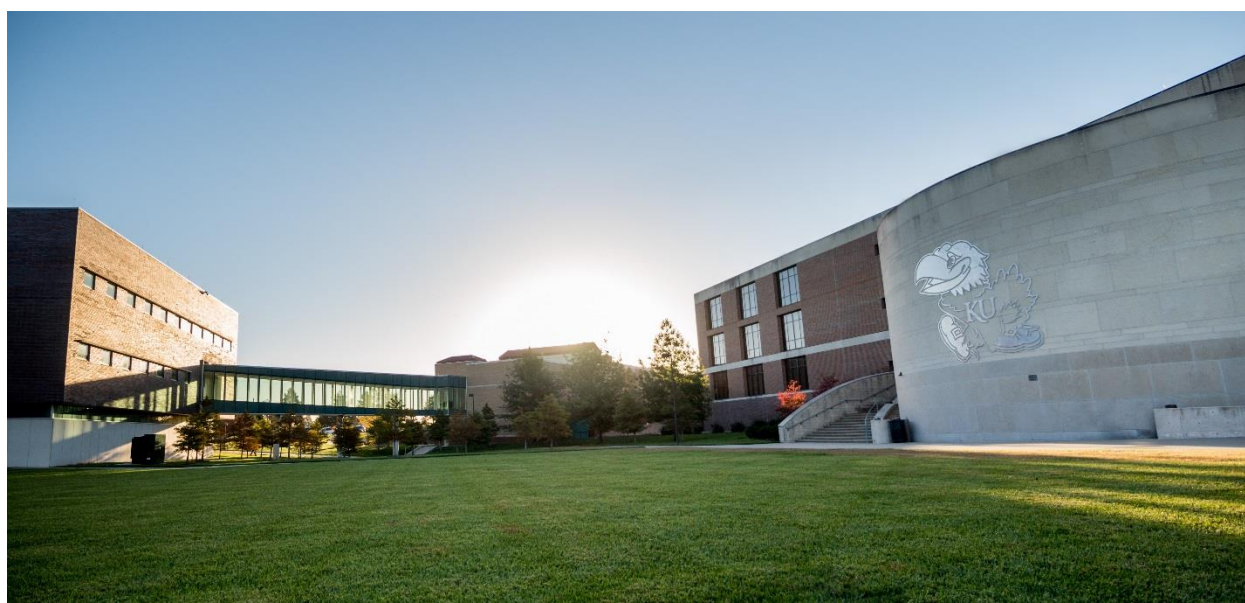


Table of Contents

WELCOME	1
TECHNOLOGY	2
CANVAS/BLACKBOARD SUPPORT & CLASSROOM TECHNOLOGY TRAINING	2
ALLY.....	2
CLASSROOM EQUIPMENT	2
COMPUTER LABS.....	2
LECTURE CAPTURE.....	2
IT HELP.....	3
KU ONLINE ID & PASSWORD	3
MULTI-FACTOR AUTHENTICATION USING DUO.....	3
WIRELESS ACCESS	3
JUST IN TIME TRAINING	3
ENROLL & PAY	3
CENTER FOR ONLINE AND DISTANCE LEARNING (CODL).....	3
MEDIA STUDIO.....	4
PROFESSIONAL RECORD ONLINE (PRO).....	4
SECURITY.....	4
EMERGENCY PROCEDURES.....	4
INCLEMENT WEATHER.....	4
FIRE AND GAS LEAK PROCEDURES	5
TORNADO PROCEDURES	5
SEXUAL HARASSMENT.....	6
PARKING.....	6
UNLOCKING YOUR CLASSROOM.....	6
EDWARDS CAMPUS HOURS	6
FOOD AND BEVERAGES	6
BUS SERVICE	7
BREAKOUT ROOMS.....	7
TRAVEL REIMBURSEMENT.....	7
FACULTY MAILBOXES & PRINTING/COPYING/SCANNING.....	7
FACULTY HOTELING SUITE.....	8
CLASS CANCELLATION	8
CLASSROOM CHANGE REQUESTS	8
CHILDCARE INFORMATION.....	8
MOTHERING ROOM.....	8
PRAYER / MEDITATION ROOM.....	8

TOBACCO FREE KU.....	9
CENTER FOR FACULTY & ACADEMIC ADMINISTRATION	10
FACULTY STEERING COMMITTEE	10
PROFESSIONAL DEVELOPMENT	10
KU WRITING CENTER	10
TEST PROCTORING	11
STUDENT COURSE EVALUATIONS	11
STUDENT SERVICES.....	12
ACCOMMODATIONS.....	12
RELIGIOUS HOLIDAYS.....	13
FINANCIAL AID AND SCHOLARSHIPS.....	13
KU ID CARD.....	13
KU EDWARDS CAMPUS PSYCHOLOGICAL CLINIC (KUEC-PC).....	13
STUDENT MONEY MANAGEMENT SERVICES.....	13
FERPA	13
STUDENT ADVISORY COUNCIL (SAC)	14
HAWKS NEST (REGENTS CENTER 120)	14
JAYHAWK CENTRAL STUDENT UNION.....	14
CAREER RESOURCES	14
INTERNATIONAL STUDENT SERVICES.....	14
STUDENT CRISIS RESPONSE FLOWCHART	15
LIBRARY SERVICES.....	16
LIBRARIAN CLASSROOM INSTRUCTION.....	16
RESEARCH HELP & CONSULTATION.....	16
COPYRIGHT.....	16
COURSE RESERVE.....	16
DATA MANAGEMENT.....	16
CITATION MANAGEMENT TOOLS.....	16
KU THESIS AND DISSERTATION FORMATTING.....	16
LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE.....	16
SHARING YOUR SCHOLARSHIP	16
OPEN EDUCATIONAL RESOURCES (OER).....	17
ELECTRONIC RESOURCES.....	17
LIBRARY PRIVILEGES AT OTHER INSTITUTIONS.....	17
PRINT COLLECTION	17
DOCUMENT DELIVERY.....	17
INTERLIBRARY LOAN (ILL)	17

PICKING UP AND RETURNING LIBRARY MATERIALS.....	17
SYLLABUS BASICS.....	18
BASIC INFORMATION.....	18
COURSE DESCRIPTION.....	18
COURSE OBJECTIVE.....	18
TEXTBOOKS AND MATERIALS.....	18
ASSIGNMENTS.....	18
COURSE POLICIES.....	18
GRADING PROCEDURES.....	18
COURSE CALENDAR.....	18
SAMPLE SYLLABUS STATEMENTS.....	19
STUDENT ACADEMIC ACCOMODATIONS.....	19
DIVERSITY, EQUITY & INCLUSION.....	19
CONCEALED CARRY.....	20
NON-ACADEMIC STUDENT ISSUES & SUPPORT.....	22
EQUAL OPPORTUNITY & NONDISCRIMINATION.....	22
ACADEMIC INTEGRITY.....	23
STUDENT GRIEVANCES.....	23
EMERGENCY PROCEDURES.....	24
KU EDWARDS CAMPUS PSYCHOLOGICAL CLINIC (KUEC PC).....	25
CHILDCARE SUPPORT.....	25
CLASSROOM CONDUCT.....	26
LIBRARY SAMPLE SYLLABUS STATEMENT.....	26
COMMERCIAL NOTE-TAKING AND INTELLECTUAL PROPERTY.....	26
WRITING CENTER.....	27

WELCOME

Welcome to the KU Edwards Campus. To make your teaching here more enjoyable and productive, this handbook contains the practical details necessary for teaching at the Edwards Campus as well as important University policies.

