

KU Edwards Campus Instructor Handbook

2019-2020



Table of Contents

WELCOME	1
TECHNOLOGY	2
BLACKBOARD SUPPORT & CLASSROOM TECHNOLOGY TRAINING	2
CLASSROOM EQUIPMENT	2
COMPUTER LABS	2
LECTURE CAPTURE	2
IT HELP	2
KU ONLINE ID & PASSWORD	2
WIRELESS ACCESS	3
JUST IN TIME TRAINING	3
ENROLL & PAY	3
CENTER FOR ONLINE AND DISTANCE LEARNING (CODL)	3
MEDIA STUDIO	3
PROFESSIONAL RECORD ONLINE (PRO)	3
SECURITY	3
EMERGENCY PROCEDURES	4
INCLEMENT WEATHER	4
FIRE AND GAS LEAK PROCEDURES	4
TORNADO PROCEDURES	5
SEXUAL HARASSMENT	5
PARKING	5
UNLOCKING YOUR CLASSROOM	5
EDWARDS CAMPUS HOURS	6
VENDING	6
COFFEE & TEA	6
MICROWAVE AND REFRIGERATOR	6
BUS SERVICE	6
BREAK OUT ROOMS	6
TRAVEL REIMBURSEMENT	7
FACULTY MAILBOXES & PRINTING/COPYING/SCANNING	7
CLASS CANCELLATION OR TEMPORARY ROOM CHANGE	7
FACULTY HOTELING SUITE	7
CLASSROOM CHANGE REQUESTS	8
CHILDCARE INFORMATION	8
TOBACCO FREE KU	8
ACADEMIC & FACULTY SUPPORT CENTER	9
FACULTY STEERING COMMITTEE	9
PROFESSIONAL DEVELOPMENT	9
STATISTICS TUTORING	9

RESERVING A CLASSROOM FOR STUDY SESSIONS	10
TEST PROCTORING	10
KU WRITING CENTER	11
STUDENT COURSE EVALUATIONS	11
STUDENT SERVICES	12
ACCOMMODATIONS	12
FINANCIAL AID AND SCHOLARSHIPS	12
FERPA	13
KU ID CARD	13
KU EDWARDS CAMPUS PSYCHOLOGICAL CLINIC (KUEC-PC)	13
STUDENT MONEY MANAGEMENT SERVICES	13
STUDENT ADVISORY COUNCIL (SAC)	13
HAWKS NEST (REGENTS CENTER 120)	14
JAYHAWK CENTRAL STUDENT UNION	14
CAREER RESOURCES	14
LACTATION ROOM	14
INTERNATIONAL STUDENT SERVICES	15
LIBRARY SERVICES	16
CLASSROOM INSTRUCTION ON LIBRARY RESOURCES	16
RESEARCH HELP & CONSULTATION	16
COPYRIGHT	16
COURSE RESERVE	16
DATA MANAGEMENT	16
ENDNOTE AND KU THESIS AND DISSERTATION FORMATTING	16
LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE	16
SHARING YOUR SCHOLARSHIP	16
OPEN EDUCATIONAL RESOURCES (OER)	16
ELECTRONIC RESOURCES	16
UMKC COURTESY CARDS	17
PRINT COLLECTION	17
DOCUMENT DELIVERY	17
INTERLIBRARY LOAN (ILL)	17
PICKING UP AND RETURNING LIBRARY MATERIALS	17
SAMPLE SYLLABUS STATEMENTS	19

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 9,000 students have earned advanced 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

As staff of the KU Edwards Campus, we value:

- Delivery of high-quality education through the expertise, knowledge and research of KU faculty
- Our working adult students and their unique needs
- Service that focuses on meeting students' needs without having to travel to the main campus in Lawrence
- KU traditions
- Outreach to the community beyond our academic involvement
- Our relationship with our expert faculty and their commitment to the students

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
- 48% of the students work full time / 26% of the students work part-time
- 53% of the students are married
- 89% of the students are under the age of 45
- 45% of the students are male / 55% of the students are female
- 27% of the students have children under the age of 18

TECHNOLOGY

BLACKBOARD SUPPORT & CLASSROOM TECHNOLOGY TRAINING

For Blackboard support or training on classroom technology, email kuec_edtech@ku.edu. For more information about Blackboard, see blackboard.ku.edu/resources.

