COURSES

SYLLABUS

OVERVIEW
The following statements were created for inclusion in course syllabi. Instructors are strongly encouraged to reference, or include a link to, these statements in their individual course syllabi. This ensures that consistent institutional information is provided to all students.

SYLLABUS STATEMENTS

TEACHING & LEARNING DATA TRANSPARENCY STATEMENT
The privacy and security of faculty, staff and students’ personal information is a top priority for UW-Madison. The university carefully reviews and vets all campus-supported digital tools used to support teaching and learning, to help support success through learning analytics (https://teachlearn.provost.wisc.edu/learning-analytics/), and to enable proctoring capabilities. View the university’s full teaching and learning data transparency statement (https://teachlearn.provost.wisc.edu/teaching-and-learning-data-transparency-statement/).

PRIVACY OF STUDENT RECORDS & THE USE OF AUDIO RECORDED LECTURES STATEMENT
View more information about FERPA (https://registrar.wisc.edu/ferpa-facstaff/).

Lecture materials and recordings for this course are protected intellectual property at UW-Madison. Students in courses may use the materials and recordings for their personal use related to participation in class. Students may also take notes solely for their personal use. If a lecture is not already recorded, students are not authorized to record lectures without permission unless they are considered by the university to be a qualified student with a disability who has an approved accommodation that includes recording. [Regent Policy Document 4-1] Students may not copy or have lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities, with the exception of sharing copies of personal notes as a notetaker through the McBurney Disability Resource Center. Students are otherwise prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university’s policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

CAMPUS RESOURCES FOR ACADEMIC SUCCESS
• University Health Services (https://www.uhs.wisc.edu)
• Undergraduate Academic Advising and Career Services (https://advising.wisc.edu)
• Office of the Registrar (https://registrar.wisc.edu)
• Office of Student Financial Aid (https://financialaid.wisc.edu)
• Dean of Students Office (https://doso.students.wisc.edu)
• Graduate Student Services (https://grad.wisc.edu)

COURSE EVALUATIONS
Students will be provided with an opportunity to evaluate their enrolled courses and their learning experience. Student participation is an integral component of course development, and confidential feedback is important to the institution. UW-Madison strongly encourages student participation in course evaluations.

DIGITAL COURSE EVALUATION
UW-Madison uses a digital course evaluation (https://kb.wisc.edu/luwmad/81069/) survey tool. In most instances, students receive an official email two weeks prior to the end of the semester, notifying them that course evaluations are available. Students receive an email with a link to log into the course evaluation with their NetID. Evaluations are anonymous. Student participation is an integral component of course development, and feedback is important. UW-Madison strongly encourages student participation in course evaluations.

STUDENTS’ RULES, RIGHTS & RESPONSIBILITIES
Rights & Responsibilities (https://guide.wisc.edu/undergraduate/#rulesrightsandresponsibilitiestext)

DIVERSITY & INCLUSION STATEMENT
Diversity (https://diversity.wisc.edu) is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals. The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world.

ACADEMIC INTEGRITY STATEMENT
By virtue of enrollment, each student agrees to uphold the high academic standards of the University of Wisconsin-Madison; academic misconduct is behavior that negatively impacts the integrity of the institution. Cheating, fabrication, plagiarism, unauthorized collaboration, and helping others commit these previously listed acts are examples of misconduct which may result in disciplinary action. Examples of disciplinary sanctions (https://conduct.students.wisc.edu/academic-misconduct/) include, but are not limited to, failure on the assignment/course, written reprimand, disciplinary probation, suspension, or expulsion.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (UW-855) (https://policy.wisc.edu/library/UW-855/) require the university to provide reasonable accommodations to students with disabilities to access and participate in its academic programs and educational services. Faculty and students share responsibility in the accommodation process. Students are expected to inform faculty of their need for instructional accommodations during the beginning of the semester, or as soon as possible after being approved for accommodations. Faculty will work either directly with the student or in coordination with the McBurney Center to provide reasonable instructional and course-related accommodations. Disability information, including instructional accommodations as part of a student’s educational record, is confidential and protected under FERPA. (See: McBurney Disability Resource Center (https://mcburney.wisc.edu/))
ACADEMIC CALENDAR & RELIGIOUS OBSERVANCES

Academic Calendar & Religious Observances (https://secfac.wisc.edu/academic-calendar/)