HISTORY

The University of Kansas holds a tradition of excellence over a century old. In the 1970's, it shared that tradition with Greater Kansas City by providing courses to working professionals. In 1993, the University opened another location, the KU Edwards Campus, to provide permanent growth and education in the Kansas City community. In the past two decades, it has contributed more than \$500 million to the Johnson County economy. Each year, nearly 1/3 of our students graduate from a KU degree program. More than 10,500 students have earned degrees here since 1993.

We pride ourselves on putting the needs of students first. We have a wide variety of graduate and undergraduate degree completion programs as well as graduate and undergraduate certificates. We provide late afternoon, evening, hybrid, and online classes to help our students balance the responsibilities of work and family.

MISSION

The mission of the KU Edwards Campus is to bring high-quality education programs to serve diverse workforce, economic and community needs with particular focus on the KC region. We provide lifelong education programs, research activities, and entrepreneurial initiatives that address present and future workforce needs and important community and state-wide problems.

OUR VALUES

Our work together as an Edwards Team is guided by our shared commitment to the values of professionalism, collaboration, innovation and diversity as we serve our students and other constituents.

STATISTICS OF THE CAMPUS AND OUR STUDENTS

- 2000+ students attend classes here
- 250 KU faculty members teach courses through the Edwards Campus each semester
- 1 to 8 teacher-student ratio
- 36% of the students work full time / 64% of the students work part-time
- 53% of the students are married
- 81% of the students are under the age of 40
- 38% of the students are male / 52% of the students are female / 10% do not identify
- 33% of the students have children high-school age or younger

TECHNOLOGY

CANVAS/BLACKBOARD SUPPORT & CLASSROOM TECHNOLOGY TRAINING

KU is in the process of transitioning their learning management system from Blackboard to Canvas. All courses will have both Blackboard and Canvas shells created for them until the migration completion date of December 31, 2022. For Canvas/Blackboard support or training on classroom technology, email [KUEC Educational Technology](mailto:KUEC_Educational_Technology). For more information about Canvas go to [Canvas resources](#). For more information about Blackboard, see [Blackboard resources](#).

ALLY

KU is introducing Ally, a new solution to help instructors make their Canvas or Blackboard content more accessible and flexible. Ally creates alternative formats of the original content instructors add to their courses. These formats are made available with the original file, so everything is in one convenient location. The alternative formats allow students to access information in a way that best meets their needs. For example, content posted as a Microsoft Word document in Canvas or Blackboard will be automatically available as an audio file, mobile-friendly HTML, electronic braille and other formats.

When instructors log in to their course site, they will find an accessibility indicator next to Microsoft Word, PDF, PowerPoint and other files. Select the indicator to view the instructor feedback and follow the step-by-step instructions to address the issues identified.

CLASSROOM EQUIPMENT

Every classroom is equipped with a projector, a classroom computer, and a laptop connection. Mac users should bring your own cable to connect to the classroom HDMI cable. The computer in each classroom is equipped with Windows 10 OS and Microsoft Office, an internet connection and Chrome, Firefox, and Internet Explorer web browsers. Many classrooms have VCR or DVD players, and some are video conference capable, but please specify if these are required for your course as not all are equipped for this. If you need specific equipment or software in your classroom, please complete a [KUEC IT Request Form](#) at least two weeks prior to the requested date.

COMPUTER LABS

Because lab space is limited and is available on a first-come-first-served basis, please reserve a computer lab at least two weeks prior to the requested date using an [KUEC IT Request Form](#). Currently, KU Edwards Campus has two computer labs equipped with 30 PC workstations. One lab is located in Regnier Hall 364, and the other is in BEST 170.

LECTURE CAPTURE

Beginning in fall 2020, the Edwards Campus transitioned into utilizing Zoom as synchronous distance education and classroom recording solution. For support with Zoom and to determine the capabilities of your classroom, please email KUEC Educational Technology or find more information at [Using Zoom at KU](#).

IT HELP

IT help is available anytime classes are being held. Request assistance by calling 913-897-8459 and at the menu prompt press 1. For your convenience, Edwards Campus phones are located centrally in the hallways on every floor in Regnier, BEST and Regents Center buildings. The Regents Center first floor phones are located in the lobby, in the Hawks Nest and outside room 131. If the phone is busy, click the “Request Technical Support” link located on the desktop of every Edwards Campus computer. Complete the online form and IT will respond as soon as possible to the request.

KU ONLINE ID & PASSWORD

The KU Online ID and associated password is your key to access many online services at KU including email, Blackboard, Enroll & Pay, myKU, etc. To set up your ID, obtain your 7-digit employee ID (available online in [HR Pay](#) or by calling HR at 785-864-4946) and go to [My Identity Account Setup](#).

MULTI-FACTOR AUTHENTICATION USING DUO

Multi-factor authentication is a second layer of security that will require your approval after you login with your KU Online ID and password into a KU system protected by Single Sign On, like Blackboard, Enroll & Pay and HR/Pay. Using the Duo app on your smartphone is the easiest and most convenient way to confirm your identity. To enroll in Duo or find out more information about it, see [Multi-Factor Account Authorization](#). Email [Edwards IT](#) for assistance.

WIRELESS ACCESS

Instructors teaching KU classes should use the faster and more secure JAYHAWK wireless network (SSID). When you select JAYHAWK from among the wireless networks, you will be prompted for a username and password. Please log in with your KU Online ID and password. Guests to our campus may connect to the KUGUEST wireless network (SSID).

JUST IN TIME TRAINING

Desk-side coaching is available from the Center for Faculty and Academic Administration. Professionals from the CFAA are eager to work with you to take advantage of technology in the classroom. Topics range from ‘How To’ use Canvas to using educational technologies to engage students. Please use the Training Request form located at [KUEC IT Request Form](#). We look forward to serving your training needs.

ENROLL & PAY

Enroll & Pay is the University of Kansas' Student Information System that supports instructor class and grade rosters, enrollment, fee payments, financial aid acceptance, and all Lawrence, Edwards, and KU Medical Center student information. Instructors will log onto the [Enroll & Pay](#) system using your KU Online ID and password. For information on how to access class rosters, enter grades, etc., see [Enroll & Pay for Faculty](#).

CENTER FOR ONLINE AND DISTANCE LEARNING (CODL)

CODL provides instructional design, media production, and expertise in hybrid and online learning. To answer a question or schedule a consultation, email [CODL](#) or call 785-864-1000. For more information about the Center, see [CODL](#).

MEDIA STUDIO

A Media Studio, located in Regents Center room 22, is available for instructors wanting to create multimedia content for their courses. The studio is equipped with a green screen, teleprompter, sound booth, and SMART Podium. An eLearning Support Specialist from the Center for Online and Distance Learning will assist with the recording, editing, and post-production process. For reservations call 785-864-1000 or email [CODL](#).

