



August 1, 2018

To: Missouri S&T Faculty

From: Jeff Cawfield, Vice Provost, Office of Academic Support

RE: Important Information for Course Syllabi, 2018 - 2019 Academic Year

All faculty are encouraged to provide students with a course syllabus to emphasize the expectations that students must meet in order to be successful in the courses they are taking (expected learning outcomes, evaluation criteria, etc). In addition to the important information that is typically included in a course syllabus, all faculty are encouraged to include information about the following:

- **Title IX**

Missouri University of Science and Technology is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Title IX Coordinator, any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

Missouri S&T's Title IX Coordinator is interim chief diversity officer Neil Outar. Contact him ([naoutar@mst.edu](mailto:naoutar@mst.edu); (573) 341-6038; Temporary Facility A-1200 N. Pine Street) to report Title IX violations. To learn more about Title IX resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit <http://titleix.mst.edu>.

- **Student Honor Code and Academic Integrity:**

Please take a few minutes to stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you and your discipline, why it matters to Missouri S&T, and why it matters to future employers. Include a statement on your syllabus about the Honor Code developed and endorsed by the Missouri S&T Student Council: the Honor Code can be found at this link: <http://stuco.mst.edu/honor-code/>. Encourage students to read and reflect upon the Honor code and its emphasis on HONESTY and RESPECT.

Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage (<http://registrar.mst.edu/academicregs/index.html>). Additional guidance for faculty, including the University's Academic Dishonesty Procedures, is available on-line at <http://academicssupport.mst.edu>. Other informational resources for students regarding ethics and integrity can be found online at <http://academicssupport.mst.edu/academicintegrity/studentresources-ai>.

- **S&Tconnect:** <https://canvas.mst.edu/> (S&Tconnect icon on left toolbar)

S&Tconnect provides an enhanced system that allows students to request appointments with their instructors and advisors via the S&Tconnect calendar, which syncs with the faculty or staff member's Outlook Exchange calendar. S&Tconnect will also facilitate better communication overall to help build student academic success and increase student retention. S&Tconnect Early Alert has replaced the Academic Alert system used by Missouri S&T. If training is needed, please contact Rachel Morris at [rachelm@mst.edu](mailto:rachelm@mst.edu) or 341-7600.

- **Classroom Egress Maps:**

Faculty should explain where the classroom emergency exits are located. Please include a statement in your course syllabus asking the students to familiarize themselves with the classroom egress maps posted on-line at: <http://designconstruction.mst.edu/floorplan/>.

- **Accessibility and Accommodations:**

It is the university's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please contact Student Disability Services at (573) 341-6655, [sdsmst@mst.edu](mailto:sdsmst@mst.edu), visit <http://dss.mst.edu/> for information, or go to [mineraccess.mst.edu](http://mineraccess.mst.edu) to initiate the accommodation process.

*\*Please be aware that any accessible tables and chairs in this room should remain available for students who find that standard classroom seating is not usable.*

- **LEAD Learning Assistance** <http://lead.mst.edu>

The Learning Enhancement Across Disciplines Program (LEAD) sponsors free learning assistance in a wide range of courses for students who wish to increase their understanding, improve their skills, and validate their mastery of concepts and content in order to achieve their full potential. LEAD assistance starts no later than the third week of classes. Check out the online schedule at <http://lead.mst.edu/assist>, using zoom buttons to enlarge the view. Look to see what courses you are taking have collaborative LEAD learning centers (bottom half of schedule) and/or Individualized LEAD tutoring (top half of the schedule). For more information, contact the LEAD office at 341-7276 or email [lead@mst.edu](mailto:lead@mst.edu).

- **The Student Success Center**

The Student Success Center is a centralized location designed for students to visit and feel comfortable about utilizing the campus resources available. The Student Success Center was developed as a campus wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success. Visit the SSC at 198 Toomey Hall; 573-341-7596; [success@mst.edu](mailto:success@mst.edu); facebook: [www.facebook.com/SandTssc](http://www.facebook.com/SandTssc); web: <http://studentsuccess.mst.edu/>

If you have any questions about the information listed above, please contact the Office of Academic Support at 573-341-7276.