CLASSROOM EQUIPMENT

Every classroom is equipped with a projector (the device that displays computer or DVD on screen), a classroom computer (which plays DVDs), and laptop connections. Mac users should bring your own dongle (cable) to connect to VGA or HDMI. VCRs are available in some classrooms. The computer in each classroom is equipped with Windows 10 OS with Microsoft Office, internet connection, the latest versions of Chrome, Firefox, Internet Explorer, Windows Media player, and audio recording capability. If you need additional equipment or software in your classroom, please complete a request form at technology.ku.edu/edwards-campus 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 the request form at technology.ku.edu/edwards-campus. 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. There is also a mobile computing laptop cart that can be requested for use in your class. This solution allows 20 PC laptops to be delivered to and picked up from your classroom. These have been designed primarily for online testing and Virtual Lab use.

LECTURE CAPTURE

Beginning in fall 2020, the Edwards Campus is transitioning toward utilizing Zoom as synchronous distance education and classroom recording solutions. For support with this and to determine the capabilities of your classroom, please reach out to kuec_edtech@ku.edu or find more information here, <https://technology.ku.edu/zoom-collaboration-blackboard>.

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 in online HR Pay or by calling HR at 785-864-4946) and go to myidentity.ku.edu/setup/login.

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 Academic & Faculty Support Center. Professionals from the AFSC are eager to work with you to take advantage of technology in the classroom. Topics range from 'How To' use Blackboard to using educational technologies to engage students. This training can be scheduled individually or in small groups. Please use the Training Request form located at technology.ku.edu/edwards-campus. 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 (sa.ku.edu) using your KU Online ID and password. For information on how to access class rosters, enter grades, etc., see sis.ku.edu/enrollpay-faculty.

CENTER FOR ONLINE AND DISTANCE LEARNING (CODL)

CODL provides instructional design, media production, and expertise in hybrid and online learning. Instructional Designers and eLearning Support Specialists are available at both the Edwards and Lawrence Campuses as well as virtually. To answer a question or schedule a consultation, email onlinelearning@ku.edu or call 785-864-1000. For more information about the Center, see codl.ku.edu.

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 onlinelearning@ku.edu.

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, see pro.ku.edu. For questions or help getting access, email the Academic & Faculty Support Center at kuec_asc@ku.edu.

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 (twitter.com/kunews), and the Edwards Campus website (edwardscampus.ku.edu/campus-alerts). Students are now automatically subscribed to emergency text messages. Instructors should sign up for text message emergency alerts at alerts.ku.edu.

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 report the incident to Lori Wade at 913-897-8423 | lwade@ku.edu.

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 notifications system.

INCLEMENT WEATHER

For notification of class cancellations due to inclement weather, please sign up for text message notification alerts at alerts.ku.edu. Class cancellations will also be posted on the Edwards Campus homepage at edwardscampus.ku.edu, broadcast on local television and radio stations, and updated on the Class Cancellation Line at 913-897-8499. The Edwards Campus home page is recommended as the primary source for this information, and will be updated regularly. The homepage should be your first point of reference. The decision to cancel classes that start before 4:00 p.m. is made by 7:00 a.m. For classes that start after 4:00 p.m., a decision is made 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 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 of these evacuation routes before their first class. If you hear the Edwards Campus fire alarm go 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).

Listen for the campus mass notification system to sound 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 Institutional Opportunity and Access at ioa@ku.edu | 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 ioa.ku.edu.

PARKING

Parking at the Edwards Campus is free and you may park anywhere. A campus map is located at edwardscampus.ku.edu/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 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/call Laurie Brown at lauriebrown@ku.edu | 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: 7:30 a.m. – 5:00 p.m.
Sunday: 1:00 – 5:00 p.m.

Welcome Center (Regents Center lobby) desk hours during the semester:

Monday – Thursday: 8:00 a.m. – 7:15 p.m.
Friday – Saturday: 8:00 a.m. – 5:00 p.m.
Sunday: 1:00 – 5:00 p.m.

Welcome Center desk hours during the semester break:

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.