PROFESSIONAL RECORD ONLINE (PRO)

PRO is a software program that is used to record and report on teaching, research, and service activity for instructors. Once your information is available in PRO, you may generate reports to assist with preparation of vitas, annual reports, information for promotion and tenure, grant applications, award applications, and for other purposes. You can access PRO by going to [myKU](#) and logging in with your KU Online ID. Click Academics and choose Faculty PRO. For more information about PRO software, see [PRO](#). For questions or help getting access, email the [Center for Faculty and Academic Administration](#).

SECURITY

KU Public Safety is located in Regents Center 107 and is available anytime the campus is open. From your personal phone, Public Safety can be reached at 913-897-8700. **In an emergency, dial 911.** For your convenience, Edwards Campus phones are located centrally in the hallways on every floor in the Regnier, BEST and Regents Center buildings. The Regents Center first floor phones are located in the lobby, in the Hawks Nest and outside room 131.

EMERGENCY PROCEDURES

The University of Kansas utilizes a range of tools to keep students, faculty, staff, and visitors informed in the event of an emergency that could affect their health and safety. These tools include text messaging, public address speakers, e-mail, Twitter, and the [Edwards Campus alerts website](#). Students are now automatically subscribed to emergency text messages. Instructors should [sign up for text message emergency alerts](#).

For an emergency, dial 911. Edwards Campus phones are located centrally in the hallways on every floor in the Regnier, BEST and Regents Center buildings. The Regents Center first floor phones are located in the lobby, in the Hawks Nest and outside room 131. After calling 911, it is imperative that you call Public Safety at 913-897-8700. Calls from our classrooms will get the emergency teams to our campus, but Public Safety will help guide them to the correct classroom. If the emergency involves faculty, staff or a student, please email the incident to [Lori Wade](#) or call 913-897-8423.

In the event of a crisis situation, such as active shooter, bomb threat, or other safety issues, University and police officials will be notified immediately. Please follow instructions provided through the mass notification system.

INCLEMENT WEATHER

For notification of class cancellations due to inclement weather, please [sign up for text message notification alerts](#). Class cancellations will also be posted on the [Edwards Campus homepage](#), broadcast on local television and radio stations, and updated on

the Class Cancellation Line at 913-897-8499. The Edwards Campus homepage is recommended as the primary source for this information and will be updated regularly. The homepage should be your first point of reference. For classes offered during the day until 4:00 p.m., the Edwards Campus will endeavor to make and announce the decision by 7:00 a.m. For classes that begin at 4:00 p.m. or later, the Edwards Campus will endeavor to make and announce the decision by 2:00 p.m. If classes are not canceled by campus administration, it is at the discretion of the faculty if they want to cancel their class or dismiss class early. In campus closure communications, students are directed to check their corresponding Blackboard/Canvas course to check for information from their instructor.

Since online courses require no online meeting location, inclement weather should not impact these classes. Please be sure to communicate with your students.

FIRE AND GAS LEAK PROCEDURES

Posted in building hallways is a fire/tornado evacuation route with both main and secondary exits. Instructors should become familiar with both evacuation routes before their first class. If the Edwards Campus fire alarm goes off, please proceed with your class to the nearest exit. Do not use the elevators. Please help those individuals who may need assistance in exiting the building. In the event of a power failure, the building is equipped with emergency lights and fire doors, which are activated by the alarms. When you are safely outside, walk to the far side of the nearest parking lot and wait for campus administration to provide you with further directions.

TORNADO PROCEDURES

Posted in building hallways is a fire/tornado evacuation route that instructors should become familiar with before their first class. In the event that a tornado warning is issued for the Overland Park area, instructions will be broadcast on the overhead speakers of the mass notification system. When the mass notification system/alarms go off, please help those individuals who may need assistance and follow the directions based on the campus building where you are located:

Regents Center: Please proceed with your class to the basement staying in the interior hallways or the bathrooms. For your safety, do not shelter in any of the labs.

Regnier Hall: Please proceed with your class to the basement using the stairwells located at both ends of Regnier Hall.

BEST Building (East End): Please proceed to the basement using the east stairwell (the side of the building by the circle drive).

BEST Building (West End): Please proceed to the first-floor bathrooms and into the first-floor stairwell using the west stairwell (the side of the building next to the Conference Center).

Be on alert for the campus mass notification system to send an “all clear” message.

The outdoor warning system for Johnson County is tested at 11:00 a.m. on the first Wednesday of the month. Tests are canceled whenever there is severe weather, or potential severe weather, occurring in the local area and activating the outdoor warning system might cause confusion as to whether the activation is a real event.

SEXUAL HARASSMENT

KU prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. Report harassment or assault to [Office of Civil Rights & Title IX](#) | 785-864-6414, KU Public Safety Office at 785-864-5900 (non-emergency), and the Overland Park Police Department at 913-895-6300 (non-emergency). **For emergencies, dial 911.** For more information, see [Office of Civil Rights & Title IX](#).

PARKING

Parking at the Edwards Campus is free, and you may park anywhere. A campus map is located at [Edwards Campus map](#).

UNLOCKING YOUR CLASSROOM

Classrooms are unlocked for classes automatically by Public Safety. If for some reason the room is not open, please call Public Safety at 913-897-8700. For your convenience, Edwards Campus phones are located centrally in the hallways on every floor in the Regnier, BEST and Regents Center buildings. The Regents Center first floor phones are located in the lobby, in the Hawks Nest and outside room 131. If you need your classroom permanently opened at an earlier time, please email [Laurie Brown](#) or call her at 913-897-8410 to check for classroom availability.

EDWARDS CAMPUS HOURS

Campus buildings hours:

Monday – Thursday: 7:00 a.m. – 10:30 p.m.

Friday: 7:00 a.m. – 5:00 p.m.

Saturday: 8:00 a.m. – 5:00 p.m.

Sunday: 1:00 – 5:00 p.m.

Welcome & Success Center (Regents Center lobby) hours during the semester:

Monday – Thursday: 8:00 a.m. – 7:30 p.m.

Friday – Saturday: 8:00 a.m. – 5:00 p.m.

Sunday: 1:00 – 5:00 p.m.

Welcome & Success Center virtual hours:

Monday – Thursday: 8:00 a.m. – 7:00 p.m.

Friday – Saturday: 8:00 a.m. – 5:00 p.m.

Sunday – 1:00 – 5:00 p.m.

Student Services [email](#), 913-897-8539

Hawks Nest (Regents Center 120) hours:

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday – Saturday: 8:00 a.m. – 5:00 p.m.

Sunday: 1:00 – 5:00 p.m.

FOOD AND BEVERAGES

Snack vending will not be available, but beverage vending, water fountains and water bottle fillers will be available. Keurigs (bring your own K-Cups), refrigerators and microwaves in the office suites will be available. No food or drink are allowed in the classrooms.

BUS SERVICE

The K-10 Connector travels between Lawrence, KU Edwards, and Johnson County Community College. Ride the K-10 Connector for \$3.00 cash one-way or purchase a 10-ride pass for \$27 or a 31-day pass for \$95. For more information, see ridekc.org.

BREAKOUT ROOMS

Students needing a smaller room for group projects or study sessions should have their instructor make the request by sending an email to the [Events Team](#).

TRAVEL REIMBURSEMENT

If your main office is on the Lawrence campus and you travel from Lawrence to KU Edwards Campus to teach, you can be reimbursed for your gasoline use. You will be reimbursed at the IRS rate for a round-trip of 68 miles from the Lawrence Campus. If you choose to take the K-10 Connector bus, you will be reimbursed for the bus fares you purchase for each trip you make to teach your class at the Edwards Campus. For the bus schedule, please go to ridekc.org and select the route schedule for the K-10 Connector.

