

EMS Building, E402
Milwaukee, WI 53201
414 229-4836 phone
414 229-4907 fax
math-chair@uwm.edu

To: Faculty, Lecturers, Teaching Assistants/Fellows
From: Suzanne Boyd, Chair
RE: Instructor Policies and Procedures for **Spring Semester 2021**
Date: **January 13, 2021**

The following pages detail department/university rules and procedures related to your classes for the **Spring Semester 2021**.

- >New/emphasized info carried over from Fall 2020, we have put in purple, new for Spring 21 in dark red.
- >Please read this ENTIRE document and **save** these pages for future reference in the semester.

These policies and procedures can also be found on our Employee Resources page of the department website, in the **Policies and Procedures for Instructors section**: <http://uwm.edu/math/our-people/employee-resources/>

Health and Safety during the pandemic:

- In EMS E403, for everyone who plans to work in EMS regularly this year, we have hand sanitizer and disinfectant spray, and also cloth masks available for those who requested them. If you haven't already, be sure to complete the emailed "Covid Training and Attestation" before returning to EMS or upon arrival. Everyone remember to remain both masked and 6' apart in all campus buildings, and please observe health/safety signage and self-quarantine/reporting requirements.
- The EMS building hours and Math office E403 hours may be limited, they are for now:
EMS: Mon-Thurs 7am-10pm, Fri 7am-4pm, Weekends closed
E403: Mon, Tu, & Fri 9-4pm, R 9am-1pm (closed W all day and R after 1 pm).
(any forthcoming changes will be posted at <https://uwm.edu/math/contact-us/>).
Anyone needing to access the building outside of those hours please contact Shelby Desantis.
[Our department will not be using rooms in the Physics building this academic year.]
- See also: <https://uwm.edu/hr/coronavirus-faq/> and <https://uwm.edu/coronavirus/reopening/>

Contact? Please contact your course coordinator or the department's Undergraduate Associate Chair: Prof. Gabriella Pinter (gapinter@uwm.edu) or the Assistant Chair: Prof. Kevin McLeod (kevinm@uwm.edu)

- ...if you are having trouble (disruptive or cheating, etc.) with a student; or
- ...if you have an ARC student in your course and have questions; or
- ...if a student needs some additional support (medical or mental health, financial or home emergency, etc), and you're not sure to which office on campus to refer them for assistance.

With any other questions feel free to email math-staff@uwm.edu

I. Important dates for Spring Semester 2021:

Monday, January 25	First day of classes
Monday, February 1	MathSci Department's last day to add a class (until NOON)
Friday, February 5	University last day to add, last day to change to/from cr/no cr/audit status
Sunday, February 21	Last day to drop without a "W" (Withdrawn) on record
March 21 – 28	Spring Recess
Sunday, April 11	Last day to drop
Thursday, May 13	Last day of classes
Friday, May 14	Study day
May 15, 17-22	Final examination period (no exams on Sunday May 16)
May 27, at 4:30 pm	Grading Deadline

*Note: Instructors (lecturers, GTAs, and Faculty) who are teaching sections of multi-sectioned coordinated courses are asked to please submit grades 48 hours before the deadline, so by 4:30pm on **May 25**, in order to allow coordinators to review.*

II. Enrollment Policies

- **Course Prerequisites & Department Drop for lack of prerequisites:** PAWS will check prerequisites for all lower level courses. Students who do not meet course prerequisites on PAWS have been receiving emails stating they will be dropped unless they can verify their prerequisites. Students who do not meet prerequisites according to PAWS will be automatically dropped from the course as of **Wednesday, January 27th**. PLEASE ANNOUNCE THIS ON THE FIRST DAY OF CLASS!!! If a student is not sure if they meet the course prerequisites, have the student contact one of the undergraduate advisors (Profs. Kevin McLeod kevinm@uwm.edu or Gabriella Pinter gapinter@uwm.edu).
- **Course Audit Policies:** Except for Math 092/102, 094 and Math 098/108 which may not be audited, any student may audit a course with the instructor's approval. (In Math 103, 105, 115, 116, 117, 175, 176, 211, 231, 232, 233, 234, the prerequisites are enforced for auditors in the same manner as for credit students.) When giving approval, an instructor should discuss with the student clearly what will constitute a satisfactory or unsatisfactory audit. Usually a satisfactory audit would include attendance, homework and taking exams. No student may change from audit to a graded basis or from a graded basis to audit after **Friday, February 5th**.
- **Repeat Policy:** *Students attempting to repeat a Mathematical Sciences course for the second time (third taking) will need permission of the student's academic deans' office.*
(As of Spring 2017 students do not need permission from the math department.)
- **Course Add Procedures:** **DO NOT SIGN ADD SLIPS!** Students will be allowed to add **Math Courses** through PAWS until **NOON on Monday, February 1st**. If students are unable to enroll in the course, either (a) it's full; or (b) they need to meet with the course coordinator or one of the undergraduate advisors (Profs. Kevin McLeod kevinm@uwm.edu or Gabriella Pinter gapinter@uwm.edu).
- **Non Attendance:** STUDENTS WHO DO NOT ATTEND CLASS (including discussions) or do not contact the instructor **during the first week of class** may be administratively dropped from the course. ["the first week" means the first N classes, for a class that meets N times per typical full week]. *This includes online classes – asynchronous classes should give some type of attendance/check-in*