Hawks Nest (Regents Center 120) hours:

Monday – Thursday: 8:00 a.m. – 10:30 p.m.
Friday – Saturday: 8:00 a.m. – 5:00 p.m.
Sunday: 1:00 – 5:00 p.m.

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 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

A Keurig machine is available in the BEST 250 kitchen or you may purchase coffee from the vending service in the Hawks Nest (Regents Center 120). If you would like to use the Keurig machine, please bring your own K-cups.

MICROWAVE AND REFRIGERATOR

A microwave and refrigerator are available for instructor use in the BEST 250 kitchen.

BUS SERVICE

The K-10 Connector travels between Lawrence, KU Edwards, and Johnson County Community College. Passes are available for \$3.00 one-way, a 10-ride pass for \$27.50 or a 31-day pass for \$95.00. For more information, see ridekc.org.

BREAK OUT ROOMS

Schedule smaller rooms for your students working on projects, or your students can request a meeting room. To make a reservation, stop by or call the Welcome Center Desk at 913-897-8400.

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 edwardscampus.ku.edu/faculty-travel-reimbursement-form. For questions, contact the Edwards Campus Travel Accounting Specialist at kuec_travel@ku.edu or 785-864-8224.

The first time that faculty request reimbursement for travel, they must complete a W-9 and an *Authorization for Electronic Deposit Of Supplier Payment* form with an attached voided check. Please request the forms at kuec_asc@ku.edu. **Note:** The *Authorization for Electronic Deposit of Supplier Payment* is not the same form you completed for direct deposit of your paycheck. Additional information and access to digital copies of forms can be found at <https://edwardscampus.ku.edu/transportation-and-mileage>.

FACULTY MAILBOXES & PRINTING/COPYING/SCANNING

Faculty mailboxes as well as the multifunction device for printing, copying and scanning are available in Regents Center 120C. You will need your KU Employee ID Card to access the mail/copy room. If you do not have an employee ID card, the Welcome Center can assist you. A workstation is available so you may access files for printing. Please get your printing code from your department.

CLASS CANCELLATION OR TEMPORARY ROOM CHANGE

For changes call the Welcome Center Desk at 913-897-8400 with instructor name, course number, day and time of course, and whether it is a class cancellation or a temporary room change (from where to where). Instructors should notify their students about the change via email, or by using the Announcement tool within your corresponding Blackboard course and checking the *Send a copy of this announcement immediately* checkbox. A note will be posted outside the classroom alerting students.

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 120C (mailbox/copy room). To access the mailbox/copy room, you will need your KU Employee ID Card. If you do not have an employee ID card, the Welcome Center can assist you. 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 complete a Faculty Hoteling Space

Request form or email/call Laurie Brown at lauriebrown@ku.edu | 913-897-8410. Public Safety automatically unlocks assigned hoteling space. If for some reason the room is not open, please call 913-897-8700 or call from a campus phone.

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/call Laurie Brown at lauriebrown@ku.edu | 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. It is your responsibility to replace furniture into the arrangement in which you found it. If you would like a specific classroom layout regularly, please reach out to Laurie Brown to request this.

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 edwardscampus.ku.edu/childcare.

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 tobaccofree.ku.edu.

ACADEMIC & FACULTY SUPPORT CENTER

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

- Alternate course delivery strategies including flipped, hybrid, and fully online
- Learning management system (Blackboard) 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, AFSC Director, ben.wolfe@ku.edu | 913-897-8512
- Michelle Reames, AFSC Assistant Director, michelle.reames@ku.edu | 913-897-8510
- Steve Werninger, Faculty Coordinator & Academic Technologist, swerninger@ku.edu | 913-897-8443
- Paul Trana, Research Analyst, ptrana@ku.edu | 913-897-8545

FACULTY STEERING COMMITTEE

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

- John Brickley, jtbrick@ku.edu | 913-897-8634
- Ashley Herda, a.herda@ku.edu | 913-897-8618
- Karl Kammerer, kkammerer@ku.edu | 913-897-8479
- Brendan Mattingly, bmattingly@ku.edu | 913-897-8633
- Lee Stuart, leestuart@ku.edu | 913-897-8452
- Terri Woodburn, terriw@ku.edu | 913-897-8427
- Steve Werninger, swerninger@ku.edu | 913-897-8443
- Ben Wolfe, ben.wolfe@ku.edu | 913-897-8512

PROFESSIONAL DEVELOPMENT

Approximately four times in the fall and spring semesters, the Academic & Faculty Support Center hosts workshops that address the unique needs of instructors teaching at the KU Edwards Campus. In addition, the AFSC will host an Edwards Campus Faculty Convocation in the spring. Information about upcoming opportunities can be found at <https://edwardscampus.ku.edu/faculty-resources/development#development>

STATISTICS TUTORING

Statistics tutoring for students is available weekly in Regents Center 220. Tutoring is scheduled based on the semester course schedule and student demand. Hours are posted outside Regents Center 220.