In compliance with University of Kansas and State of Kansas policy, requests for travel reimbursement must be made within 30 days of the travel date. Please be sure you are submitting your accumulated travel reimbursement form each month to remain in compliance and to provide a more efficient method of processing. It is the decision of the Edwards Campus that requests submitted 60 days or more after the date of travel will be denied. For reimbursement, submit online at [Edwards Campus Faculty Travel Reimbursement Form](#). For questions, email the [Edwards Campus Travel Accounting Specialist](#) or call 785-864-8224.

FACULTY MAILBOXES & PRINTING/COPYING/SCANNING

Faculty mailboxes as well as the multifunction device for printing, copying, and scanning are available in Regents Center 120A (moved from 120C to 120A). A workstation is available so you may access files for printing. Please get your printing code from your department.

You will need your KU Employee ID Card with a magnetic swipe to access the mail/copy room. If you do not have an employee ID card, you may begin the process for acquiring a KU Card by getting your photo taken at the Welcome & Success Center located in the Regents Center building lobby.

Each program is billed for copies made at Edwards on a quarterly basis. Lawrence-based faculty may choose instead to print needed class materials in Lawrence on the machines provided by their academic unit. Please contact [Ben Wolfe](#), Associate Dean, Faculty and Academic Administration, or [Greg Kearney](#), Accountant, if you have questions. Please get your printing code from your department.

Consider GOING PAPERLESS to limit the amount of materials touched by individuals in the classroom and prevent the spread of possible contagions. This includes syllabi, hand-outs, quizzes, and exams. Faculty instead are encouraged to post materials including exams in Blackboard. For assistance with setting up exams in Blackboard, email [KUEC Educational Technology](#).

FACULTY HOTELING SUITE

BEST 270 is the dedicated faculty hoteling suite for those instructors without a permanent office at KU Edwards. All the offices are equipped with a computer that has printing capabilities to both the BEST 350 suite and Regents Center 120A (mailbox/copy room). To access the mailbox/copy room, you will need your KU Employee ID Card with a magnetic swipe. If you do not have an employee ID card, you may begin the process for acquiring a KU Card by getting your photo taken at the Welcome & Success Center located in the Regents Center building lobby. In addition, day-use lockers that operate using a code of your choice are available in the suite. Hoteling space is limited and is available on a first-come, first-served basis. Instructors are allowed two hours of hoteling space per course per week. If you would like to reserve hoteling space, please email [Laurie Brown](#). Public Safety automatically unlocks assigned hoteling space. If for some reason the room is not open, please call Public Safety at 913-897-8700.

CLASS CANCELLATION

For class cancellations, call the Welcome & Success Center at 913-897-8400 with instructor name, course number, day, and time of course. Instructors should notify their students about the change via email and by using the Announcement tool within your corresponding Blackboard or Canvas course. A note will be posted outside the classroom alerting students.

CLASSROOM CHANGE REQUESTS

Prior to the semester starting, instructors are encouraged to check out their assigned classroom to make sure it fits their needs. To request a different classroom, please email [Laurie Brown](#) or call 913-897-8410 with the reason for the change. Although classroom availability may be limited, every effort will be made to accommodate all change requests.

Please be aware that the janitorial service does not erase the whiteboards in classrooms, offices, or conference rooms. Please erase your whiteboards at the conclusion of your class.

CHILDCARE INFORMATION

An adult must accompany children below the age of 14 on the Edwards Campus. Children and other visitors are not allowed in Edwards Campus classes without prior permission from the instructor.

There are many available childcare resources in the area, including several that complete background checks on the providers. For more information, see [Childcare Resources](#).

MOTHERING ROOM

The Mothering room is located in Regents Center 210H and is available for use during regularly scheduled campus hours. To reserve this room, call the Welcome Center at 913-897-8539 or email the [Welcome & Success Center](#).

PRAYER / MEDITATION ROOM

A Prayer/Meditation room is located in Regents Center 119.

TOBACCO FREE KU

The University of Kansas, along with universities nation-wide, promotes a respectful, healthy, environmentally sustainable, and clean environment by being tobacco-free. Smoking, including the use of electronic cigarettes, or the use of any tobacco products will not be permitted. Tobacco cessation programs and support are available to faculty, staff, and students. The policy will not be applicable to tobacco use in personal vehicles. For more information about the policy, see [Tobacco Free KU](#).

CENTER FOR FACULTY & ACADEMIC ADMINISTRATION

The Center for Faculty and Academic Administration (CFAA), located at the KU Edwards Campus (KUEC), provides faculty development support for faculty and instructional staff teaching at KUEC. The CFAA organizes professional development workshops and short courses that focus on pedagogy, student learning, and instructional technology including:

- Alternate course delivery strategies including flipped, hybrid, and fully online
- Learning management system (Blackboard/Canvas) tools and capabilities training
- Zoom synchronous classroom outreach and lecture recording solution
- Innovative teaching strategies (i.e., active, engaged, collaborative learning)
- Learning outcome development and assessment strategies
- New faculty and adjunct orientation

Academic & Faculty Support Center Staff:

- [Ben Wolfe](#), Associate Dean, CFAA Director, 913-897-8512
- [Steve Werninger](#), Faculty Coordinator & Academic Technologist, 913-897-8443
- [Jennifer Mellenbruch](#), Administrative Associate, 913-897-8495

FACULTY STEERING COMMITTEE

The Edwards Campus Faculty Steering Committee is responsible for representing faculty concerns. Members of the Committee are:

- [Lee Stuart](#), Chair
- [Steve Werninger](#), Faculty Coordinator
- [Shawn Cupp](#)
- [Brendan Mattingly](#)
- [Kevin McCannon](#)
- [Angie Pastorek](#)
- [Matt Tidwell](#)
- [Ben Wolfe](#)
- [Terri Woodburn](#)

PROFESSIONAL DEVELOPMENT

Approximately four times in the fall and spring semesters, the Center for Faculty and Academic Administration hosts workshops that address the unique needs of instructors teaching at the KU Edwards Campus. In addition, the CFAA will host an Edwards Campus Faculty Convocation in the spring. Information about upcoming opportunities can be found at [Edwards Campus Faculty Development](#).

KU WRITING CENTER

Writing Center consultants are available [online](#) for Edwards Campus students. Each semester online consultations are going unused, so please refer students.

TEST PROCTORING

The Center for Faculty and Academic Administration (CFAA) and the Student Success & Support Services Unit support the exam/assessment needs of the KU Edwards Campus. Both teams work with KU Edwards Campus instructors to address special circumstances that create a need for individual proctoring services. Information specifically regarding student accommodations is available [here](#).

The options below are listed in preference-order as available delivery methods for assessments not related to accommodations.