assignment for the first week. Please email the Department Course Scheduler, **Kim Lacking-Quinn** (lackingq@uwm.edu) **at the latest by Monday February 1**, with the list of non-attending students (those who miss ALL of the course meetings in the first full week of class) along with your course and section number and those students will be dropped, **IN ADDITION - you the instructor are responsible for notifying these students that they will be dropped and the reason (please email the students on Friday January 29, before sending Kim the list, to give them a chance to explain and stay in the course).**

- **Drop Procedures:** On or before **April 11th**, a student may drop a course in several ways.
 1. The student may use PAWS to drop the course (this method is preferred by enrollment services).
 2. The student may **email** Prof. McLeod or Pinter and obtain his or her signature on **a scanned copy of** the University drop form
https://uwm.edu/onestop/wp-content/uploads/sites/82/2017/06/registration_change_form-7.2020.pdf
 - a) Students dropping on or before **February 21** will have no notation on their transcript.
 - b) Students dropping after **February 21** will receive a “W” (Withdrawn) on their transcript.
 - c) A major exam should be given, graded, and returned prior to **April 11th**, in order to give students an indication of their progress prior to last day to drop.
 - d) In addition, please watch for email beginning the 4th week of classes on the “Progress Reports” campaign, which is an excellent opportunity for you to communicate with struggling students and their advisors. *This is especially important in online classes.*
 - e) After **April 11th**, a student, with Prof. McLeod or Pinter’s signature on a drop form, may appeal to his or her academic dean for a drop only on the basis of non-academic reasons.
 - f) **ANNOUNCE THE DROP PROCEDURE TO YOUR STUDENTS SEVERAL TIMES BEFORE April 11th!**
- **Incomplete Policies:** (Different regulations than those below may apply to graduate students.)

In order to give an incomplete, all of the following conditions should be present:

- a. The student is passing the course with the work that he or she has already completed.
- b. The student can have only a “small amount” of work to be finished (e.g., the final exam and a quiz).
- c. The student must provide you with evidence that illness or other unusual non-academic circumstances beyond the student’s control has prevented the student from completing the course.

The policy for Incompletes is posted at: <https://uwm.edu/secu/wp-content/uploads/sites/122/2019/04/S-31-INCOMPLETE-GRADES-Clean.pdf>

If you give an **Incomplete** grade, please refer the policy above for details on the time limits in effect for making up an incomplete (typically until the end of the next term, excluding summer and uwinterim). When giving an Incomplete, you **MUST** fill out the departmental form available from the main office and turn it in with your final grades [**during the pandemic, you may email the information to math-staff@uwm.edu**].

Teaching Assistants and Lecturers must get approval from Prof. McLeod or Pinter before agreeing to give a student an incomplete!

ONE EXCEPTION: If you suspect academic misconduct on the final exam and need time to work with the Investigative Officer from the student’s school/college you may assign an incomplete **BUT** please notify your coordinator or Prof McLeod or Pinter if you are doing this.

- **Students Called to Military Service:** Both UWM and the UW system have a number of policies and procedures designed to accommodate students who must temporarily interrupt their studies when called to active duty military service. Go to <https://uwm.edu/onestop/students-called-to-active-duty/>

Students in this situation have options not generally available under our usual academic and administrative policies, so I would encourage you to review this document.

