

# KU Edwards Campus Instructor Handbook

2023-2024

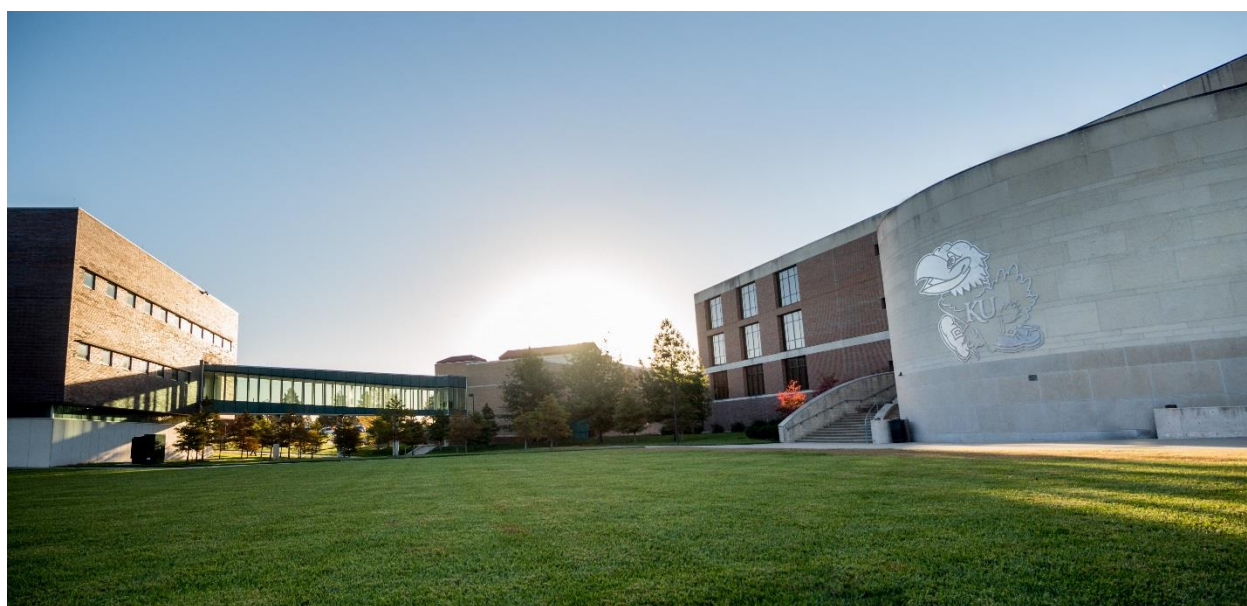




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# WELCOME

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 11,500 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

- 2500+ 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
- 38% of the students are male / 61% of the students are female / 1% not reported
- 33+% of the students have children high-school age or younger
- 11.7% of the students are military affiliated
- 31% self-identify as an ethnic minority
- 25% are first-generation college students
- 57% graduate students, 43% undergraduate students

# TECHNOLOGY

## **CANVAS SUPPORT**

Canvas resources for instructors are available at [Canvas Help](#). If you have a specific Canvas question, contact [Educational Technology](#).

## **ALLY**

Ally is a new solution to help instructors make their Canvas 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, students will be able to download content posted as a Microsoft Word document, into several alternative 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 adapter 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 and Firefox web browsers. Many classrooms are video conference capable, but please specify if additional technology is required for your course. For specific equipment or software in your classroom, please complete a [KUEC IT Request Form](#) at least two weeks prior to the requested date.

## **COMPUTER LAB & MOBILE LAPTOP CART**

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 a [KUEC IT Request Form](#). Located in Regnier Hall 364, KU Edwards Campus has one computer lab equipped with 30 PC workstations.

Designed to assist with online testing and virtual lab usage, IT has a mobile laptop cart equipped with thirty PC laptops. The laptops have the following software installed: Microsoft Windows 10, Adobe Acrobat Reader, Cisco AnyConnect VPN client, Microsoft Office 365 (including Teams and OneDrive), Mozilla Firefox, Google Chrome, Microsoft Edge, VLC Media Player and Zoom client. It may be reserved for usage in your classroom by completing the [Mobile Laptop Cart request form](#). If additional software is needed, please make a note of that on the request form.

## **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 IT](#).

## **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, Canvas, 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 Canvas, 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 [Duo Multi-Factor Authentication](#). 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).

## **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 their 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 PRODUCTION STUDIO**

A Media Production Studio, located in Regnier 370R, 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](#).