1. Online assessment designed into Blackboard.
 - a. [The Center for Online and Distance Learning](#) (CODL) and [KUEC Educational Technology](#) support are available to assist in the dynamic design needed for this option.
 - b. Instructors are encouraged to work with CODL designers to build effective, inclusive student assessments into courses.
2. Distance, or online course access to Proctor U.
 - a. [proctoru.com](#).
 - b. Proctor U is designed for exams that require a proctoring environment; KUEC prefers Proctor U be used in cases where certification or accreditation require it, otherwise please consider option 1 first.
 - c. In order to utilize Proctor U, it is the instructor's responsibility to make the test available and coordinate as needed with Proctor U.
 - d. Courses using proctor U must identify this option prior to the class starting to facilitate:
 - i. The course description at enrollment has a line "course involves Proctor U exam fees."
 - ii. The syllabus includes instructions and fees for Proctor U as well as the number of exams in order for students to be able to calculate the total cost of testing prior to the 100% refund period expiring.
 - e. [Student Services](#) needs to be notified by the first day of class of any KUEC courses using Proctor U so that suitable student testing stations can be made available should students not have the needed technology requirements at home.

Should an emergency arise, and a faculty member cannot be present on a scheduled assessment date, contact the [Center for Faculty and Academic Administration](#) as soon as possible to discuss options. Instructors may need to reschedule or adjust assessment timing expectations in these emergency circumstances.

STUDENT COURSE EVALUATIONS

The University of Kansas values effective teaching. Although student evaluations are only one component of an effective teaching assessment strategy, they are an important component and must be given due consideration. We remind you that University policy requires that teaching faculty should be rated each semester by students in all courses with five or more students. All student course evaluations will be administered online. Faculty do not need to contact CODL to request online student course evaluations for their classes. For questions, email the [Center for Faculty and Academic Administration](#).

STUDENT SERVICES

Student Services provides support to students through virtual meetings, chat, email, phone and in-person service. In addition to onsite services at Edwards, Student Services partners with a variety of departments on the Lawrence campus to provide special events, programs, and alternate appointment options. For more information about Student Services at the Edwards Campus, visit [Student Services](#). If you have any questions regarding Student Services, please [email us](#) or call 913-897-8539.

ACCOMMODATIONS

KU is required by federal law to provide accommodations for students with documented disabilities. The Student Access Center (SAC) is responsible for determining student eligibility for accommodations and recommending reasonable and appropriate accommodations for each class. Edwards Campus Student Services is responsible for facilitating the approved accommodations in consultation with the student and instructor. Below is important information about the process for providing student accommodations. A sample ADA statement that you may find useful to copy and paste into your syllabus is available in the “Syllabus Basics” section at the end of the handbook.

The [Access Online](#) system allows students to share their ADA Accommodation Notifications with faculty electronically. Faculty will receive an automated email from access@ku.edu indicating the student, the accommodations, and a request for the instructor to complete and submit an Alternative Testing Contract. You can visit the [Student Access Center](#) to see more information. This online notification process does not replace having scheduled, private conversations with students using accommodations in order to set expectations and logistics.

Standard SAC Reminders:

- Please direct all students requesting disability support service to email [Student Services](#), call 913-897-8539 or visit the Welcome & Success Center in the Regents Center lobby.
- Students who have the “flexible attendance” accommodation are now required to complete an attendance contract with faculty to clarify this requirement. [Michelle Audley](#) can assist you with this process as needed.
- Students must log into the [Access Online](#) system EVERY Semester in order to receive accommodations for each new set of classes each term. Official notification of accommodations will be emailed to faculty from access@ku.edu. Do not provide accommodations until you receive this notification.
- Students are encouraged to complete the process prior to the semester starting (preferred) but can request services through the first 60% of the course. Accommodations are not retroactive.
- Remember, students have the right and responsibility to self-disclose a disability. Please do not approach a student with a visible disability or a student who is having difficulty in class and ask if accommodations are needed. Rather, we prefer that you promote SAC services to ALL students to reflect our inclusive climate and our desire to help all students.
- If you are faced with a unique or challenging circumstance surrounding accommodations, please reach out directly to [Michelle Audley](#) for support.

RELIGIOUS HOLIDAYS

University Senate Rules & Regulations (USRR) [policy 1.4.3](#) prohibits testing and examinations from being held on mandated religious observances. At the beginning of the semester, instructors should ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time. In addition, USSR [policy 2.1.4](#) states that "a student shall not be penalized for absence from regularly scheduled class activities which conflict with mandated religious observances." Religious observance dates along with recommended accommodations may be found at the [Office of Diversity, Equity, Inclusion & Belonging](#). Questions regarding religious accommodations may be sent to [Michelle Audley](#), Edwards Campus assistant dean of Student Success and Support Services.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid and scholarship information for the KU Edwards Campus can be found on our [Financial Aid & Scholarships](#) webpage. For questions, contact [José Trujillo](#), Assistant Director for Financial Aid & Scholarships at the KU Edwards Campus.

KU ID CARD

A KU ID card with a magnetic swipe is required to access the mail/copy room in Regents Center 120A. For instructors, your first KU Card is free, but you will be charged \$26.00 for a replacement card. If you do not have an employee ID card, you may begin the process for acquiring one by getting your photo taken at the Welcome & Success Center located in the Regents Center building lobby.

KU EDWARDS CAMPUS PSYCHOLOGICAL CLINIC (KUEC-PC)

The KUEC-PC provides Edwards Campus students with confidential mental health services and support in Overland Park. For more information, see [KUEC Psychological Clinic](#).

STUDENT MONEY MANAGEMENT SERVICES

Student Money Management Services provides financial education services to University of Kansas students free of charge. It offers helpful information about personal finance, useful links and videos, and confidential individualized education. Skype or phone appointments are available. For more information, see [Student Money Management Services](#).

FERPA

KU Edwards complies with the Family Educational Rights and Privacy Act. Faculty are reminded to use only KU email accounts for student correspondence regarding personally identifiable information (enrollment, grades, courses, progress, etc.). Please do not reply to student emails from non-KU domains. Keep all student documents, tests, or graded work secure and out of plain sight. Seek help from KU IT personnel to ensure that your electronic devices are secure if you are using them for student emails. If you have FERPA questions or suspect a FERPA violation, contact [Michelle Audley](#), Edwards Campus assistant dean of Student Success and Support Services.

STUDENT ADVISORY COUNCIL (SAC)

The Student Advisory Council is a means for students to express ideas and suggestions to administration for improving Edwards Campus programs and services. If you know a student with leadership qualities, please nominate him or her by sending an email to the [Student Advisory Council](#).

HAWKS NEST (REGENTS CENTER 120)

The Hawks Nest features:

- Collaborative and individual study space
- 18 computer workstations and an accessible workstation
- A multifunction device for student printing, copying, and scanning
- Vending and student lounge/social space (vending not available fall 2021)

JAYHAWK CENTRAL STUDENT UNION

Jayhawk Central is the Edwards Campus Student Union, featuring LaMar's Donuts & Coffee, and Sarpino's Pizzeria. Additional amenities at Jayhawk Central include a Wi-Fi environment and an outdoor terrace. Jayhawk Central is located on the north end of campus at 125th Street.

CAREER RESOURCES

The Edwards Campus partners with a variety of services as well as offers co-curricular programming to provide career resources for Edwards Campus students. For more information, see [career resources at the Edwards Campus](#).

INTERNATIONAL STUDENT SERVICES

The Edwards Campus offers individual assistance through the new student process. For more information, see [Edwards Campus International Student Services](#).

STUDENT CRISIS RESPONSE FLOWCHART

Is the Student a Danger to Themselves or Others?

