REQUIRED SYLLABUS ELEMENTS

with

STATEMENT ADDENDUM

**Psychology Department, UMBC (Main & Shady Grove Campuses)**

**2023-2024**

The following document contains an overview of required syllabus elements for undergraduate and graduate syllabi, per Department and UMBC policy. Good additional resources on syllabi preparation are available at: https://calt.umbc.edu

Syllabi are due to Elaine O’Heir (oheir@umbc.edu) **two weeks prior** to the start of the semester for new faculty and new courses; the **first week of class** for all others. USG syllabi are also due to the USG Coordinator ([sgga@umbc.edu](mailto:sgga@umbc.edu))

**Required Syllabus Elements (\*= Highly recommended, but not required):**

1. **Basic course information** (course title & number; semester & year)
2. **Class modality** (If Face-to-Face - class location & time; if Hybrid - exact schedule and locations for face-to-face & virtual components; if Online – if synchronous or asynchronous and web address for class)
3. **Instructor information** (name, office location/online modality (i.e., WebEx), office hours, phone, email, website)
   * **A minimum of 1-hour of scheduled office hours per week is required**[Please indicate the modality of your office hours (in person, Webex, etc.)
4. **T/A information** (name, office, office hours, phone, email, etc.)
5. **Communication** (your preferred method e.g., email, phone, and expectations regarding student communications and your responses.) The following is an example:
   * *My preferred mode of contact is via email. All emails should originate from your UMBC account; if they do not, they may be rejected by a spam filter. You must state the course number “PSYC \_ \_ \_” in the subject line and include your full name in the email. Please use language and format that is appropriate and professional; this includes, but is not limited to, spelling and grammar. You should receive an answer within 48 hours.*
6. **Course Materials** (provide complete citation for textbook(s) and indicate if alternate editions are acceptable. Indicate which materials are required vs. recommended)
7. **Course Goals (**broad overview of the topic focus and goals of the course)
8. **Learning Outcomes** (what will the students learn from this course? list specific learning outcomes the course is intended to produce. Generally phrased as: *“By the end of this course, students will be able to…/ Upon successful completion of this course you will...*”)
9. **Prerequisite(s)** (consult the Undergraduate/Graduate Catalog or the Undergraduate or Graduate Program Director for this information)
10. **How this course fulfills UMBC Bachelor’s Degree requirement(s**)[[1]](#footnote-1) (e.g., General Education Requirements, Writing Intensive course designation, Upper-level credits. Consult the program director if needed)
11. **How this course fulfills Psychology Major (BA and BS degree)/Minor requirements**1(e.g., Domain, required/elective. Consult the program director if needed)
12. **Course requirements** (readings, homework, participation, tests, papers, projects)
13. **Course schedule** (dates of class meetings and modality, topics covered, readings/problems/assignments due, test or presentation dates). Note:
    * *If your class meets only once a week, course content should be scheduled either before or after an in-class exam;* **the entire 2.5+ hour block cannot be devoted to the exam.**
    * *Class meetings or other learning experiences* ***must be scheduled for all dates that UMBC is in session****. If you know you will be unable to hold class on a specific date you must arrange an alternative: e.g., guest lecture by a colleague, in-class learning experience run by a graduate Teaching Assistant if available; online learning experience.*
    * *Testing and exams for online courses must also be online.*
14. **Grading procedures** (what will be graded; how the grading percentages will be distributed among assignments, how letter grades in the entire course are awarded (e.g., xx-xxx = A; yy-yyy=B; etc., for graduate courses + and – grade cuts should also be articulated), policy on late submissions, policy on extra credit)
15. **Option for Satisfactory/Unsatisfactory Grading Method1** (if available: a Satisfactory will NOT count towards major/minor/Gen Ed)
    * See here for more information on this new grading policy: https://registrar.umbc.edu/satisfactory-unsatisfactory-grading-method/
16. **Policy and procedure regarding requests for exceptions to course requirements** (e.g., in case of student illness or emergency; exception policies specific to COVID)
17. **Required UMBC Course policies (provided in Addendum, below)**
    * **Academic Integrity** – more information can be found [on the UMBC Academic Integrity webpage](https://academicconduct.umbc.edu/).
    * **Student Support /Disability Services** – [SDS Statement Recommended for UMBC Course Syllabi](http://sds.umbc.edu/recommended-disability-statement-for-course-syllabi/)
    * **Psychology Department Statement on Diversity**
    * **Psychology Department Statement on UMBC Title IX Policy**
18. **\*Format and procedures** (how the course will be structured and how classes will be taught; will there be discussion? an opportunity to ask questions?)
19. **\*Classroom Expectations** (e.g., whether food or beverages (other than water) are allowed in the classroom; policies / expectations regarding the use of cellphones and laptop/tablet computers in class; civil discourse)
20. **\*Suggestions for achieving course goals and meeting academic expectations** (what have students done in the past to help them perform well? what academic resources exist to help students?)
21. **\*\*OPTIONAL: COVID specific policies** (e.g., “Please consider wearing a mask to protect vulnerable members of the class”, etc.)