III. General Course Expectations and Information

- **Textbooks:** A copy of the textbook and supplemental materials (if applicable) will be distributed by Kim Lacking-Quinn in the week prior to the start of the term. You are expected to return these materials to Kim at the end of the semester. The Provost recommends you consider putting a copy of your textbook on reserve, *though reserve policies have changed for this academic year:*

For Spring 21, the UWM Libraries will open only the 1st floor, west wing Learning Commons area to the campus community. Reserve materials will be able to be requested at, and checked out from, the 1st floor circulation desk. Media and Reserve staff will pull the materials needed and bring them up. Please note that all items checked out from the Library (including Reserve materials) will be quarantined for 1 day after they are returned.

<https://uwm.edu/libraries/media/reserve-services/>

If your class is only using a couple chapters from a book you might want to consider requesting them through Interlibrary Loan at <https://wisconsin.hosts.atlas-sys.com/nonshib/gzn/> to put in Canvas. It is easier on the limited Library staff to have one request for a couple of chapters from the Professor rather than multiple requests from students. We can also help search for ebook versions of classroom materials, keeping in mind that textbooks may be harder the Library to obtain in electronic format.

- **Take-home Assignments:** Take-home assignments have a real place and value in mathematics, particularly in upper level math courses. When such assignments are counted towards the student's grade, this value must be weighed against the possibility that students turn in work that is not entirely their own. For example, tutors and other instructors working in the department have been asked questions that were part of take-home assignments, and students will often collaborate on take-home assignments. If you are giving take-home assignments, discuss with students your expectations in regard to how much of the work should be their own. For lower level courses, any take-home assignment should constitute a minority of the grade.
- **Class Meetings:** Be punctual and meet each class for the full period, and be sure to dismiss your students on time. Do not cancel a class meeting without departmental approval (your coordinator or Assistant Chair). *This applies whether your format is online synchronous or f2f/hybrid-split.*
- **Class Coverage Procedure:** If you are unable to teach a class session during the semester, every effort should be made to make alternative arrangements. You must email your course coordinator (or math-staff@uwm.edu if you have no coordinator) as far in advance of the absence as possible to notify them of your situation, and discuss alternative learning plan for the class.

If a *face-to-face* class will be cancelled, email the math office, math-staff@uwm.edu, as soon as possible, and they will post a sign outside of your classroom door.

If a *virtual* class will be cancelled please inform your course coordinator and post in your Canvas course / email your students if at all possible.

You are expected to email your class (or make a Canvas announcement) on any updates to the teaching schedule. If you do email your class be sure to use the Paws roster to access the most updated class list.

- **Office Hours:** You are expected to hold office hours at least 3-4 hours per week. **This semester due to the pandemic**, all office hours will be online, suggested in Collaborate Ultra.
- **Reserving rooms for make-up tests, study sessions, etc.:** You may reserve a room for a variety of reasons throughout the semester, such as make-up tests, course study session, etc. (**Yes, this is still true in Spring 21 as long as you observe the distancing requirements hence reduced cap of each room**). Requests can be made online at <http://uwm.edu/math/our-people/mathsci-room-request-form/>
You will receive an email confirmation from one of the departmental office staff.
More information about reserving rooms for exams is in Section III below.
- **Course Evaluations:** End-of-the-semester course evaluations are to be conducted in every section of every course, including summer session courses. **This semester, due to the pandemic, (Qualtrics) Course evaluations will be sent to students via email.** More information about the process will be provided closer to the end of the semester.

Anybody, including students, may obtain evaluation documents via a public record request, except that all written comments must first be reviewed by the public records custodian to determine if they should not be released. University policies on course evaluations are posted at:
https://apps.uwm.edu/secu-policies/storage/other/SAAP1-16.Teaching_Evaluation_Policies.pdf

- **Final Examination Schedule:**
Final exam times are available at: <https://uwm.edu/onestop/enrolling/final-exam-schedule/>

NOTE FOR SPRING 2021 FINAL EXAMS: Because of COVID-19 protocols, some courses start at irregular times (i.e., 9:45 AM or 1:15 PM). To find the corresponding time on the finals schedule, use the day(s) of the week the class meets as well as the hour of the day. For example, if your class meets TR 2:45 – 4:00, your final will be Tuesday, May 18 at 3:00 PM (the time for classes that start TR 2-2:55pm).

- **The optional exam time (for students with conflicts) is 7:30-9:30 am Friday May 21, 2021.**
- Non-evening sections of Math 092, 094, 098, 102, 105, 108, 115, 231, and MthStat 215 have combined final exams.

