



Recommended Syllabus Statements for Undergraduate Students

Fall 2023

Academic Integrity

Recommended statement:

Plagiarism or any form of cheating involves a breach of student-teacher trust. This means that any work submitted under your name is expected to be your own, neither composed by anyone else as a whole or in part, nor handed over to another person for complete or partial revision. Be sure to document all ideas that are not your own. In addition, you must not provide course materials to other students, whether individually or generally (such as online) that would enable them to gain an unfair academic advantage. Instances of plagiarism or any other act of academic dishonesty will be reported to the Honor Council and may result in failure of the course. Not understanding plagiarism is not an excuse. I expect you, as a Baylor student, to be intimately familiar with the Honor Code at: <http://www.baylor.edu/honorcode/>

Use of Artificial Intelligence (AI)

Notes:

With the development of artificial intelligence for generating text, visual material, and other potential course content, faculty must thoughtfully consider in advance the tolerance of each particular course with regard to these tools. At this time, University policy does not dictate a particular approach to AI. Instructors should provide specificity in the syllabus to establish course expectations and clarify boundaries for potential honor code violations. Below are three examples of possible syllabus statements, each suggesting a different degree of AI tolerance.

Recommended statements:

Example A (Intended to convey “Do not use AI in this course”)

All assignments should be your original work and should not be produced in part or in total with the assistance of artificial intelligence (for example, ChatGPT, Grammarly, or some other resource). Use of artificial intelligence without my explicit permission constitutes a violation of the Honor Code at Baylor University.

Option B (Intended to convey “This course will likely not use AI”)

Unless I instruct you otherwise, all assignments should be your original work and should not be produced in part or in total with the assistance of artificial intelligence (for example, ChatGPT, Grammarly, or some other resource). Use of artificial intelligence without explicit permission from the instructor constitutes a violation of the Honor Code at Baylor University. I [may or will] at times use artificial intelligence tools for instruction or allow or expect you to use them to complete your assignments, but in these instances I will provide clear permission and guidance for their proper use.

Option C (Intended to convey “Expect guidance on how to use AI in this course”)

The use of artificial intelligence (for example, ChatGPT, Grammarly, Midjourney, or some other resource) is generally acceptable in this course. However, you will ordinarily need to

provide information about the tool(s) and the specific nature of your use of the tools so as to inform those who are [reading/seeing/hearing/observing] the work about content contributed by the tools, as well as to make clear the nature and extent of your own contribution to assignments. I will be clarifying the requirements for this documentation for each of your assignments, and, as is the case for more traditional documentation such as footnoting, failure to observe these requirements could constitute a violation of the Honor Code at Baylor University.

Class Attendance

Note:

Please be sure to include your attendance policy in your syllabus and ensure that it is consistent with the academic unit in which you are teaching. You may not hold students accountable for unpublished expectations for attendance and participation. The [University undergraduate catalogue](#) states that, “faculty members may establish more stringent requirements regarding attendance, punctuality, and participation” and “attendance requirements and penalties for excessive absences will be set forth in the syllabus for each course.”

Office Hours

Recommended statement:

One of the best ways to take full advantage of learning in my course is by coming to my posted office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed or email me for an appointment.

Note:

Pursuant to [Baylor University Personnel Policy 701](#), full-time faculty members are expected to maintain approximately 12 regular office hours per week in order to be available to students for individual academic support and counseling and to provide office time for class preparation, grading, and completing reports which may be requested by various University offices.

Baylor University Equity, Civil Rights, and Title IX

Recommended statement:

Civil Rights Policy and Sexual and Interpersonal Misconduct Policy

Baylor University does not tolerate unlawful harassment or discrimination on the basis of sex, gender, race, color, disability, national origin, ancestry, age (over 40), citizenship, genetic information or the refusal to submit to a genetic test, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, Texas, or local law (collectively referred to as Protected Characteristics).

If you or someone you know would like help related to an experience involving:

1. Sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these types of prohibited conduct, please visit www.baylor.edu/titleix, or contact us at (254) 710-8454, or TitleIX_Coordinator@baylor.edu.
2. Harassment (excluding those issues listed in #1) or adverse action based on Protected Characteristics, please visit www.baylor.edu/civilrights, or contact us at (254) 710-7100 or Civil_Rights@baylor.edu.

Optional content:

The Office of Equity and Title IX understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options. You will not be required to share your experience. **If you or someone you know feels unsafe or may be in imminent danger, please call the Baylor Police Department (254-710-2222) or Waco Police Department (9-1-1) immediately.**

Except for Confidential Resources, all University Employees are designated Responsible Employees and thereby mandatory reporters of potential sexual and interpersonal misconduct violations. Confidential Resources who do not have to report include those working in the Counseling Center, Health Center and the University Chaplain, Dr. Burt Burluson.

Students Needing Accommodations

Recommended statement:

Any student who needs academic accommodations related to a documented disability should inform me immediately at the beginning of the semester. You are required to obtain appropriate documentation and information regarding your accommodations from the Office of Access and Learning Accommodation (OALA). Stop by the first floor of Sid Richardson, East Wing in the Paul L. Foster Success Center or call (254) 710-3605 or email OALA@baylor.edu.