RESERVING A CLASSROOM FOR STUDY SESSIONS

Based on availability, instructors can reserve a classroom for student study sessions or recitations. If you would like to make a reservation, please contact the Academic & Faculty Support Center at kuec_asc@ku.edu.

TEST PROCTORING

The Academic & Faculty Support Center and 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 classes or special circumstances that create a need for individual, group, or whole-class proctoring services. The options below are listed in preference-order as available delivery method for these assessments.

1. Online assessment designed into Blackboard.
 - a. CODL and Ed Tech support available to assist in the dynamic design available for this option.
 - b. Instructors are encouraged to work with CODL designers to build effective, inclusive student assessments into online courses
2. Distance, or online course access to Proctor U.
 - a. <https://www.proctoru.com/>
 - b. Proctor U is designed for exams that require proctoring environment; KUEC prefers these to be used in cases where certification or accreditation require. 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 so that:
 - 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 number of exams so student can calculate total cost of testing prior to 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 available should students not have the needed technology requirements at home.
3. Group or Whole-Class Proctoring support from AFSC.
 - a. The AFSC will work with instructors to address their needs for on-site testing under the following parameters:
 - i. Instructors who are aware that they will not be present on a scheduled assessment date, or are requesting additional proctoring assistance, should notify the Academic & Faculty Support Center (kuec_asc@ku.edu) before the start of the course offering. Should an emergency arise, contact the AFSC as soon as possible, this option is subject to availability and instructors may expect the need to reschedule or adjust assessment timing expectations in these emergency circumstances.
 - ii. All assessments must be scheduled to END by 7:30 p.m. Monday – Thursday, and by 4:30 p.m. on Friday.

- b. Proctoring services are free to KU Edwards program courses. Non-KUEC courses are subject to hourly fees for this service.
 4. Individual student special circumstances
 - a. See KUEC Testing Center Procedures for all requirements.
 - b. Student Services is responsible for all AAAC approved accommodations, and individual make-up exams at the Edwards Campus. For these types of assessments, contact Student Services at kuectestcenter@ku.edu to arrange these services.

KU WRITING CENTER

Writing Center consultants are available online for Edwards Campus students at writing.ku.edu/edwards-campus-students. Each semester online consultations are going unused, so please refer students.

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. Faculty will receive the evaluation packet from their department. Pencils for your students and additional evaluations, if needed, are available in the mailroom in the Regents Center (RC 120C). University policy also requires that the forms are administered and collected under controlled conditions that ensure students' anonymity. To meet this requirement, Edwards Campus instructors should: (1) announce the date when course evaluations will be distributed at least one class session in advance, (2) leave the room during the administration of the student evaluations, (3) ask a student or other departmental representative to collect the evaluations and deliver them to the Welcome Center Desk (labeled blue box on Welcome Center Desk). The Edwards Campus Academic & Faculty Support Center will then route the completed evaluations to the correct department. Departments are reminded that instructors should have access to student evaluations only after final grades have been submitted. Evaluations for online courses will be distributed to students by the Center for Online and Distance Learning (CODL) via Blackboard. If you are teaching a face-to-face or hybrid course, you can request assistance with administering an online version of the assessment from CODL at onlinelearning@ku.edu or 785-864-1000. A full description of procedures is found at policy.ku.edu/provost/student-evaluation-of-teachers-procedures. For questions, contact the Academic & Faculty Support Center at kuec_asc@ku.edu.

STUDENT SERVICES

Student Services is located in the Welcome Center in Regents Center 111. 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 edwardscampus.ku.edu/student-support-services. If you have any questions regarding Student Services, please contact us at kuecservices@ku.edu or 913-897-8539.