## **FACULTY INSIGHT**

The Faculty Insight system lets faculty manage their scholarly activity records pertaining to teaching, research, and service. This tool provides faculty with a central profile of research activities from the Academic Analytics database, augmented by data from AIRE and self-entered data. You can access the portal by going to [myKU](#) and logging in with your KU Online ID. Click Academics and choose Faculty Insight.

## **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. 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 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**

[Edwards Campus building hours](#)

[Welcome & Success Center \(Regents Center lobby\) in-person and virtual hours](#)

[Hawks Nest \(Regents Center 120\) hours](#)

## **VENDING**

Vending options are available in the Hawks Nest (Regents Center 120). You can pay by using a credit/debit card or a Company Kitchen card that has been loaded with value. The CK cards are available at the Regents Center Welcome Center Desk. Additional snack machines are located in the BEST Conference Center lobby and adjacent to the elevator on the first floor of Regnier Hall. Soda machines are distributed throughout the campus.

## **COFFEE & TEA**

Keurig machines are available in the office suites (please bring your own K-Cups).

## **BUS SERVICE**

The [RideKC](#) K-10 Connector travels between Lawrence, KU Edwards, and Johnson County Community College. Subscribe to [RideKC Notify](#) to receive notifications of delayed service, holiday schedule announcements, reroutes, service changes, etc.

## **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 (#510).

**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. 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 (KU Card) with a magnetic swipe to access the mail/copy room. If you do not have an employee ID card, go to [KU Card Center](#). More detailed information about obtaining the KU Card is available [here](#). If you have a KU Card that is not granting you access, ask for assistance at the Welcome Center Desk in the Regents Center 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 [John Bricklemeyer](#), Associate Dean, Edwards Campus & School of Professional Studies, or [Greg Kearney](#), Accountant, if you have questions. Please get your printing code from your department.

KU Edwards campus strives to be a sustainability-minded campus. For that reason, we would like to ask that you refrain from printed materials such as syllabi, handouts, quizzes, and exams. Faculty instead are encouraged to post materials including exams on Canvas. For assistance with setting up exams in Canvas, email [KU 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 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, information about obtaining one is available [here](#). 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 on 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 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 access this room, call Public Safety at 913-897-8700.

## **JCERT TIME CERTIFICATIONS**

Some faculty positions at the Edwards Campus are funded using [Johnson County Education Research Triangle](#) (JCERT) tax dollars. Once a year, the Edwards Campus is audited regarding the use of those tax funds. To remain in compliance, it is imperative that faculty and staff who are funded through a JCERT program certify on a quarterly basis that they are performing their duties for the position hired, and that they are being funded with JCERT-related dollars. If you are one of these faculty members, you will receive an email requesting your certification.

## **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 (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

## Center for Faculty & Academic Administration Staff:

- [John Bricklemyer](#), Associate Dean, Edwards Campus & School of Professional Studies, CFAA Director, 913-897-8634
- [Steve Werninger](#), Project Manager, 913-897-8443
- [Jennifer Mellenbruch](#), Executive Assistant, 913-897-8495

## FACULTY STEERING COMMITTEE

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

- [John Bricklemyer](#), Associate Dean
- [Terri Woodburn](#), Chair
- [Steve Werninger](#), Project Manager
- [Mackenzie Cremeans](#)
- [Randy Logan](#)
- [Brendan Mattingly](#)
- [Kevin McCannon](#)
- [Shana Palla](#)
- [Anna Pope](#)
- [Matt Tidwell](#)

## 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](#).



## 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 Canvas.
  - a. [The Center for Online and Distance Learning](#) (CODL) and [KU 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 automatically administered online. For questions, email the [Center for Faculty and Academic Administration](#).

## **SUBMITTING TEXTBOOKS TO KU BOOKSTORE**

Submit course textbooks and supplemental materials to the KU Bookstore by the following dates: Fall Semester – May 1, Spring Semester – November 1, Summer Semester – April 1. Even if the course doesn't require the purchase of any textbooks or other supplies, you must still inform the bookstore of that information. The KU bookstore offers three ways to submit your course material needs: 1) Use the customized course link included in the automated reminder email from the KU Bookstore, 2) Complete the [online requisition form](#), or 3) Email requests to [textbook](#).

## **KU EMPLOYEE ID CARD (KU 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. Go to the [KU Card Center](#) and follow the listed instructions. Once you receive a confirmation email that the ID is being created, respond to the Card Center letting them know that you would like your card sent to Edwards. Once the card arrives at Edwards, you will be contacted to pick it up at the Welcome Center in the Regents Center lobby.