Psychology Department

Syllabus Addendum

The following four statements must be included **verbatim** in all syllabi. Feel free to merely cut and paste these statements into a syllabus addendum.

1. **UMBC Honor Statement on Academic Integrity**

By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook, or the UMBC Policies section of the UMBC Directory.

1. **Psychology Department Statement on Diversity**

UMBC is committed to diversity at all levels and seeks to create a campus community rich in intellectual, cultural, and ethnic diversity. Diversity is defined in its fullest scope embracing racial and ethnic identity, gender identity, sexual orientation, religious affiliation, disability, foreign nationality, non-traditional student status, family income, body size, and other important characteristics. All participants in this class—including the professor, teaching assistant(s), and students—should strive to create an atmosphere that welcomes, encourages, and respects all members of the class and diverse viewpoints. During this course many viewpoints may challenge your thinking on a topic.

1. **Accessibility and Disability Accommodations, Guidance and Resources**

Accommodations for students with disabilities are provided for all students with a qualified disability under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that creates equal access for students when barriers to participation exist in University courses, programs, or activities.

If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at[sds.umbc.edu](http://sds.umbc.edu/) for registration information and office procedures.

SDS email: [disAbility@umbc.edu](mailto:disability@umbc.edu)

SDS phone: [410-455-2459](tel:410-455-2459)

If you will be using SDS approved accommodations in this class, please contact the instructor to discuss implementation of the accommodations.

***FOR Students at the Universities at Shady Grove (USG) campus:***

The Macklin Center for Academic Success (MCAS) provides additional support. MCAS provides test proctoring services and can act as a liaison between students at USG and their home campus, as well as between students and their professors.  All students who require support for learning disabilities should be in contact with MCAS (email [sg-cas@umd.edu](mailto:sg-cas@umd.edu) or call [301-738-6315](tel:3017386315)) to ensure they understand the test proctoring process at USG and are aware of related support and resources.  For more information on the services MCAS provides, please visit: <https://shadygrove.umd.edu/student-services/center-for-academic-success>.

1. **Sexual Assault, Sexual Harassment, and Gender Based Violence and Discrimination**

[UMBC Policy](https://ecr.umbc.edu/gender-discrimination-sexual-misconduct/) and Federal law (Title IX) prohibit discrimination and harassment on the basis of sex, sexual orientation, and gender identity in University programs and activities. Any student who is impacted by sexual harassment, sexual assault, domestic violence, dating violence, stalking, sexual exploitation, gender discrimination, pregnancy discrimination, gender-based harassment or retaliation should contact the University’s Title IX Coordinator to make a report and/or access support and resources:

Title IX Coordinator – see <https://ecr.umbc.edu/our-team/>

*You can access support and resources even if you do not want to take any further action.*You will not be forced to file a formal complaint or police report. Please be aware that the University may take action on its own if essential to protect the safety of the community.

If you are interested in or thinking about making a report, please use the [Online Reporting/Referral Form](https://umbc-advocate.symplicity.com/titleix_report/index.php/pid364290?). Please note that, if you report anonymously,  the University’s ability to respond will be limited.

**Notice that Faculty are Responsible Employees with Mandatory Reporting Obligations:**

All faculty members are considered *Responsible Employees*, per [UMBC’s Policy on Sexual Misconduct, Sexual Harassment, and Gender Discrimination.](https://ecr.umbc.edu/policy-on-sexual-misconduct-sexual-harassment-and-gender-discrimination/) Faculty are therefore required to report any/ all available information regarding conduct falling under the Policy and violations of the Policy to the Title IX Coordinator, even if a student discloses an experience that occurred before attending UMBC and/or an incident that only involves people not affiliated with UMBC.  Reports are required regardless of the amount of detail provided and even in instances where support has already been offered or received.

While faculty members want to encourage you to share information related to your life experiences through discussion and written work, students should understand that faculty are required to report *past and present* sexual assault, domestic and interpersonal violence, stalking, and gender discrimination that is shared with them to the Title IX Coordinator so that the University can inform students of their [rights, resources and support](https://ecr.umbc.edu/rights-and-resources/).  While you are encouraged to do so, you are not obligated to respond to outreach conducted as a result of a report to the Title IX Coordinator.

