**Syllabus Statements**

**I. Statement regarding online or remote delivery if the course must transition to a digital learning format (required):**

Students must attend class and check email and Canvas regularly for any important updates from the course instructor and/or university administration in the event course delivery format needs to transition.

**II. Technology needs (required, but may be expanded for specific disciplinary needs):**

Because of the possibility of a student needing to participate in the course virtually at some point during the semester, all students should have the following technology available to them:

* A Windows 10 or Macintosh desktop or laptop computer; although Chromebooks and mobile devices are capable of accessing the Canvas learning management system, they may not be compatible with certain third-party software.
* A web cam (built into most modern laptops)
* A microphone and speakers, headphones, or earbuds (also built into most modern laptops)
* The most recent version of the Chrome or Firefox Web browser; the Safari browser can be particularly problematic when accessing online courses.
* A stable Internet connection capable of at least 2 Mbps upstream and 5 Mbps downstream. Students may test the speed of their connection at <http://speedtest.net>

**III. Emergency Readiness (required):**

RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for RAVE alerts, please use the link provided below and go to the My Contact Information box on your Portal homepage to update your RAVE Emergency Alert Information. <https://connect.samford.edu/group/mycampus/student>

Samford University utilizes Alert Samford for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus. If you do not already have the Alert Samford app on your mobile device, laptop, desktop, or tablet, please click on this link <https://connect.samford.edu/group/mycampus/student> and go to the Emergency Information box on your Portal homepage for instructions on downloading the App. Once you have downloaded the App, please take time to review the information provided, it is important that you know what to do in the case of a campus emergency.

**IV. Americans with Disabilities Act (required):**

Students with disabilities or chronic health conditions who wish to request accommodations under ADA must register with the Office of Accessibility and Accommodations (OAA). Students are responsible for sending me an official notification of their accommodations through the OAA online portal and confirming in advance how accommodations will be applied in this class. Accommodations may not be applied retroactively and should not alter fundamental course outcomes. If you need assistance requesting or using accommodations, please reach out to [access@samford.edu](mailto:access@samford.edu) or visit [www.samford.edu/dr](http://www.samford.edu/dr) for more information. The office is located in DBH 203.

**V. Title IX (required):**

Samford University and its faculty are committed to creating and maintaining a safe learning environment for all students and the entire University community.  If you or someone you know has experienced sexual harassment, sexual assault, relationship violence, stalking, or discrimination based on sex or gender, please know that help and support are available.  Samford University strongly encourages all community members to report incidents of sexual misconduct to the Title IX Office.  You may contact the Title IX Office at 205-726-2764 or [titleix@samford.edu](mailto:titleix@samford.edu).

Please be aware that all faculty members are required to disclose information concerning suspected or alleged sexual harassment or other violations of the Samford University Sexual Misconduct Policy to the Title IX Office.  You can also make a disclosure yourself, including an anonymous report, through the Sexual Misconduct Report Form accessible on the Title IX website at <https://www.samford.edu/students/title-ix/>.  If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and available procedural options.  It is a student’s choice whether they wish to engage or respond to that outreach.

If you, or another student you know, wish to speak with a confidential resource who is not obligated to report information to the Title IX Coordinator, please reference the list of confidential resources in the online student handbook.  You can also connect with a confidential resource through the Counseling Office at 205-726-4083 or the Office of Spiritual Life at 205-726-2825.

**VI. Student Bereavement Policy (*recommended*):**

In the event a student experiences the death of a significant member of his or her family or community, the University may excuse absences up to five days for travel and bereavement. The Provost’s office will notify advisors and instructors of excused absences. It will be the responsibility of the student to follow up with faculty regarding missed exams, quizzes and required work for the class.

**VII. Writing Center (*recommended*):**

The Writing Center offers *free* tutoring for Samford students in oral and written communication, as well as support for developing and improving critical reading skills. Writing Center appointments are available Monday-Thursday. Students can schedule appointments at [samford.mywconline.com](https://samford.mywconline.com/). Students will upload files for the tutor to review and meet in real-time sessions with a tutor. For more information, visit <http://www.samford.edu/departments/communication-resource-center/>

Note: The first time you schedule an appointment, you will need to create an account, using your Samford email and password.

**VIII. Inclement Weather (*strongly* *recommended*):**

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the class schedule and/or calendar may be adjusted.

**IX. Counseling Services (*recommended*):**

Students may benefit from meeting with a counselor at some point to discuss difficult issues, gain insight for dealing with stress, or to process and understand events from the past. When a need for counseling arises, students should contact Counseling Services & Wellness Programs. On-site appointments are prepaid through student fees and there is no extra cost to the student. To schedule an appointment, please email counseling@samford.edu, call 205-726-4083, or stop by the Health and Wellness Center.

**X. Library Services (*recommended*):**

Samford University Library (library.samford.edu) is more than just a building; it is a vast array of resources curated to support your success. In addition to print, media, and online resources, the library has collaborative meeting and study spaces, technology that supports your academic endeavors, and professional librarians with the expertise to assist with research needs. Please Ask Us (samford.libanswers.com), email us (reference@samford.edu), or call us at 205-726-2196 for more information about how we can help. We are here to assist with your information and research needs.

**XI. Academic Integrity *(required*):**

The University catalog provides that “students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty.” Unless an instructor provides specific instructions to the contrary, students are expected to conduct their course work independently. In no event may students cheat, copy, or plagiarize the work of others. The use of artificial intelligence tools (AI) in this course is subject to approval of the course instructor. When drawing from various resources for assignments, students shall provide proper citations, footnotes, and bibliographic information.

The instructor of this course reserves the right to issue an academic penalty to students who are found responsible for violations of Samford’s honor code (undergraduate programs) or academic integrity (graduate and professional programs). Academic penalties assigned by the instructor may include, but are not limited to, a grade of zero for the assignment/assessment and/or a lowered cumulative course grade. Academic penalties issued by the instructor are separate and apart from any sanction issued by the honor council.

Academic integrity violations shall be governed by the policy that applies in the school or program in whose course or activity the alleged violation occurred.

Please refer to the Samford University Student Handbook for additional details.

**XII. Student Government Association Samford University Honor Pledge (required for all undergraduate courses):**

Preamble

Samford University’s motto—For God, For Learning, Forever—brings together our commitment to our Christian heritage, the pursuit and transmission of knowledge, and the enduring virtues.

Only a particular kind of person and institution can fulfill such a demanding motto. To do this, the individuals who form the Samford community must embrace honor in all areas of life and scholarship. Thus, an honor pledge is an appropriate way for the Samford community to live out its motto.

Honor Pledge

I believe that the members of the Samford community possess dignity and are worthy of honor.

I understand that honoring others fosters academic achievement, personal growth, and spiritual development.

I commit to hold myself and my peers to the standards of conduct and academic integrity maintained by the University.

To this I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pledge my sacred honor.

For God, For Learning, Forever

Updated: May 6, 2024