

DEAN OF STUDENTS OFFICE

Faculty Resources: In the Syllabus

Setting expectations in the syllabus is the first and most important step in setting a course up for success. While there are some expectations that would seem common sense to many of us, students and faculty benefit from making their expectations explicit. Students benefit because faculty throughout UW Oshkosh have different styles and expectations. It can be quite confusing for students to know what is expected from one course to the next.

Clearly outlining expectations helps student feel secure in knowing how to conduct themselves. Additionally, faculty benefit from these expectations because, should an issue arise in the course relating to a student's behavior, the syllabus supports the faculty should the issue need to be referred to the Student Conduct Process. The information below contains suggested topics to cover in your syllabi as appropriate. Sample language is also provided that you may adopt for your syllabi.

SYLLAUBUS TOPICS

Attendance Expectations

- Does being late constitute an absence?
- Does leaving early constitute an absence?
- What are the penalties for absence?
- Are there a maximum number of absences allowable, regardless of the reason before a student fails?

Behavior Expectations

- What is the policy on cell phone usage/texting?
- What is the expectation of laptop use?
- How is talking in class managed?
- How do you encourage students to have a respectful dialogue?
- How do you manage conflict?
- What is the difference between debate and dialogue?

SAMPLE SYLLABUS LANGUAGE

The sample language is to be used in the syllabus and should not be considered mandated university policies.

Faculty have the discretion to include policies they believe will assist in classroom management. Please refer to your academic department for additional information on syllabus templates.

Additionally, there may be other required language for syllabus inclusion from Academic Affairs. Please consult with your Chair or Associate Dean. These syllabus tips and examples, while providing a helpful framework, may not fit to your specific course.

Please feel free to contact the Dean of Students Office at any point to discuss other options. Lastly, your academic college may have unique policies and procedures. Please consult with your Chair or Associate Dean for further clarification.

If you need additional information regarding classroom expectations or syllabi language, please feel free to utilize the Dean of Students Office as a resource.

CONTACT US

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DEAN OF STUDENTS

The Dean of Students Office (DOS) helps students in navigating the university, particularly during difficult situations, such as personal, financial, medical, and/or family crises. DOS assists students with Out of Class Letters to faculty, Late Withdrawals/Drop for personal or medical issues, advocacy, and coordinates care for students through the Student Care Team.

uwosh.edu/deanofstudents.

ATTENDANCE:

Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student.

Students who miss class due to illness or other significant personal are encouraged to complete the Out of Class Letter Process through the Dean of Students Office (Dempsey, Room 125). After the instructor receives notification from the Dean of Students office it will be up to the instructor's discretion to excuse the absence.

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ATTITUDE

A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting, or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

BIAS RESPONSE

All participants in this course deserve to be treated with dignity and respect. This campus will not tolerate acts of discrimination and the use of language that's sole purpose is to injure another does not reflect who we are as Titans. Civility is a campus value at UW Oshkosh. If an instance of bias occurs, either inside or outside the classroom, students are encouraged to fill out the Bias Incident report.

uwosh.edu/report/bias-incidents/

CELL PHONES | ON CALL

If you bring a cell phone to class it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.

CLASS DISCUSSION

Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice when grading papers. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

CIVIL DISCOURSE

UW Oshkosh is a community that thrives on open discourse that challenges students, both intellectually and personally, to be socially responsible leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

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