Saturday, May 15th 7:30– 9:30 a.m. Math A: Math 092, 098, 102, 108, and Stats215.
ALL DAYTIME SECTIONS

Saturday, May 15th, 10:00 a.m. – 12:00 p.m. Math B: Math 094, 105, 115, and 231.
ALL DAYTIME SECTIONS

If you are teaching f2f, later in the semester, you will receive a final exam room assignment from the Course Scheduler, Kim Lacking-Quinn, lackingq@uwm.edu. Your final exam will **likely** be held in

your regular classroom unless it is part of the combined finals above. The combined finals room assignments will be announced mid semester.

For asynchronous online classes please offer multiple exam time slots. For other classes, you are required to offer the final exam at the published time, in addition, you may offer alternate exam time slots than the official time, but you can only require students to attend at the official time.

Complete university policies on final examinations, including make-up exam policies, are at: <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-9.%20Final%20Examinations.pdf>

IV. Exams and Grades

- When you return an examination, inform students about their performance. For example, you could give a frequency chart together with the letter grades that you would assign based on that information.
In addition, please watch for the email beginning the 4th week of classes on the “**Progress Reports**” campaign, which is an excellent opportunity for you to communicate with struggling students and their advisors. *This is especially important in online classes.*
- Keep final exams and grade records on file for at least one year. If you prefer, you may submit your copies to the front office.
- Under no circumstances should a student be allowed to do “extra work” in order to improve his or her grade unless every member of the class is given the same opportunity. Generally, all procedures must be fair to every student.
 - Please refer to the university’s policy on fairness in grading (Faculty Policy 1927): "Special Consideration. The principle of equal treatment of all students shall be a fundamental guide in responding to requests for special consideration. No student should be given an opportunity to improve a grade that is not made available to all members of the class. This policy is not intended to exclude reasonable accommodation of verified student disability, or the completion of work missed as the result of religious observance, verified illness, or justified absence due to circumstances beyond the student's control."
- The **Spring 21** grading deadline is **May 27** *Instructors (lecturers, GTAs, and Faculty) who are teaching sections of multi-sectioned coordinated courses are asked to please submit grades 48 hours before the deadline, so by 4:30pm on May 25, in order to allow coordinators to review.*
- **Department Policy for online/hybrid course Final Exams:** All lower division classes (Math/MthStat numbered 299 or lower) will have a proctored final exam - whether it is proctored 100% virtually, or partially f2f (though f2f is only an option if space can be found and students are willing to attend). Coordinators or instructors of non-coordinated courses who wish an exemption from this policy can appeal to the department chair.
UWM will once again be covering the cost of Proctorio for student exams. CETL offers training on Proctorio, otherwise instructors can proctor via Collaborate Ultra (multiple concurrent sessions are recommended with no more than 4 students per session), or try to get a space for some face-to-face testing, see below (though students cannot be compelled to attend).
- *For f2f classes:* You must proctor all in-class exams, quizzes, and tests (students are not to be left unattended).

- **Spring 21 Makeup/Face-to-face Exams:**

- I have received no information about whether the Provost's office will attempt to organize in-person exams in the union during Spring 21 like they did this fall. However the in-person finals were moved to online based on a November decision. They may also be using this space for covid testing/vaccination in spring. I suggest online classes plan for online exams.
- For smaller exam sittings or other meetings, no classrooms are assigned to department-owned classrooms E495, E424A, E408, or labs E423, E425. If you are giving mostly online exams but have a few students who cannot, for technical or financial reasons, take a webcam-proctored exam, you may reserve a room and time via our department Event form, <http://uwm.edu/math/our-people/mathsci-room-request-form/> and proctor the exam f2f for them, wearing masks and observing the required 6' physical distancing. Distancing capacity will be posted outside of each room, cleaning supplies available, and chairs will be removed and spaced (expect capacity of about 7-8 for E495, about 6 for E424A, about 3-4 for E408, and about 7-8 for E423, then about 5 for E425). You will have to arrange a proctor for this.

- **Academic dishonesty is a serious issue, especially in virtual courses.**

We suggest you assign a simple exercise in the first week of the class in which students must write out a little math (like “write the equation found on page 31 in your text”), and sign their name, perhaps on an academic honesty / I understand the syllabus kind of statement, take a picture and upload to a canvas dropbox – couch it as a test of ‘can you write something, take a picture and upload it to canvas’. Having this handwriting sample may be very useful for you later.

