

Possible Syllabus Statements

Early Alerts and Academic Success Support: As your professor, I am personally committed to supporting YOUR academic success in this course. For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I will personally discuss and attempt to resolve the issue with you. I may also refer your case using Early Alert, which is an online student success program designed to identify and react to student retention challenges. The Early Alert system will allow me to send you various performance updates, concerns, and referrals. Students who have been identified with an early alert by a faculty or staff member will be notified by the Office of Student Success or a member of the Early Alert Intervention Team to discuss a plan of action. If you receive an Early Alert notice for this course, please come see me or seek assistance and support from your advisor or other resource staff member on campus. My goal is to make your learning experience in this course as meaningful and successful as possible.

Disability Services: Students who have a disability-related need for reasonable accommodations to fully participate in course activities or meet course requirements must register with the Disability Services office to verify their eligibility for appropriate accommodations and to coordinate the provision of those services. Contact Pam Ekstrom, Director of Disability Services, BA 246, Ph 507-537-6492.

Counseling Services: SMSU Counseling & Testing Services has licensed mental health professionals available to help students. Services are free and confidential. Contact 507-537-7150, counseling.testing@smsu.edu, or stop by BA 156. More information is available at <http://www.smsu.edu/campuslife/counselingtestingservices/index.html>

Student Learning Outcome Assessment. Choose one that best fits your course or craft your own.

Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of _____ program student learning objectives. Student materials will only be used anonymously.

Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of Liberal Education Program student learning objectives. Student materials will only be used anonymously.

Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of _____ program student learning objectives and Liberal Education Program student learning objectives. Student materials will only be used anonymously.

Course materials and assignments may be used for _____ program student learning objectives. Student materials will only be used anonymously.

Course materials and assignments may be used for Liberal Education Program student learning objectives. Student materials will only be used anonymously.

Course materials and assignments may be used for _____ program student learning objectives and Liberal Education Program student learning objectives. Student materials will only be used anonymously.

Code of conduct: Students are expected to comply with the SMSU Student Code of Conduct, available in the SMSU Student Handbook: <http://www.smsu.edu/administration/studenthandbook/> . The professor reserves the right to handle situations through appropriate university policies at any time deemed necessary including the disruptive classroom management policy A-053: <https://www.smsu.edu/resources/webspaces/nca/policies/A-053.pdf>.

Academic honesty: Comply with the SMSU academic honesty policy: <https://www.smsu.edu/resources/webspaces/nca/policies/A-032.pdf>

Basic Needs: It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, and nutrition. If you have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live, I urge you to contact the Deeann Griebel Student Success Center and/or me. We are here to help.

Asking for an extension on an assignment: Due dates and times are given at the beginning of the semester listed on the syllabus to keep everyone on task in this course. I understand that emergencies come up, personal issues arise that need attention, and there are times when the workload of a college student can be overwhelming. If you feel the need for an extension on an assignment, please talk to me in person if at all possible. I want you to feel comfortable asking, but come prepared with an honest reason and a truthful situation. Do not share more than you feel comfortable with, but I want to understand your situation in order to make an informed decision. A request should be asked for at least 48 hours before the due date of the assignment. If you are not able to speak with me in person, please make the request via email.

The SMSU Commitment: Inspired by our mission and vision, we welcome all people into the SMSU Community. We achieve our vision for inclusion through our commitment to each SMSU student and employee. You belong. You matter. You bring a diversity of thought, belief, and experience that enriches us and gives us vitality. We pledge to include you, to support you, to learn from you, and to inspire you to discover, engage, and lead. All of us make this commitment to each of us. Together, we are SMSU.

COVID-19: All students are strongly encouraged to receive the COVID-19 vaccine. It will substantially reduce the likelihood of becoming seriously ill and will reduce virus spread. Unvaccinated students **will** need to quarantine and miss class if they test positive or are exposed to a positive case (regardless of symptoms). **Missing class for this reason alone may not be considered an excused absence for required work.** Vaccinated students will **not** need to quarantine and miss class if exposed to a positive case (unless experiencing symptoms).

Mask Statement: (included in SMSU's mask guidance document): Minnesota Department of Health recommendations and Minnesota State system protocols call for campuses located in counties that are categorized as having substantial or high COVID-19 transmission to require face coverings for all faculty, staff, students, and visitors. As a result, effective August 11, all individuals on the campus of SMSU are required to wear a mask indoors regardless of their vaccination status. The masking requirement may be lifted after 14 consecutive days below substantial transmission but would be subsequently reinstated if levels warranted doing so.

The purpose of masks is to protect the health and well-being of the entire campus community. In keeping with this goal, and with existing policies for ensuring an inclusive and welcoming campus, masks conveying hateful or derogatory messages of any kind will not be tolerated. Students who need an

accommodation should work with the Disabilities Resource Center to establish if an accommodation is warranted. Students who receive this accommodation may attend class wearing a face shield. Student refusal to follow these guidelines will result in the student being asked to leave class, and the Disruptive Classroom Management Policy will be used to address repeated incidents:

<https://www.smsu.edu/resources/webspaces/nca/policies/A-053.pdf>

COVID-19 Communication: Due to the changing nature of circumstances related to COVID-19, students are responsible for checking SMSU email, the [COVID News link](#), and D2L course homepages for up-to-date course and campus information.

Emergency Situations

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. In the event of a life-threatening emergency call 911. To report a non-life-threatening incident, safety hazard, or a suspicious activity please contact campus security at 537-7252.

During a campus emergency, you will generally be told to do one of two options, SHELTER IN PLACE or EVACUATE.

- **EVACUATION:** Please note the exit(s) in the room. For evacuation, immediately precede calmly and quickly to the nearest exit if safe to do so. Please stay back at least 400 feet from any building until the “all clear” command is issued. (Fire)
- **SHELTER IN PLACE:** In the event of a safety threat, the instructors will secure the classroom doors and direct occupants to stay clear of windows. Occupants are requested to remain quiet. During this time, DO NOT access any exits unless directed by first responders or staff. A shelter in place order is also used for severe environmental threats like a thunderstorm. (Chemical Spill)

Active Shooter Response

In the unlikely event of an Active Shooter incident, there are three things you need to know in order to survive: Run, Hide, Fight. Please review the video in the following

link. <https://www.smsu.edu/campuslife/publicsafety/run-hide-fight-video.html>

To stay informed about on campus emergencies, students can sign up for SMSU Alerts at <https://www.smsu.edu/campuslife/publicsafety/smsu-alert-signup.html>. Students If you receive an emergency notification during class, please tell your instructor immediately. Students with special needs related to emergencies should speak with their instructor outside of class. Let’s continue to work safely together!