

Summary of changes from SP 19 syllabus template to SU 19 syllabus template

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- header: updated to Summer 2019
- semester: updated to Summer 2019
- course begins: updated link to [SU 19 academic calendar](#)

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- proctored event available: updated language with note to instructor – no block schedule for proctored events for the summer semester
- course ends: updated link to [SU 19 academic calendar](#)
- final exam: updated note to instructor – no set final exam schedule for summer, instead – please see [SU 2019 academic calendar](#) for appropriate finals dates for online & seated classes

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- grievance procedure:
 - updated academic affairs contact list to reflect new hires/assignments
 - updated language to include “Director” as 2nd step in process for Education Centers/Locations
 - added language directing students to chair/director or dean/director in cases where a student isn’t comfortable talking to their instructor (OTCcares team request)

new language:

Your instructor should be your first point of contact and support for any questions or concerns you have about this course. If you cannot resolve your questions or concerns through your instructor, or do not feel comfortable speaking with your instructor, then you should then contact either:

- Department Chair and/or Program Director, [name], [email address], [office phone]
- Division or Location Dean or Director, [name], [email address], [office phone] ** please be sure to choose the appropriate Dean or Director for your location*

Note: instructor – if you don’t know the name and/or email of these individuals, check the “Academic Affairs Contact List” on the syllabus template webpage

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in [OTC Policy 5.08](#).

All students can contact the Academic Ombudsperson at ombud@otc.edu for assistance in working through and resolving academic related questions, problems and conflicts. The Academic Ombudsperson is a neutral party working to insure that fairness and equity are upheld in decision-making processes. For more information, visit the [Academic Ombudsperson website](#).

Veterans can also contact the contact the [Veterans and Military Services office](#) for any questions or concerns.

- Academic Integrity
 - added a link to the re-designed Academic Integrity Resources website (faculty request for website revision)

Related College Policies and Procedures website

- LGBTQ+ resources: updated language to reflect change in practice for preferred name changes
- Safety in the Classroom (Crisis Plans):
 - added link to FBI endorsed Run.Hide.Fight video (Safety & Security request)
 - updated locations of AEDs
- Sexual and Interpersonal Violence: updated direct link to Violence Prevention training, *Not Anymore*

Will be updated at the close of the SP 19 semester:

- link to academic calendar will be updated to SU 19 in Dropping the Course section

Syllabus template website

- updated website with more current peer-reviewed research on syllabus best-practices and impact of syllabus on students:
 - [Tone and style in pharmacy course syllabi](#), Eng, Nicholls, and Mailloux 2017
 - [Changes in syllabus tone affect warmth \(but not competence\) ratings of both male and female instructors. Waggoner Denton and Veloso \(2018\)](#)
 - [The syllabus evolved: extended graphic syllabi for economics courses](#). Sauer and Calimeris (2015)
 - [Student perception of helpfulness of facilitation strategies that enhance instructor presence, connectedness, engagement and learning in online courses](#). Martin, Want, and Sadaf (2018)
 - ["Many Students Really Do Not Yet Know How to Behave!": The Syllabus as a Tool for Socialization](#). Sulik and Keys (2014)
 - [Human Centered Syllabus Design: Positioning Our Students As Expert End-Users](#). Jones (2018)