For any Reason, Does the Student Need Immediate Emergency Help?

IF YES: Student's conduct is clearly and imminently reckless, dangerous, or threatening self-harm to others. Crime has, is or is about to be committed:

1. Call 911 - Be prepared to share your address:
 - a. Regents Center: 12600 Quivira
 - b. BEST: 12604 Quivira
 - c. Regnier Hall: 12610 Quivira
2. Public Safety is immediately aware if 911 is called from campus.
 - a. Reach them directly if needed: 913-897-8700 or 913-620-8634
3. Submit Care Referral to the SCRT (Student Care Response Team) for follow up and reporting.
 - a. <https://go.ku.edu/Otayb>

IF I'M NOT SURE: Student is in distress but not sure how serious...I am uneasy/concerned. I received the information via email or second-hand:

1. Email Subject: CONCERN
 - a. Send to: [Ben Wolfe](#) and [Michelle Audley](#)
 - i. If no response within the hour and concern is increased call Public Safety at 913-897-8700 or 913-620-8634
2. Submit Care Referral to the SCRT (Student Care Response Team) for follow up and reporting IF other support has NOT been deployed.
 - a. <https://go.ku.edu/Otayb>

IF NO: No concern for immediate safety of student or others but there are significant issues that need support:

- Send follow-up email to student.
- Ask for template or guidance: [Michelle Audley](#)
- Send follow-up email to [Michelle Audley](#)
- Provide detailed description should additional support systems be needed.

QUESTION: What happens when I submit a CARE REFERRAL?

ANSWER: The SCRT team will review and evaluate the report, develop a plan of action, make consultations, & meet with students as appropriate. The team records information and monitors the situation.

LIBRARY SERVICES

LIBRARIAN CLASSROOM INSTRUCTION

If you would like a librarian to provide instruction for your students on library resources and databases, complete the [online form](#).

RESEARCH HELP & CONSULTATION

For research help, go to [Ask a Librarian](#).

COPYRIGHT

For questions about copyright, send an [email](#) or see [copyright resources](#).

COURSE RESERVE

Although on-site course reserve is no longer available at the Edwards Campus, instructors can request e-books for their course reserve by emailing [Collection Development](#) and typing “Edwards campus request” in the subject line.

DATA MANAGEMENT

For assistance with data management plans and library-related aspects of grant proposals, see [Research Data Management](#) or email [Jamene Brooks-Kieffer](#), Data Services Librarian, or call 785-864-5238.

CITATION MANAGEMENT TOOLS

Citation management tools allow you to build a collection of your references where you can include citation information, URL links, PDF files and notes. KU supports both EndNote and Zotero. For more information, see [citation management tools](#).

KU THESIS AND DISSERTATION FORMATTING

Information for University of Kansas graduate students on required content order, page numbering, creating headings, formatting table of contents, adding captions, creating a table of figures and embedding fonts for theses and dissertations can be found at [electronic thesis and dissertation formatting](#).

LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE

For linking instructions, see [accessing online resources](#). If you still have questions, go to [Ask a Librarian](#) for assistance.

SHARING YOUR SCHOLARSHIP

KU ScholarWorks is the digital repository of the University of Kansas. The repository contains scholarly work created by KU faculty, staff, and students, as well as material from the University Archives. For more information, see [KU ScholarWorks](#).

OPEN EDUCATIONAL RESOURCES (OER)

Published under a Creative Commons license, open textbooks are available free to students. Each resource is issued under a license that spells out how it can be used. Some materials may only be used in their original form; in other cases, learning resources can be modified, remixed, and redistributed. For more information about OER, see [OER guides](#). Interested faculty are encouraged to contact members of the Office of Scholarly Communication & Copyright (OSC&C) for assistance in finding appropriate resources in their discipline/teaching area. Email the [Office of Scholarly Communication & Copyright](#) or call 785-864-8831.

ELECTRONIC RESOURCES

By logging in with a KU Online ID, students, faculty, and staff can access more than 110,000 full-text journals instantly from any computer with Internet access. Items not available in the libraries' collections can be requested through Interlibrary Loan (ILL) and are often delivered in less than 24 hours. To start your research, go to lib.ku.edu.

LIBRARY PRIVILEGES AT OTHER INSTITUTIONS

KU students, faculty, and staff have access to many of the resources of other libraries. For more information, see [privileges at other institutions](#). For assistance getting access, email the [Circulation Business Office](#) and indicate that you are located at the Edwards Campus.

PRINT COLLECTION

KU Libraries have more than 4.4 million print volumes in their collection. Borrowers who reside outside Lawrence and Douglas County may use [Home Loan Delivery](#) to request physical materials be mailed to them. Books should be returned to the book drop located in front of the east entrance of the Regents Center building. Items not available at KU can be requested through Interlibrary Loan (ILL).

DOCUMENT DELIVERY

The Document Delivery service scans journal articles and book chapters from KU Libraries' owned materials and makes those documents available electronically on the WebRetrieve website. For information, visit [document delivery](#).

INTERLIBRARY LOAN (ILL)

KU students, staff, faculty, and affiliates can utilize the services of Interlibrary Loan to borrow library materials or obtain copies of articles or book chapters currently not available from KU Libraries, or not owned by the KU Libraries. Submit your requests through [WebRetrieve](#) for anything that supports your classroom and research needs. For more information about ILL, visit [Interlibrary Loan](#).

PICKING UP AND RETURNING LIBRARY MATERIALS

You will be unable to pick up your library books at the Edwards Campus. Borrowers who reside outside Lawrence and Douglas Counties may use [Home Loan Delivery](#) to request physical materials be mailed to them. Items not available at KU can be requested through [Interlibrary Loan \(ILL\)](#).

Library materials may be returned to the book drop located at the east entrance to the Regents Center Building. Returned materials will take a week or longer before they appear as returned on your library account. Materials are backdated to the date they are returned to the Edwards Campus.

SYLLABUS BASICS

BASIC INFORMATION

Your syllabus should include the name of the course, the course number as well as the semester and year. Include the meeting times and days of the class as well as the building name and room number where you will meet. You should also include your name, your email address, the location of your office, your office phone number and the days and times of your office hours. Indicate whether students need to make an appointment or just stop in. If you list your personal number, be specific about any restrictions for its use.

COURSE DESCRIPTION

The course description can be located in the [Academic Catalog](#).

COURSE OBJECTIVE

Outline three to five general goals or objectives for the course.

TEXTBOOKS AND MATERIALS

Detail any textbooks, equipment, or fees (e.g., Proctor U) that students will need to purchase for the course so that they can calculate the total cost prior to the 100% refund period expiring. If there are no textbooks required for the class, please indicate that information here. Let students know whether they are required to read assigned materials before class meetings.

ASSIGNMENTS

Specify the nature of the assignments and their deadlines. It is important to let your students know in what formats you will accept their work, particularly if they cannot make it to class on the day an assignment is due. If you will/will not accept an emailed assignment by the due date, then it's a good idea to put that in your syllabus.

COURSE POLICIES

Clearly state your policies regarding class attendance, late work, missing homework, tests or exams, makeups, extra credit, requesting extensions, reporting illnesses, tardiness, and acceptable and unacceptable classroom behavior.