We also suggest the following instructions for webcam-proctored exams: “In order for the webcam-proctored test to count as official placement, during the initial "environment scan" when you are to swivel your camera around to show the whole room and your work area, you must do a **very good job** on this or the video will not count. You must show your entire desk (should be empty except your pen/pencil and blank paper - you must show front and back of each piece paper to the camera) and all 4 corners of the room (so we know that no one else is in the room with you), with the door shut. It works best if you have a laptop and can pick it up, walk around, so the webcam can see your whole desk and room (and thus we can see there is nothing in your lap if you are standing up).

The UWM Dean of Students office developed a resource **on academic integrity in online learning** that provides suggestions for instructors, and can be shared with students to manage expectations about academic honesty in online courses:

<https://uwm.edu/cetl/resources/academic-integrity-in-online-learning-tips-for-instructors-and-students/>

You should define/provide examples of academic dishonesty – for example tell students they cannot copy solutions from a website or another student's paper, and they cannot give another student their canvas/homework login information. We suggest you also inform students that cases of academic dishonesty will be prosecuted to the fullest extent of UWM policy, including potentially assigning a failing grade for the course or expulsion. You / your students may appreciate this 5 minute video on academic dishonesty in online classes; in fact, you may want to post this in your Canvas course and ask students to watch and say comment in a discussion post for a couple of points:

<https://m.youtube.com/watch?feature=youtu.be&v=smlDdYUvNvA>

- **Student Privacy, FERPA, and Posting of Student Grades:** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an application program of the U.S. Department of Education. As such this law applies to UWM. Information on FERPA can be found at http://uwm.edu/registrar/wp-content/uploads/sites/125/2017/01/FERPA_Manul.pdf

UWM has information and training on FERPA posted at

<https://uwm.edu/registrar/ferpa-facultystaff/>

If you have not recently reviewed the UWM information or have not gone through the training, please visit the above site for review and/or training. You are not allowed to use PAWS to record grades unless you have gone through some form of FERPA training. Under no circumstances may individual student grades be shared with other students, nor should grades be emailed to students.

Posting a list of students' names and grades represents a violation of the provision regarding release of a student's education record without written authorization does not do it. No part of a Social Security Number or UWM student ID number may be used to identify grades, whether they are final course grades or exam or assignment grades. This does not preclude you from posting grades as long as the procedure used ensures student anonymity. Posting grades with a unique identifier known only to the student and instructor is acceptable. In such cases, you should not order the list alphabetically. Do not put graded homework or exams in publicly accessible places.

- **Grading, Grievances, Grade Appeals, and Grade Records**

For this semester, no special after-the-semester-ends credit/no credit grading option is available (the emergency option adopted for Spring 2020 is not being continued).

Grade Appeal & Grievance Procedures: If a problem occurs in a class, it is best if the student resolves the issue with the instructor. If a solution cannot be made with the instructor or the student does not feel comfortable, the student should contact the course coordinator and/or the **Assistant Chair Prof. Kevin McLeod** (kevinm@uwm.edu).

Procedures for grade appeals and grievances are posted at:

http://uwm.edu/letters-science/wp-content/uploads/sites/255/2016/05/grievance_policy.pdf

For a period of one year following the term in which the course is given, you should maintain records that are sufficient to 1. Determine if an error was made in assigning or recording a grade, 2. Show that the grading conforms to the instructor's announced grading policy, 3. Determine the grade for a student removing an incomplete, and 4. Report the performance of students who attended for only part of the term. It is suggested that you preserve examinations and written material not returned to students as well as class grade books. In the event that you will not be available during the one-year period, the Math department must keep these records. You can submit these files to the main office.