ACCOMMODATIONS

KU is required by federal law to provide accommodations for students with documented disabilities. The Academic and Achievement Center (AAAC) is responsible for determining student eligibility for accommodations, recommending reasonable and appropriate accommodations for each class, and 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.

AAAC’s online system allows students to share their ADA Accommodation Notifications with faculty electronically. Faculty will receive an automated email indicating the student, the accommodations, and a place for you to “accept” to indicate you understand and received the information. You can visit access.ku.edu/faculty-center to see an example AAAC email. This online notification process does not replace having scheduled, private conversations with students using accommodations in order to set expectations and logistics.

Standard AAAC Reminders:

- Please direct all students requesting service to the Welcome Center in Regents Center 111 or kuecservices@ku.edu.
- All KUEC students with exam accommodations (extra time, reduced distraction) will ask YOU to complete an exam form to set up this special arrangement with our Testing Center. If you need this form, email kuecservices@ku.edu.
- Students who have the “flexible attendance” accommodation are now required to complete an attendance contract with faculty to clarify this vague requirement. Misty Chandler (misty.chandler@ku.edu) can assist you with this process as needed.
- Students have to log into the AAAC Access Online system EVERY Semester in order to receive accommodations for each new set of classes each term.
- Students are encouraged to complete the process prior to the semester starting (preferred) but can request services through the first 60% of the course.
- 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 AAAC services to ALL students to reflect our inclusive climate and our desire to help all students.

FINANCIAL AID AND SCHOLARSHIPS

Financial Aid and scholarship information for the KU Edwards Campus can be found at edwardscampus.ku.edu/financial-aid-scholarships. For questions, contact José Trujillo,

Assistant Director for Financial Aid & Scholarships at the KU Edwards Campus (jftrujil@ku.edu | 913-897-8578).

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 Misty Chandler, Director of Student Success and Support Services, at misty.chandler@ku.edu.

KU ID CARD

A KU ID Card is required to check out library items or to access the mail/copy room in Regents Center 120C. For instructors, your first KU Card is free, but you will be charged \$20.00 for a replacement card. Start the process for acquiring your KU Card at the Welcome Center Desk in the Regents Center lobby.

Welcome Center Desk hours during the semester:

Monday – Thursday: 8:00 a.m. – 7:15 p.m.

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

Sunday: 1:00 – 5:00 p.m.

Welcome Center Desk hours during the semester break:

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.

Please bring your Driver's License or a valid, government-issued ID and your 7-digit employee ID number (available in online HR Pay or by calling HR at 785-864-4946).

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 edwardscampus.ku.edu/kuec-pc.

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 money.ku.edu.

STUDENT ADVISORY COUNCIL (SAC)

The Student Advisory Council is a means for students to express ideas and suggestions for improving Edwards Campus programs and services to administration. If you know a student with leadership qualities, please nominate him or her by sending an email to kuecsac@ku.edu.

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

The Hawks Nest hours:

Monday – Thursday: 8:00 a.m. – 10:30 p.m.

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

Sunday: 1:00 – 5:00 p.m.

For a list of additional study spaces throughout the campus, ask at the Welcome Center Desk located in the Regents Center lobby.

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.

LaMar's Donuts & Coffee

Monday – Thursday: 5:00 a.m. – 7:00 p.m.

Friday – Saturday: 5:00 a.m. – 4:00 p.m.

Sunday: 6:00 a.m. – 4:00 p.m.

913-402-4426 | lamars.com

Sarpino's Pizzeria

Sunday – Thursday: 10:00 a.m. – 2:00 a.m.

Friday – Saturday: 10:00 a.m. – 3:00 a.m.

913-681-2900 | gosarpinos.com

CAREER RESOURCES

The Edwards Campus partners with the Business Career Services Center (BCSC), the Engineering Career Center (ECC) and the University Career Center (UCC) to provide career resources, support and programming to Edwards Campus students. For more information, see edwardscampus.ku.edu/career-resources.

LACTATION ROOM

A private lactation room and secure refrigerator for storing milk are available in Regents Center 210 for KU students, staff, faculty and visitors to the campus. Contact KU Edwards Student Services to reserve the room at 913-897-8539 or kuecservices@ku.edu. Walk-ins are welcome. Guests may access this resource outside of office hours with prior notice for these arrangements.