# 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 913-897-8400.

## 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](mailto: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 accommodations to any of the following resources: the [academic accommodations website](#), [access@ku.edu](mailto:access@ku.edu), or 785-864-4064.
- Students who have the “[flexible attendance](#)” accommodation are now required to complete an attendance contract with faculty to clarify this requirement. [Amy Neufeld](#) 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](mailto: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.
- For students requiring accommodations for testing, faculty can make arrangements for the exam by contacting [Deb Carter](#). Office hours are from 9 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday.
- If you are faced with a unique or challenging circumstance surrounding accommodations, please reach out directly to [Amy Neufeld](#) for support.

- 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.

## **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 [Amy Neufeld](#), 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 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 [Amy Neufeld](#), Edwards Campus assistant dean of Student Success and Support Services.

## **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 lounge/social space

## **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 at the north end of campus at 125<sup>th</sup> 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 SUPPORT SERVICES**

The Edwards Campus partners with [International Support Services](#) to provide assistance to prospective and current international students. For more information, please email [Student Services](#) or call 913-897-8400.

## **KU WRITING CENTER**

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

## STUDENT CRISIS RESPONSE FLOWCHART

If you are concerned that a student is a danger to themselves or others, go through the following flowchart:

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. [reportit.ku.edu](http://reportit.ku.edu)

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: [John Bricklemyer](#) and [Amy Neufeld](#)
    - 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. [reportit.ku.edu](http://reportit.ku.edu)

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: [Amy Neufeld](#)
- Send follow-up email to [Amy Neufeld](#)
- 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, and 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.

## 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 [KU thesis and dissertation formatting](#).

## LINKING TO LIBRARY E-RESOURCES IN YOUR CANVAS PAGE

For linking instructions, see [accessing KU Libraries 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 for educators](#). 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 [Shulenburger Office of Scholarly Communication & Copyright](#) or call 785-864-1828.

## **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](http://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. Eligible borrowers who reside outside Lawrence and Douglas County may use [Home Loan Delivery](#) to request physical materials be mailed to them. Books may be returned to the walk-up book return 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. Eligible borrowers who reside outside Lawrence and Douglas County 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

## **SYLLABUS, REQUIRED & RECOMMENDED INFORMATION**

In July 2023, the university formally approved a university-wide Syllabus Policy, developed by a working group of KU faculty, staff and students. The policy articulates required and recommended information to be included in all syllabi and requires that all courses have conforming syllabi filed with the university by Fall 2024. The Center for Teaching Excellence provides guidance on the [required and recommended elements](#) in the policy.

## **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](#). 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 Office of the Provost or call 785-864-6577.

**Common preamble for all course-specific 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:**

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.

**Interactive and Shared-Spaces Course:**

This course involves moving around the classroom to view and discuss the work of classmates on a daily basis. This process requires students to leave belongings such as backpacks and purses away and unattended for significant portions of class time. In addition, other students may occupy chairs and tables used by classmates. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review their schedule 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.

**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.

## **STUDENT SUPPORT & CASE MANAGEMENT**

*Sample syllabus statement:*

Student Support Case Managers provide individualized support services to students experiencing barriers to their success. Case Managers meet with students to address academic, financial, health and other needs and assist in connecting students to available campus and community resources. For assistance, see [student support](#) or call 785-864-7022.

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](mailto: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. Academic misconduct at KU is defined in the University [Senate Rules and Regulations](#). 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. 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 the 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 low-cost, confidential psychotherapy (online and on-campus) for a full range of mental health concerns—from feeling stressed out to issues that are more serious. Potential clients can call [785-864-4121](tel:785-864-4121) and leave a message requesting to start the intake process and/or find out the current wait time to begin services. Please indicate during your message that you are a KU Edwards Campus student.

KU is using the TELUS student support program to assist degree-seeking students with stressors they may be facing. Services focused on mental health and well-being **are available 24/7, confidential and free**. Learn more at [KU Counseling and Psychological Services \(CAPS\)](#).

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 or 800-273-8255. Nationwide support is available through the 988 Suicide & Crisis Lifeline: call or text 988 or use the [online chat](#). A non-crisis supportive hotline is available from 9:00 am – 9:00 pm daily (including holidays) through Mental Health America of the Heartland at 913-281-2251 or 866-927-6327.

## **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 [campus resources](#) 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 are 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.