SAAP 1-11 outlines the policies on grading and grade records. This document is available from your department chair and at <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-11.%20Grading%20and%20Grade%20Records%20for%20All%20Schools%20and%20Colleges.pdf>

Please consult these documents for information on responsibilities for evaluation, grade and record changes, record keeping, and special consideration. Information on grading functionality within PAWS can be found at: <http://uwm.edu/registrar/faculty-staff/instructor-grading/>

F Grades: Failing grades are reported in the form FN, where N indicates the last week of the term for which there is documented evidence of the student's participation in the course. For example, a student who never shows up would receive a grade of F0, a student who stops coming and turns in no work after week 7 would receive a grade of F7, and a student who completes the whole semester but gets an F would receive a grade of F16. (The number 16 would be different in a shorter session.) More information: <https://apps.uwm.edu/secu-policies/storage/faculty/2435.pdf>

V. Resources (for Instructors, and for Instructors to provide to Students)

- **CETL/UITs** offers a wide variety of training, on pedagogy as well as use of Canvas (<https://uwm.edu/canvas/instructors/>), Collaborate Ultra (<https://kb.uwm.edu/cetl/page.php?id=75928>), Proctorio (<https://uwm.edu/cetl/proctorio/>), UITs Tech Training, on Teams for example (<https://uwm.edu/techtraining/resources/> and <https://uwm.edu/techtraining/online-training/>), etc.

CETL also will meet individually with instructors to discuss particular issues.

<https://uwm.edu/cetl/>

- **ARC:** We have a legal responsibility to accommodate students with disabilities. Information on the Accessibility Resource Center (ARC) can be found at: uwm.edu/arc
 - **Info on adding automatically generated captions on Canvas (and then editing them):** <https://kb.wisconsin.edu/dle/page.php?id=90376>
- Office of Equity/Diversity Services (EDS) <http://www4.uwm.edu/eds/>
- **Communication with students:** Frequent and clear **communication** with students is especially important in this virtual mode. Some sample language is available from The Dean of Students office..... Students will often reach out to someone they know instead of digging through all of the FAQs or going to the relevant office. How we respond to these queries matters!
A new tool (<https://uwm.edu/deanofstudents/resources/interactions/>) is available to help each of us develop general consistency and promote UWM as a caring and respectful campus. The guide, compiled and edited by the Dean of Students Office, contains some easy methods and quick reminders of how to work with and respond to students when they come to us with questions or concerns.
- **Tutoring/SI:** If you are teaching a lower division class, we strongly recommend you include a statement in your syllabus and/or canvas page on where to find free **tutoring/SI**....
 - The Student Success Center (formerly called “PASS”) and the Mathematical Sciences department in collaboration offer tutoring and online homework help for most lower division math classes: Drop-in tutoring is available online, and small group tutoring by appointment. **This academic year, all tutoring is virtual**, details at <https://uwm.edu/studentsuccess/tutoring-and-supplemental-instruction/>
- **Online Learning:** CETL has developed a page for students containing Tips on **how to be a successful online learner**, you are encouraged to share with students in the syllabus or your Canvas site: <https://uwm.edu/cetl/be-a-successful-online-student/>
- **Student Resources:** CETL has prepared a 1-page handout listing contact information for a wide variety of **student resource/support centers**. We recommend that you include the entire document called “UWM Milwaukee Campus Resources” as an attachment to your syllabus or post it on Canvas. This document, along with a link to Milwaukee Wi-Fi hotspots, can be found:

- **Helping Students Cope with Stress**

A recent survey found 1 out of every 4 people aged 18-24 have seriously contemplated suicide (in 2020).

Given the many demands college students face today, stress is unavoidable. The simplest words or actions from an influential adult can have a significant impact on how students succeed. Close friends, relatives, clergy, coaches – anyone who is seen as caring and trustworthy – may be a potential resource in times of trouble. In your position as faculty or staff member, students may also view you as someone who listens and offers guidance. I hope that we all would offer caring support and guidance to our students who may be struggling with excessive stress as well as those students who are experiencing significant emotional or health problems. By expressing interest and concern, you have the opportunity to help a student in need find appropriate assistance.

For more information about how you can help UWM students manage stress, please see the UWM Mental Health website at <https://uwm.edu/mentalhealth>. Students can be referred to Norris' University Counseling Services located in the Northwest Quadrant. University Counseling and Health Promotion and Wellness' Survivor Support and Victim Advocacy Coordinator also provides consultation to faculty and staff about individual student issues. Call (414) 229-4716 for more information and for student appointments. Class and department presentations on stress and coping are also available. Contact Lori Bokowy at labokowy@uwm.edu for additional presentation information and scheduling.