Lactation Room hours during the semester:

Monday – Thursday: 8:00 a.m. – 7:15 p.m.

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

Sunday: 1:00 – 5:00 p.m.

Lactation Room hours during the semester break:

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.

INTERNATIONAL STUDENT SERVICES

The Edwards Campus offers individual assistance through the new student process. For more information, see iss.ku.edu/edwards-orientation.

LIBRARY SERVICES

LIBRARIAN CLASSROOM INSTRUCTION

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

RESEARCH HELP & CONSULTATION

For research help or to meet for a consultation, go to Ask A Librarian at lib.ku.edu/ask-librarian.

COPYRIGHT

For questions about copyright, email copyright@ku.edu or see guides.lib.ku.edu/copyright.

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 libcolldev@ku.edu and typing “Edwards campus request” in the subject line.

DATA MANAGEMENT

For assistance with data management plans and library-related aspects of grant proposals, contact Jamene Brooks-Kieffer, Data Services Librarian, at jamenebk@ku.edu | 785-864-5238.

ENDNOTE AND KU THESIS AND DISSERTATION FORMATTING

For questions about EndNote or KU thesis and dissertation formatting, see guides.lib.ku.edu/citation/EndNote and guides.lib.ku.edu/etd or email endnote@ku.edu.

LINKING TO LIBRARY E-RESOURCES IN YOUR BLACKBOARD PAGE

For linking instructions, see lib.ku.edu/accessing-online-resources. Go to Ask A Librarian at lib.ku.edu/ask-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 kuscholarworks.ku.edu.

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. Interested faculty are encouraged to contact members of the Shulenburg Office of Scholarly Communication and Copyright (785-864-8913) for assistance in finding appropriate resources in their discipline/teaching area. For more information about OER, see guides.lib.ku.edu/oer.

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.

UMKC COURTESY CARDS

The Courtesy Card Program provides direct on-site borrowing privileges for students, faculty and staff at participating academic/research libraries in the Kansas City area. For a list of member libraries, see library.umkc.edu/community-borrowing/courtesy-card. KU students, faculty, and staff may request UMKC Courtesy Cards in person at the Watson Library Checkout Desk or with an email to libfines@ku.edu. With email requests, include a postal mailing address for delivery of the Courtesy Card.

PRINT COLLECTION

KU Libraries have more than 4.4 million print volumes in their collection. Books can be requested from your home or office computer and delivered to the KU Edwards Campus. Instructions for requesting print volumes are available at lib.ku.edu/services/request/retrieve-shelf. Items not available at KU can be requested through Interlibrary Loan (ILL). Start your research at lib.ku.edu.

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 lib.ku.edu/services/request/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 lib.ku.edu/services/request/interlibrary.

PICKING UP AND RETURNING LIBRARY MATERIALS

Pick up requested library materials at the Welcome Center Desk in the Regents Center lobby. It will take 2-3 business days before the materials appear as checked out on your library account.

During the semester, book pick up at the Welcome Center Desk is available:

Monday through Thursday 8:00 a.m. – 7:15 p.m.

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

Sunday 1:00 – 5:00 p.m.

During the semester break, book pick up at the Welcome Center Desk is available:

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

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

Sunday 1:00 – 5:00 p.m.

When the desk is staffed, library materials can be returned to the Welcome Center Desk or materials can be returned at any time to the book drop located in front of the east entrance to the Regents Center building. Library materials returned at the Edwards Campus will take 2-3 business days before they appear as returned on your library account. Materials are backdated to the date they are returned at 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 at catalog.ku.edu.

COURSE OBJECTIVE

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

TEXTBOOKS AND MATERIALS

Let students know whether they are required to read assigned materials before class meetings. Also, detail any additional materials or equipment that they need. If there are no textbooks required for the class, please indicate that information here.

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

KU is required by federal law to provide accommodations for students with documented disabilities. AAAC's online system allows students to share their ADA Accommodation Notifications with faculty electronically. Faculty will receive an automated email indicating the student, the accommodations, and a place for you to "accept" to indicate you understand and received the information. You can visit access.ku.edu/faculty-center to see an example AAAC email. This online notification process does not replace having scheduled, private conversations with students in order to set expectations and logistics.