Academic Success

Recommended statement:

I believe every student who has been admitted to Baylor can be successful, and I want to partner with you to help you thrive academically. Be sure to take advantage of the many resources available for academic success, including coming to see me during my office hours. Students who regularly utilize the great resources in the [Paul L. Foster Success Center](#) such as [tutoring](#), [Learning Lab](#), and [Academic Mentoring](#) are among my most successful students. If your academic performance in this class is substandard, I will submit an Academic Progress Report to the Success Center so that the team of coordinated care professionals can ensure that you get the help you need.

University Writing Center

Recommended statement:

I encourage you to visit the [University Writing Center \(UWC\)](#) this semester and get feedback on your writing for this course. Located in Moody Library 2nd floor West, the UWC offers free assistance to you at any stage of the writing process (brainstorming, researching, outlining, drafting, revising, editing). In their feedback, the consultants focus on higher order concerns, such as content, thesis, evidence, and organization, before grammar or style. The UWC tutors will not proofread, edit, or write your paper for you, but they will equip you with a toolbox of strategies to improve your writing, research, and editing skills. Please take the assignment prompt, your paper/text, and other materials you might need with you to your appointment. Please include my name as the professor, and a report will automatically be sent to me after your session. Go to the website

(www.baylor.edu/uwc) to schedule an appointment, call the UWC at (254) 710-4849, or stop by in person.

First Generation College Students

Recommended statement:

Baylor University defines a first-generation college student as a student whose parents did not complete a four-year college degree. The First in Line program is a support office for first-generation college students to utilize if they have any questions or concerns. Please check out [First in Line](#), visit us in the Basement of Sid Richardson West Wing or email firstinline@baylor.edu. *[If you are a first gen college student, you may wish to add:] I was also the first in my family to graduate with a four-year bachelor's degree and can answer questions about experiences as a first-generation college student.*

Military Connected Students

Recommended statement:

Veterans, active duty military personnel, and dependents are encouraged to connect with the [VETS](#) program, a space dedicated to supporting our military-connected students. Please communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations).

Student Health Services

Recommended statement:

Baylor University is strongly committed to addressing the physical wellbeing and mental health of students by providing access to on-campus healthcare resources. [Baylor Health Services](#) includes Primary Care, Psychiatry, Physical Therapy and Pharmacy and is staffed with fully certified and licensed physicians and nurse practitioners, as well as nurses and administrative staff. Appointments may be made by calling their main number or by logging into the health portal located on their website. Contact Information: (254) 710-1010; Health_Services@baylor.edu.

Telehealth Services for Students

Recommended statement:

All Baylor students also have access to medical and counseling services via telehealth in addition to the on-campus services. Medical services include virtual urgent care, psychiatry, and nutrition counseling. Counseling services include 24/7/365 in-the-moment support and ongoing mental health counseling. Access to care is available in the evenings, during weekends, and when the University is closed. All services are free and unlimited to Baylor students. Please visit <https://baylor.academiclivecare.com/> for more information.

Baylor University Counseling Center

Recommended statement:

[The Counseling Center](#) seeks to foster wholeness for every student through caring relationships, cultural humility and integrated mental health services.

Located on the second floor of the Student Life Center.

For an appointment, go to our [website](#) to schedule an Initial Assessment or call (254) 710-2467.

Substance and Behavioral Addiction:

Recommended statement:

[The Beauchamp Addiction Recovery Center](#) (BARC) supports students in recovery from substance and behavioral addictions through an all-encompassing level of support approach that includes one-on-one mentorship, support groups, and social events open to all Baylor students. Located in the East Village Residential Community (bottom floor of Teal Residential College). Contact Information: (254) 710-7092; BARC@baylor.edu

Facing Struggles as a Baylor Student:

Recommended statement:

[The Department of CARE Team Services](#) is a group of dedicated and caring case managers who work with students struggling with mental health issues, financial struggles, and anything else affecting a student's ability to be successful in the classroom. You can find them on the second floor of the Student Life Center, suite 207. Contact Information: (254) 710-2100 ; CareTeam@baylor.edu.

Food Insecurity for Students:

Recommended statement:

At Baylor, we want all students to have access to food resources that will support their holistic well-being and success. If you or someone you know experiences food insecurity at any time, you can find information on campus and community food resources by visiting [The Store](#). You can also contact Store staff at (254) 710-4931. For additional basic needs assistance, please reach out to [CASE](#) or the [Care Team](#).

Crises and Emergencies:

Recommended statement:

Please make a note of the following numbers for crises or emergencies:

Counseling Center Crisis Line: (254) 710-2467 (Business Hours/Non-Business Hours/Weekends)

Baylor Police Department: (254) 710-2222

MHMR Crisis Center: (254) 867-6550

MHMR 24-Hour Emergency/Crisis Number: (254) 752-3451

When home during academic breaks, when the counseling center is closed, please call your local resources and/or national hotlines:

National Hope Network Hotline: 1-800-SUICIDE (1-800-784-2433)

National Suicide Prevention Lifeline: 1-800-273-TALK (1-800-273-8255)

Spiritual Wellbeing:

Recommended statement:

[The Office of Spiritual Life](#) offers programs, persons, and resources to nurture theological depth, spiritual wholeness, and missional living.

Located on the corner of 5th and Speight Street in the BoBo Spiritual Life Center.

Contact Information: (254) 710-3517; Spiritual_Life@baylor.edu