- **The Campus Assessment, Response, and Education (CARE) Team and Student Support Team (SST)**

The Dean of Students Office operates two, multi-disciplinary teams guided to assist the campus community with regards to concerns. The CARE Team addresses incidents involving anyone (student, employee, non-affiliated persons) who may pose a risk of potentially harmful or threatening behavior to the campus community. The SST helps identify students who appear to be in distress and provides supportive intervention and guidance to the student in need. These teams are not emergency response teams; if there is an emergency, or you need immediate assistance, call UWMPD at 414-229-9911 or 9-911 from a campus phone.

The CARE Team and SST do not replace other classroom management responsibilities, supervisory workplace duties, or disciplinary processes. The teams, instead, are designed to supplement these efforts. If you are concerned about an individual's distressing or disruptive behavior, a student that is facing significant challenges (mental health concerns, food insecurity, homelessness, death in the family, etc.), threats to the campus community, and/or any other concerns for which you feel you need assistance, fill out an incident report at <https://uwm.edu/deanofstudents/report-it/> or call the Dean of Students Office at 414-229-4632.

When you submit a report, a staff member with the Dean of Students Office will consult with you about the situation. For more information about these teams or to request a presentation on these resources, contact the Dean of Students Office at dos@uwm.edu or 414-229-4632.

- **The S.A.F.E. Campaign**

Safety Awareness for Everyone describes initiatives to increase campus-wide awareness of how to stay safe. One of UWM's S.A.F.E. campus goals is to create a culture of awareness among students, faculty, staff, and parents. The Campus Health & Safety Web site at <https://uwm.edu/health-safety/> (and link at the bottom of the UWM home page) centralizes emergency and routine safety information and communications. All faculty, students, and staff are encouraged to enroll in the S.A.F.E. Alert system to

receive emergency-information text message alerts. All students, faculty, and staff are automatically signed up for email alerts through their uwm.edu email. Students can automatically sign up for text alerts by entering their cell phone number in their PAWS account. Faculty and staff go can to the link above to sign up for text alerts.

- **Title IX/Sexual Violence**

Title IX is a federal law that prohibits sex discrimination in education programs or activities. Sex discrimination includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all education-related areas such as admissions, educational programs or activities, and athletics.

UWM strongly encourages its students to report any instance of sex discrimination, and non-confidential employees who witness or receive any report of sex discrimination must report it to UWM's Title IX Coordinator (titleix@uwm.edu, 414-229-7012). More information is available at www.uwm.edu/titleix.

Please see UWM's Sexual Violence and Sexual Harassment Policy for more information on sex discrimination (<https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-2.%20Sexual%20Violence%20and%20Sexual%20Harassment%20Policy.pdf>)

and see UWM's Discriminatory Conduct and Consensual Relationships Policy for more information on other prohibited forms of discrimination (<https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-1.%20Discriminatory%20Conduct%20Policy.pdf>).

- **Firearms and Dangerous Weapons Policy:**

<https://uwm.edu/legal/firearms-and-weapons/>

- **All UWM Employees are Required to Report Child Abuse and Neglect:**

<https://uwm.edu/legal/child-abuse-reporting/>

VI. **UPDATED! Syllabus Policy:**

– At the first class session, each student in each course will be supplied with a syllabus that contains essential information about the course. **Posting this syllabus in Canvas is sufficient.**

– Further information on the UWM Uniform Syllabus Policy can be found at:

<https://uwm.edu/secu/syllabus-links/>

– Each department will maintain a file of current syllabi for all its classes. The file must be kept for two years.

– Your course syllabus should be uploaded to the department's sharepoint dropbox:

<https://panthers.sharepoint.com/sites/Math/Pages/Dropbox.aspx>

Name your file: *Course Number-Section Number_Instructor Last Name_Semester*

For example, Jane Doe is teaching Math 231-005 this semester, and would name file:

Math 231-005_Doe_Spring 2021

Below we outline minimum syllabus requirements. You are encouraged to provide to your students relevant information found throughout this memo, either in the syllabus or in additional documents.

Remember that your syllabus is a contract with the student! In particular, grading procedures outlined in the syllabus must be followed.

If you are teaching under a coordinator, you must conform to the course organization, policy, and procedures outlined by your coordinator. No exceptions, without Chair approval.