GRADING PROCEDURES

Identify all assignments and how they will be graded (points, percentages, etc.). Include a rubric identifying what point number or percent corresponds with a letter grade or a satisfactory/unsatisfactory. If the course is cross-level (i.e., graduate and undergraduate students can take the same course), additional expectations for graduate student work **MUST** be included, as well as a grading scale for both graduate student grades and undergraduate student grades.

COURSE CALENDAR

Include a course calendar with the sequence of course topics, readings, and assignments. Exam dates should be firmly fixed, while dates for topics and activities may be tentative. Also, list on the course calendar the last day students can drop/withdraw without penalty.

SAMPLE SYLLABUS STATEMENTS

STUDENT ACADEMIC ACCOMODATIONS

In compliance with the Americans with Disabilities Act of 1990 as amended, the University Academic Support Center recommends all teaching staff include a statement on each course syllabus inviting students with disabilities to request reasonable accommodations. We have developed a sample statement that instructors can include on their course syllabus.

Sample syllabus statement:

The Student Access Center (SAC) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted SAC, please do so as soon as possible at the [Student Access Center](#). More information about Student Access Services can be obtained at the KU Edwards Welcome and Success Center by calling 913-897-8539, emailing [Student Services](#), or visiting the Welcome and Success Center in the Regents Center lobby. Please contact me privately in regard to your needs in this course.

DIVERSITY, EQUITY & INCLUSION

We encourage you to include a Diversity, Equity & Inclusion Statement in your course syllabus.

Sample syllabus statement A:

The instructor considers this classroom to be a place where you will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, gender identity, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the instructor's expectation that ALL students experience this classroom as a safe environment.

Sample syllabus statement B:

The University of Kansas supports an inclusive learning environment in which diversity and individual differences are understood, respected, and appreciated. We believe that all students benefit from training and experiences that will help them to learn, lead, and serve in an increasingly diverse society. All members of our campus community must accept the responsibility to demonstrate civility and respect for the dignity of others. Expressions or actions that disparage a person's or group's race, ethnicity, nationality, culture, gender, gender identity / expression, religion, sexual orientation, age, disability, or marital, parental, or veteran status are contrary to the mission of the University. We expect that KU students, faculty, and staff will promote an atmosphere of respect for all members of our KU community.

Sample syllabus statement C:

Civility and respect for the opinions of others are very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom. Courteous behavior and responses are expected at all times. When you disagree with someone, be sure that you make a distinction between criticizing an idea and criticizing the person. Expressions or actions that disparage a person's or group's race, ethnicity, nationality, culture, gender, gender identity / expression, religion, sexual orientation, age, disability, or marital, parental, or veteran status are contrary to the mission of this course and will not be tolerated.

CONCEALED CARRY

As of July 1, 2017, Kansas law allows the carrying of concealed handguns into most state buildings. Kansas Board of Regents and KU policy further describe campus specific procedures related for safe possession, use and storage of such weapons. The suggested syllabus language can help address concerns faculty may have about types of courses and course activities and how they intersect with the state's concealed carry law and KU weapons policy. The wording, which covers a handful of academic scenarios, has been reviewed and revised by a small number of faculty, administrators, university governance leaders, and general counsel.

- It is provided to faculty as a service,
- It is recommended that faculty include the weapons policy information, but not required,
- Faculty who would like to significantly modify these samples are encouraged to share their version with [general counsel](#) before finalizing their syllabi.

For help drafting wording to apply to a course scenario not reflected below, please email [Jill Hummels](#) in the Provost's Office or call 785-864-6577.

Common preamble for all subsequent wording:

Individuals who choose to carry concealed handguns **are solely responsible to do so in a safe and secure manner in strict conformity with [state and federal laws](#) and [KU weapons policy](#)**. Safety measures outlined in the KU weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier.
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the constant control of the carrier.
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position.
- Must have the safety on, and have no round in the chamber.

Add to the preamble the suggested course specific wording below that pertains to the course type or situation:

Lab Classes:

This course takes place in spaces that will require students to leave belongings such as backpacks and purses away and unattended for the duration of class time. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

Tests and Quizzes:

Instructors are allowed by Kansas Board of Regents policy, to require backpacks, purses and other bags be placed [**LOCATION**] during exams and quizzes, and as such those items will not be under the constant control of the individual. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

Performance Classes / Athletic Training / Recreation Classes / Other:

This course requires interactive movement, clothing changes, and/or physical contact with others that may reveal the presence of a concealed handgun. Students who choose to carry a concealed handgun must review and plan each day accordingly and transfer their handgun to a secured device in their vehicle or their residence before arriving to class. The university does not provide appropriate secured storage for concealed handguns or any other weapons.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

Field Trips A (Unattended Backpacks):

This activity will require students to leave belongings such as backpacks and purses away and unattended for prolonged periods. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. Many field trip locations do not provide appropriate secured storage for handguns. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for handguns.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

Field Trips B (Visit to Restricted Areas, Unattended Backpacks):

This activity will require students to visit areas where a variety of self-defense weapons may be legally restricted. Students will also be expected to leave belongings such as backpacks and purses away and unattended for prolonged periods. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Students who choose to carry a concealed handgun or other means of self-defense should plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for concealed handguns or any other weapons.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

Field Trips C (Unattended Backpacks, Out-of-State Travel):

In addition to traveling out of state, this activity will require students to leave belongings such as backpacks and purses away and unattended for prolonged periods. Students who choose to carry a concealed handgun are responsible for knowing and following all related laws and restrictions of the ultimate destination as well as points in between. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. Many field trip locations do not provide appropriate secured storage for handguns. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for handguns.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

NON-ACADEMIC STUDENT ISSUES & SUPPORT

Sample syllabus statement:

If you experience difficulty not related to your academic work, please contact me directly or email the [Student Affairs Office](#) or call 785-864-4060. For KC Metro Area students, you may also use [My Resource Connection](#) to access a full listing of resources available locally (select the Links tab).

EQUAL OPPORTUNITY & NONDISCRIMINATION

Instructors should make it clear on their syllabus the importance of preventing and reporting discrimination, harassment, sexual misconduct, sexual violence and/or retaliation.

Sample syllabus statement:

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Director of the Office of Civil Rights and Title IX, civilrights@ku.edu, Room 1082, Dole Human Development Center, 1000 Sunnyside Avenue, Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Equal Opportunity Office, Mail Stop 7004, 4330 Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas medical center campuses).

ACADEMIC INTEGRITY

You are encouraged to report all breaches of academic integrity in order to identify possible patterns of behavior by an individual. Procedures for dealing with breaches are governed by your department/school. If you are unsure of those procedures, contact your department chair. Because the course syllabus functions as a contract between students and instructors, the importance of academic integrity and the possible consequences for violations should be included in it.

Sample syllabus statement:

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. KU subscribes to a digital plagiarism detection program called SafeAssign, which may be used to check papers submitted in this course. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

STUDENT GRIEVANCES

It's always best if you can resolve a misunderstanding quickly, directly, and informally.

Sample syllabus statement:

If you have any questions or concerns about any aspect of this course, please see me first. In the unlikely event that we cannot resolve the problem, you may want to contact department chair to talk to someone confidentially about the problem you are having. If you find that the misunderstanding or dispute cannot be resolved informally, you may file a formal complaint (grievance) with the appropriate KU hearing body. The formal grievance policy for undergraduate

students can be located in the [Policy Library](#). Choose the school/college/department that corresponds with the course in which you have a grievance. The formal grievance policy for graduate students is located in the [grievance policy for graduate students](#).