Standard AAAC Reminders:

- ➔ Please direct all students requesting service to the Welcome Center in Regents Center or kuecservices@ku.edu.
- ➔ All KUEC students with exam accommodations (extra time, reduced distraction) will ask YOU to complete an exam form to set up this special arrangement with our Testing Center. If you need this form, email kuecservices@ku.edu and we will send you electronic copies.
- ➔ Students who have the "flexible attendance" accommodation are now required to complete an attendance contract with faculty to clarify this vague requirement. [Misty Chandler](#) can assist you with this process as needed.
- ➔ Students have to log into the AAAC Access Online system EVERY SEMESTER in order to receive accommodations for each new set of classes each term.
- ➔ Students are encouraged to complete the process prior to the term starting (preferred) but can request services through the first 60% of the course.
- ➔ 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 AAAC services to ALL students to reflect our inclusive climate and our desire to help all students. See sample syllabus statement.

AAAC SAMPLE SYLLABUS STATEMENT

AAAC ACCOMMODATIONS

The Academic Achievement and Access Center (AAAC) 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 the AAAC, please do so as soon as possible. More information about AAAC can be obtained at the KU Edwards Student Services Welcome Center in Regents Center or by calling 913-897-8539 or emailing kuecsuccess@ku.edu.

Additional information about AAAC services can be found at access.ku.edu. Please contact me privately in regard to your needs in this course.

DIVERSITY, EQUITY & INCLUSION

We encourage you to include the KU Diversity, Equity & Inclusion Statement in your course syllabus. Sample syllabus statement:

As a premier international research university, the University of Kansas is committed to an open, diverse and inclusive learning and working environment that nurtures the growth and development of all. KU holds steadfast in the belief that an array of values, interests, experiences, and intellectual and cultural viewpoints enrich learning and our workplace. The promotion of and support for a diverse and inclusive community of mutual respect require the engagement of the entire university.

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 (gencoun@ku.edu) before finalizing their syllabi.

For help drafting wording to apply to a course scenario not reflected below, please contact Jill Hummels in the Provost's Office at jhummels@ku.edu or 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 carrier's custody and control.
- 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. 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.

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.

NON-ACADEMIC STUDENT ISSUES & SUPPORT

Sample syllabus statement:

If you experience difficulty not related to your academic work, please contact me directly or the Student Affairs Office at studentaffairs@ku.edu or 785-864-4060. For KC Metro Area students, you may also use myresourceconnection.org to access a full listing of available resources locally.

SEXUAL HARASSMENT

Instructors should make it clear on their syllabus the importance of preventing and reporting sexual harassment and sexual violence.

Sample syllabus statement:

The University of Kansas prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. Sexual harassment, sexual violence, and a hostile environment because of sex are forms of sex discrimination and should be reported. Report harassment or assault to Office of Institutional Opportunity and Access at ioa@ku.edu | 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 ioa.ku.edu.

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 (policy.ku.edu/library/school). 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 at policy.ku.edu/graduate-studies/grad-student-grievance-policy.

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 edwardscampus.ku.edu/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 report the incident to Lori Wade at 913-897-8423 | lwade@ku.edu.

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 located at fmis3w2.home.ku.edu/beep/personalactionplanview.aspx.

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).

Listen for the campus mass notification system to sound 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 you hear the Edwards Campus fire alarm go 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.

COMMERCIAL NOTE-TAKING AND INTELLECTUAL PROPERTY

KU has a policy on commercial note-taking ventures (policy.ku.edu/provost/commercial-note-taking) 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.

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 AAAC. Call 785-864-4121 to complete an intake for the appointment process.

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 pm daily (including holidays) through Mental Health America of the Heartland at 913-281-2251.

CLASSROOM CONDUCT

Sample syllabus statements:

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.

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.

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 help both [online](#) and in-person at the Edwards Campus. During the fall and spring semesters, library staff are available for [real-time help online](#) until midnight Sunday through Thursday and until 8pm on Fridays and Saturdays. A librarian is also available in the Hawks Nest (Regents Center, Room 120) from 5-7pm every Monday and Thursday to help you and your students with research questions. 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](#).