If you need to speak with someone in confidence, who does not have an obligation to report to the Title IX Coordinator, UMBC has a number of[Confidential Resources](https://ecr.umbc.edu/policy-on-sexual-misconduct-sexual-harassment-and-gender-discrimination/#confidential-resources) available to support you:

* [Retriever Integrated Health](https://health.umbc.edu/) (Main Campus): [410-455-2472](tel:410-455-2472)[Monday – Friday; 8:30 a.m. – 5 p.m.] / After-Hours Support [410-455-3230](tel:410-455-3230)
* Center for Counseling and Well-being (at the Universities at Shady Grove (USG) Campus): [301-738-6273](tel:301-738-6273) (Messages checked hourly)  [Online Appointment Request Form](https://shadygrove.titaniumhwc.com/)
* Pastoral Counseling via [Interfaith Center](https://i3b.umbc.edu/spaces/the-interfaith-center-ifc/): [410-455-3657](tel:410-455-3657); [interfaith@umbc.edu](mailto:interfaith@umbc.edu) [7 days a week; Fall and Spring 7 a.m. – 11 p.m.; Summer and Winter 8 a.m. – 8 p.m.]

Other Resources:

* [Women’s Center](https://womenscenter.umbc.edu/) (for students of all genders): [410-455-2714](tel:410-455-2714);   
  [womenscenter@umbc.edu](mailto:womenscenter@umbc.edu). [Monday – Thursday 10:00am-5:30pm and Friday 10:00am-4pm]
* Title IX Resources for students at the Universities at Shady Grove (USG) campus
* [Maryland Resources](https://ecr.umbc.edu/maryland-resources/),[National Resources](https://ecr.umbc.edu/national-resources/).

[**Child Abuse and Neglect:**](https://ecr.umbc.edu/child-protection/)

Please note that Maryland law and [UMBC policy](https://ecr.umbc.edu/child-protection/) require that faculty report all disclosures or suspicions of child abuse or neglect to the Department of Social Services and*/*or the police even if the person who experienced the abuse or neglect is now over 18.

#### [**Pregnant and Parenting Students**](https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html)**:**

UMBC’s [Policy on Sexual Misconduct, Sexual Harassment and Gender Discrimination](https://ecr.umbc.edu/policy-on-sexual-misconduct-sexual-harassment-and-gender-discrimination/) expressly prohibits all forms of Discrimination and Harassment on the basis of sex, including pregnancy.[Resources for pregnant, parenting and breastfeeding students](https://ecr.umbc.edu/students/) are available through the University’s Office of Equity and Civil Rights.  Pregnant and parenting students are encouraged to contact the Title IX Coordinator to discuss plans and ensure ongoing access to their academic program with respect to a leave of absence or return following leave related to pregnancy, delivery, adoption, breastfeeding and/or the early months of parenting.

Pregnant students and students in the early months of parenting may be entitled to accommodations under Title IX through the Office of Equity and Civil Rights.

In addition, students who are pregnant and have an impairment related to their pregnancy that qualifies as disability under the ADA may be entitled to accommodations through the [Student Disability Service Office](https://sds.umbc.edu/accommodations/registering-with-sds/).

***FOR Students at the Universities at Shady Grove (USG) campus:***

Diminished mental health can interfere with optimal academic performance. The source of symptoms might be related to your course work; if so, please speak with me. However, problems with other parts of your life can also contribute to decreased academic performance. The Universities at Shady Grove (USG) provides cost-free and confidential mental health services through the [Center for Counseling and Well-being](https://shadygrove.umd.edu/student-affairs/counseling-well-being) to help you manage personal challenges that threaten your personal or academic well-being. Remember, getting help is a smart and courageous thing to do -- for yourself and for those who care about you. The Center for Counseling and Well-being is located in Suite 3139 of Building IV, the Biological Sciences and Engineering Building (BSE) at USG. Hours and other information are provided on their web site. They are accepting new and continuing clients. To make an appointment please call the Front Desk at 301-738-6273 and leave a message.

Additionally, the [UMBC Counseling Center](https://counseling.umbc.edu/) located on the main campus in Catonsville, MD in the Student Development & Success Center (between Chesapeake and Susquehanna Halls) is offering free and confidential mental health services to all UMBC students. Their regular business hours are M-F 8:30am - 5:00pm. To speak with a Counseling Center clinician, you may call 410-455-2472 and leave a message including your name, email address, phone number, and UMBC ID#. For after-hours support, call 410-455-3230.

**Religious Observances & Accommodations**

UMBC [Policy](https://provost.umbc.edu/wp-content/uploads/sites/46/2022/08/Religious-Observance-Academic-Policy-2022_2023.pdf) provides that students should not be penalized because of observances of their religious beliefs, and that students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to inform the instructor of any intended absences or requested modifications for religious observances in advance, and as early as possible. For questions or guidance regarding religious observance accommodations please contact the Office of Equity and Civil Rights at [ecr@umbc.edu](mailto:ecr@umbc.edu).