EMERGENCY PROCEDURES

Students, faculty, staff and visitors will be better prepared in an emergency if they know where they can find information, what they should do, and know how the University will respond. Additional emergency procedures at the Edwards Campus are available at [Edwards Campus emergency procedures](#).

Sample syllabus statement:

Emergency Procedures

For an emergency, dial 911. Edwards Campus phones are located centrally in the hallways on every floor in the Regnier, BEST and Regents Center buildings. The Regents Center first floor phones are located in the lobby, in the Hawks Nest and outside room 131. After calling 911, it is imperative that you call Public Safety at 913-897-8700. Calls from our classrooms will get the emergency teams to our campus, but Public Safety will help guide them to the correct classroom. If the emergency involves faculty, staff or a student, please email the incident to [Lori Wade](#) or call 913-897-8423.

Personal Action Plan

Individuals who may need assistance evacuating in the event of an emergency are asked to complete in advance of an emergency a [Personal Action Plan](#).

Tornado Procedures

Posted in building hallways is a fire/tornado evacuation route that everyone should learn. In the event that a tornado warning is issued for the Overland Park area, instructions will be broadcast from the mass notification system. When the mass notification system/alarms go off, please help those individuals who may need assistance and follow the directions based on the campus building where you are located:

Regents Center: Please proceed with your class to the basement staying in the interior hallways or the bathrooms. For your safety, do not shelter in any of the labs.

Regnier Hall: Please proceed with your class to the basement using the stairwells located at both ends of Regnier Hall.

BEST Building (East End): Please proceed to the basement using the east stairwell (the side of the building by the circle drive).

BEST Building (West End): Please proceed to the first-floor bathrooms and into the first-floor stairwell using the west stairwell (the side of the building next to the Conference Center).

Be on the alert for the campus mass notification system to send an “all clear” message.

The outdoor warning system for Johnson County is tested at 11:00 a.m. on the first Wednesday of the month. Tests are canceled whenever there is severe

weather (or potential severe weather) occurring in the local area and activating the outdoor warning system might cause confusion as to whether the activation is a real event.

Fire and Gas Leak Procedures

Posted in building hallways is a fire/tornado evacuation route with both main and secondary exits from your classroom. Everyone should become familiar with both of these evacuation routes. If the Edwards Campus fire alarm goes off, please proceed to the nearest exit. Do not use the elevators. Please help those individuals who may need assistance in exiting the building. In the event of a power failure, the building is equipped with emergency lights and fire doors, which are activated by the alarms. When you are safely outside, walk to the far side of the nearest parking lot and wait for campus administration to provide you with further directions.

KU EDWARDS CAMPUS PSYCHOLOGICAL CLINIC (KUEC PC)

Sample syllabus statement:

The KUEC-PC provides KU Edwards Campus students with on-campus, confidential psychotherapy for a full range of mental health concerns—from feeling stressed out to issues that are more serious. In addition, psychological assessments (ADHD, autism spectrum, learning disability, IQ, personality, etc.) are available and can be used for seeking academic accommodations through the Student Access Center. Call 785-864-4121 to complete an intake for the appointment process. You can find information about current appointment availability at the [KUEC Psychological Clinic](#).

24-hour suicide/crisis hotlines are available through Johnson County Mental Health at 913-268-0156 and Headquarters Counseling Center in Lawrence at 785-841-2345. Students can also access a non-crisis supportive hotline from 4:00 – 10:00 p.m. daily (including holidays) through Mental Health America of the Heartland at 913-281-2251.

CHILDCARE SUPPORT

Sample syllabus statements:

Students who need support in connecting to childcare resources in order to attend class or other related events can visit [Student Services](#) to connect to childcare referral services. Children below the age of 14 are permitted on the KU Edwards Campus as long as they are always accompanied by an adult. Children and other visitors are only allowed in classes at the KU Edwards Campus with prior permission from the instructor. **[Faculty insert any specific details they have in this area about children attending class]. ***

Example A: For this course, I understand that students may need to bring a child to class in an emergency situation due to the discussion-based nature of this course and the impact absences have on success. This will be permitted with prior notice, but please be aware that classroom conversations include adult content that will not be edited or censored due to our guests. Guests bringing headphones is encouraged.

Example B: For this course, I understand that students may have to miss class due to emergency situations. This class is also broadcast via Zoom so that rather than missing class or bringing a child to class with you, students may attend class virtually when needed.

CLASSROOM CONDUCT

Sample syllabus statements:

Example A: Disruptive behaviors, including excessive talking, interrupting, arriving late to class or sleeping during class are not permitted. Repetitive and seriously disruptive behavior, e.g., fighting, using profanity, personal or physical threats or insults, damaging property, may result in your removal from class in accordance with policies and procedures outlined in the School or College misconduct policies.

Example B: Meaningful and constructive dialogue is encouraged in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view. Respect for individual differences and alternative viewpoints will be maintained at all times in this class. One's words and use of language should be within acceptable bounds of civility and decency. Violation of any of these rules may result in discipline that could include expulsion from this course.

Example C: A positive learning environment relies upon creating an atmosphere where diverse perspectives can be expressed, especially in a course that focuses on pressing and controversial social and political issues. Each student is encouraged to take an active part in class discussions and activities. Honest and respectful dialogue is expected. Disagreement and challenging of ideas in a supportive and sensitive manner is encouraged. Hostility and disrespectful behavior is not acceptable.

LIBRARY SAMPLE SYLLABUS STATEMENT

Please consider putting the following statement in your syllabus:

Librarians are available for real-time help both [online](#) and in-person at the Edwards Campus. A librarian is available in-person in the Hawks Nest (Regents Center, Room 120) at selected times. Please check the announcements and information television screen in the RC lobby for specific days and times that the librarian will be on-site. In addition to the scheduled time, library staff also provide consultations by appointment and via email. For a research consultation, [submit your question via email](#).

COMMERCIAL NOTE-TAKING AND INTELLECTUAL PROPERTY

KU has a policy on [commercial note-taking ventures](#) to provide guidance and protection for your intellectual property rights. Note-taking provided by a student volunteer for a student with a disability, as a reasonable accommodation under the ADA, is not the same as commercial note-taking and is not covered under this policy. Instructors who

choose to forbid commercial note-taking in their classes should explicitly state so within their syllabi.

Sample syllabus statement:

Pursuant to the University of Kansas' Policy on Commercial Note-Taking Ventures, commercial note-taking is not permitted in this course. Lecture notes and course materials may be taken for personal use, for the purpose of mastering the course material, and may not be sold to any person or entity in any form. Any student engaged in or contributing to the commercial exchange of notes or course materials will be subject to discipline, including academic misconduct charges, in accordance with University policy. Please note: note-taking provided by a student volunteer for a student with a disability, as a reasonable accommodation under the ADA, is not the same as commercial note-taking and is not covered under this policy.

WRITING CENTER

Each semester online consultations are going unused, so please refer students.

Sample syllabus statement:

The Writing Center has trained peer consultants to help you brainstorm, draft, or edit your writing or speech. Consultants are available at the [Writing Center](#) for Edwards Campus students.