

SYLLABI FOR FOUNDATIONAL STUDIES COURSES¹

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All syllabi for English courses should, first of all, meet the Department's expectations for syllabi (see *Literature and Language at Indiana State University*, pages 3–5, or *Writing at ISU*, Appendix C), but those courses that have Foundational Studies (FS) status must also include specific elements, as noted below.

These elements can be (a) included directly in the syllabus, (b) presented on a separate sheet that explains the connection of the course to the FS program, or (c) posted separately on a course's Blackboard site (which must be referenced specifically in the syllabus).

1. A statement explaining the FS requirement the course is meeting (e.g., Composition, Literary Studies).

FS categories are listed with the descriptions of each course in *Writing at Indiana State University*, *Literature and Language at Indiana State University*, and *Creative Writing at Indiana State University*.

2. A statement identifying specific FS learning objectives for the course.

Category-based FS objectives can be found at the FS website:

<<https://www.indstate.edu/academics/fs>>. Link to individual category objectives using the toolbar on the right (see "Learning Outcomes and Category Objectives").

3. A statement explicating how the assigned work assists students in meeting the program goals, as well as the goals of the specific FS category under which the course falls.

Articulate for your students the ways in which papers, quizzes, tests, projects, presentations, and so on reinforce the outcomes for the course.

4. A statement encouraging students to review the University's Academic Dishonesty Policy found in the *Code of Student Conduct* (include the link).

Direct students to the Office of Student Conduct and Integrity website (www.indstate.edu/student-conduct), where they will find the *Code of Student Conduct*, explanations of processes involved with violations, and necessary forms.

¹ The FS site says: "Faculty are required to submit to their department chairpersons and to the FS coordinator an electronic copy of their FS syllabi at the beginning of each semester in which they teach a FS course." In English, however, submitting your syllabi to me is sufficient; I will then forward all FS syllabi to the FS coordinator.

5. A statement, when appropriate, outlining the citation style the instructor wishes students to use.

Be explicit about your manuscript and documentation guidelines and explain options or modifications. In particular, specify edition (since MLA 8 is vastly different from MLA 7). If you modify the citation style (no page-number header on the first page, for example), make that clear. If APA style is acceptable for the final paper only, be explicit about that.

6. A statement explaining the repercussions students will face if they plagiarize or act in other academically dishonest ways.

Discussions of plagiarism and other academic dishonesty are most logically treated in conjunction with the *Code of Student Conduct* (number 4 above). Whatever else you choose to say, please stress that violations will be reported.

7. A statement explaining the course attendance policy.

Be as clear as possible when you explain attendance. Is there an attendance grade? Is there a point at which missing classes results in students failing the course? Can students make up work when they are absent? If so, is there a time limit for make-up work?

8. A statement describing the central tenets of academic freedom and how these relate to the course.

Ironically, the statement on academic freedom has nothing to do with students' academic freedom—if they actually have any. Rather, the standard statement is the American Association of University Professors' explanation of *faculty members'* academic freedom, which, I suppose, students need to understand. The link is <https://www.aaup.org/issues/academic-freedom/professors-and-institutions>

9. One of the four designated statements on laptop computers.

You may include individual statements regarding the use of cell phones and other electronic devices. However, you are *required* to include one of the four University approved "Laptop Usage" policies (see below).

10. The University statement on students with disabilities.

The protocol has changed, so please be sure to include the most recent statement on students with disabilities (see below).

LAPTOP USAGE POLICY: Include *one* of these statements.

Laptop Required for Course: Regular Usage

For the purposes of this course, it will be assumed that you are in compliance with the mandatory laptop policy of the University. You will be expected to bring your laptop and be ready to use it for every class period. Usage of the laptop must conform to the provisions of this course as laid out in this syllabus as well as the Code of Student Conduct.

Laptop Required for Course: Irregular Usage

For the purposes of this course, it will be assumed that you are in compliance with the mandatory laptop policy of the University. You will be expected to bring your laptop and be ready to use it for those class periods noted on the syllabus. Usage of the laptop must conform to the provisions of this course as laid out in this syllabus as well as the Code of Student Conduct.

Laptop Not Required for Course: Usage Permitted²

While there will be no assignments or examinations for which the laptop will be used, your use of a laptop is generally permitted as long as usage remains within the bounds of the Code of Student Conduct and conforms to the provisions of this course as laid out in this syllabus. There may be periods when laptop usage is forbidden, and if that occurs, failure to comply with this direction will be viewed as a violation of the Code of Student Conduct.

Laptop Usage Forbidden

While the University has chosen to require laptops of its students, the University also recognizes and respects the right of faculty to conduct their classes as they deem appropriate. In this course, no laptop may be used in class. Failure to comply with this direction will be viewed as a violation of the Code of Student Conduct.

AMERICANS WITH DISABILITIES ACT: Include this statement.

Indiana State University seeks to provide effective services and accommodation for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. Contact the Director of Student Support Services. The telephone number is 237-2700, and the office is located in Normal Hall, first floor. The Director will ensure that you receive all the additional help that Indiana State offers.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

TITLE IX STATEMENT³: Include this statement or place it on your Blackboard site (with a reference to it in your syllabus).

² I corrected the punctuation to avoid a fragment and changed *where* to *when* to clarify the meaning of the statement.

³ This is my corrected version of the original. It contains the same information.

Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, stalking, and/or any form of sex or gender discrimination.

If you disclose a potential violation of the sexual misconduct policy to a faculty or staff member, the Title IX Coordinator will be notified.

To make a report to the Title IX Coordinator, visit the Equal Opportunity and Title IX website: <<http://www.indstate.edu/equalopportunity-titleix/titleix>>.

Students who have experienced sexual misconduct are encouraged to contact the confidential resources listed below.

- **The ISU Student Counseling Center:** Gillum Hall, 2nd Floor; 812-237-3939.
- **The ISU Victim Advocate:** Hulman Memorial Student Union, Room 808; 812-237-3829
- **Campus Ministries:** <https://www.indstate.edu/student-affairs/campus-life/campus-ministries>

For more information on your rights and available resources: <<http://www.indstate.edu/equalopportunity-titleix/titleix>>.