**Hate, Bias, Discrimination and Harassment**

UMBC values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement.

Consistent with these principles, [UMBC Policy](https://ecr.umbc.edu/discrimination-and-bias/) prohibits discrimination and harassment in its educational programs and activities or with respect to employment terms and conditions based on race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information.

Students (and faculty and staff) who experience discrimination, harassment, hate or bias or who have such matters reported to them should use the[online reporting/referral form](https://umbc-advocate.symplicity.com/titleix_report/index.php/pid066642?) to report discrimination, hate or bias incidents. You may report incidents that happen to you anonymously*.*Please note that, if you report anonymously, the University’s ability to respond will be limited.

**Other highly recommended, but not required, statements**

1. **VETERANS:**

If you are a veteran or on active reserve status and you are interested in information regarding opportunities, programs and/or services at UMBC, please visit the Veteran’s web site: <https://veterans.umbc.edu/> and or email: veterans@umbc.edu. For students at the Universities at Shady Grove (USG) campus, veterans can find additional resources, including information on accessing the Veterans lounge (on the 4th floor of Building III) on USG’s Local Resources for Veteran’s page: <https://shadygrove.umd.edu/student-services/csef/veterans-resources>.

1. **ACADEMIC SUCCESS:**

***For Hilltop Circle (Main Campus) Students***

**Academic Success Center:**

The Academic Success Center provides free assistance with written assignments, study skills improvement, and other topics to enhance academic success. <https://academicsuccess.umbc.edu/>

***For Students at the Universities at Shady Grove (USG) campus***

**Macklin Center for Academic Success**

The John and Effie Macklin Center for Academic Success (MCAS), in collaboration with the University partners at the [Universities at Shady Grove](http://www.shadygrove.umd.edu), empowers undergraduate and graduate students to develop effective learning strategies, persistence, and leadership through customized academic and disability support.

<https://shadygrove.umd.edu/student-services/center-for-academic-success>

1. **UNIVERSITY CLOSURES (“INCLEMENT WEATHER POLICY”)**:

In the event class is cancelled (e.g., a “snow day”) on a day for which there is an in-person assignment due (e.g., in-class quiz), the assignment/exam will be held the next scheduled day of class. However, on-line assignments (e.g., Blackboard quizzes) will NOT be rescheduled due to campus closures (unless the closure is simultaneously associated with a documented crash of Blackboard). It is University policy that any cancelled classes are to be rescheduled at a time that is convenient to the majority of the students in the class.

Closure information for Hilltop Circle (Main Campus) can be found at:

* [E2Campus alerts](http://my.umbc.edu/go/alerts)
* [UMBC homepage](http://umbc.edu/)
* [myUMBC](http://my.umbc.edu/)
* [UMBC Facebook page](https://www.facebook.com/umbcpage/) and [Twitter](http://twitter.com/umbc) and [Instagram](https://www.instagram.com/umbclife/) accounts
* Hotline: 410-455-6789

***For Students at the Universities Shady Grove (USG) campus***

The inclement weather policy should not be an issue for an online class. However, in the event that class is canceled, for information pertaining to closing the physical location (the Universities at Shady Grove Campus), please refer to the Universities at Shady Grove website (<http://shadygrove.umd.edu/>). It is also recommended that you sign up for the Universities at Shady Grove e2Campus system text alerts. You can find out more information and/or sign up for these alerts at<http://shadygrove.umd.edu/campus-services/public-safety/campus-alerts>.

1. **RETRIVER ESSENTIALS:**

Retriever Essentials is a faculty, staff, and student-led partnership that promotes food access in the UMBC community. They offer FREE groceries, toiletries, baby items, and meal swipes, and have opportunities to engage and volunteer:

* Pick up free items from [The Essential Space](https://retrieveressentials.umbc.edu/campus-food-zones/the-food-pantry/) located in RAC 235
* Receive fresh food every Thursday 2:15-2:45pm @ the Library (email or see IG for exact location)
* Stop by one of the [Food Zones](https://retrieveressentials.umbc.edu/campus-food-zones/distribution-centers-2/) to pick up a pre-assembled bag of non-perishable food items and personal care products
* Pick up snacks and food from our [Free Corner Stores](https://retrieveressentials.umbc.edu/mini-pantries/) at the Campus Police Station or Library Atrium
* Email [retrieveressentials@umbc.edu](mailto:retrieveressentials@umbc.edu) if you need free meal swipes
* To donate food, see instructions [here](https://retrieveressentials.umbc.edu/services/donate-items/)!

1. For undergraduate courses only [↑](#footnote-ref-1)