Your syllabus should contain AT LEAST the following information:

- Course number, section number, time, *location-virtual or physical*, and prerequisites.
- Your name, ~~office number~~, office phone number, email address, and “office” hours (*provide clear instructions on how to access your virtual office hours*).
- Drop/audit policies: Last day to change to audit (2/5), last day to drop without “W” grade (2/21), last day to drop (4/11).
- *Description of course content and major learning outcomes.*
- Schedule for each class, briefly explaining the topics you plan to present (keep in mind Important Dates listed above).
- Approximate dates of major examinations.
- **The date and time of the final examination [emphasize that students are expected to take the examination at that time]** (Note: Daytime sections of Math 092, 094, 098, 102, 105, 108, 115, 231, and MthStat 215 will have combined final exams).
- Your grading policy (be as specific as possible).

- Your makeup policies.

Due to the pandemic, there may be more attendance problems and we ask you be more flexible with excuses as it may be difficult to obtain a Doctor’s note. We recommend a makeup policy on your syllabus like: “Note: Students experiencing personal emergencies (or observing religious holidays) may request accommodations (excuses, extensions, etc) for attendance, homework and exams or other assignments, to the instructor in writing, and may be requested to provide documentation.”

Along with statements about the following:

- *Class Location* changes, course cancellations, etc., will be emailed to the students, and if applicable posted outside of the classroom door. (*Note this applies to online or face-to-face (f2f) classes – for online synchronous the syllabus should clearly explain how the students access the class.*)
- Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.
- If you need special accommodations in order to meet any of the requirements of the course, please contact the instructor as soon as possible.
- Include Syllabus Links found here:
<http://uwm.edu/secu/wp-content/uploads/sites/122/2016/12/Syllabus-Links.pdf>
- According to federal and UWM policy, each syllabus must include specific information on the investment of time by the average student necessary to achieve the learning goals of the course – specifically, not fewer than 48 hours for each credit. Examples of workload policy statements can be found at
<https://uwm.edu/secu/wp-content/uploads/sites/122/2014/07/Workload-Statements.pdf>

- *You must include on the syllabus any technology or financial requirements for the course, for example:* “Students will be expected to have a computer, internet, microphone/speakers and webcam available for exam proctoring and ideally class participation. Students without a webcam please contact the instructor ASAP for potential accommodations.” If you are using Respondus and

students are paying, for example, you do need to state that in the syllabus.

- **COVID-19 Syllabus Statements**

If you are teaching a class that includes a face-to-face, on-campus component, please read carefully and include on your syllabus (as an appendix) the statements found at:

<https://uwm.edu/cetl/covid-19-syllabus-statements/>

Permissions for Synchronous Online Class Recording

If you plan to record any live online class sessions, please include the following note in your syllabus: “Our class sessions will be audio-visually recorded for students who are unable to attend at the scheduled time. Students who participate with their camera engaged or who utilize a profile image are agreeing to have their audio/video or image recorded. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded.”

You may also want to include a statement that you do not give permission to students to record/screenshot the class or your lecture videos and post elsewhere.

- **Academic Misconduct Syllabus statements:**

From the Provost: I wish to draw particular attention to the issue of academic misconduct and ask that you include a statement in your syllabus clarifying both UWM’s and your expectations of appropriate student academic conduct. Student academic misconduct procedures are specified in Chapter UWS 14 and Faculty Document No. 1686 and can be found at

<https://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>. You can contact the Dean of Students Office (dos@uwm.edu or 414-229-4632) if you need assistance with crafting an academic conduct statement for your syllabus, if you have any concerns or questions relating to academic integrity, or if you would like to consult regarding a suspected academic misconduct incident. The Dean of Students Office is also happy to provide presentations on UWM academic misconduct processes and procedures. Please contact them for more information.

In addition, for virtual classes: we suggest you add the language “In order to help preserve the academic integrity of the class, students should be expected to show photo ID’s before each exam and in the beginning of class, students who fail to show all work or wrong work/right answer on an exam question or for any other reason are suspected of academic misconduct will be required to have a private videoconference session with the instructor in which they explain their answers.”

We suggest you also add a syllabus statement that cases of academic dishonesty will be prosecuted to the fullest extent of UWM policy, including potentially assigning a failing grade for the course or expulsion; and even a definition/some examples of academic misconduct, either on your syllabus or in a separate Canvas module– for example tell students they cannot copy solutions from a website or another student’s paper, and they should never give their login information (Canvas or any external homework site, etc) to anyone else.

You / your students may appreciate this 5 minute video on academic dishonesty in online classes, you may want to post this in your Canvas course and ask students to watch and say comment in a discussion post for a couple of points:

<https://m.youtube.com/watch?feature=youtu.be&v=smlDdYUvNvA>