**The Information School**

**Syllabi Inclusions**

*August 2013*

Required Inclusions must be included in your syllabi and quoted as they are written here. The first paragraph in the “Students with Disabilities” section is a university-wide required inclusion; the second paragraph is an iSchool required inclusion. The inclusion for “TA Concerns” is required by the university. The inclusion for “Grading criteria” is an iSchool required inclusion.

Required Sections on other matters along with suggested text are listed after the required inclusions (see below).

**Required Inclusions (Verbatim)**

*Please make sure the following text is included in all syllabi:*

***Students with Disabilities***

To request academic accommodations due to a disability, please contact Disabled Student Services: 448 Schmitz, 206-543-8924, 206-543-8925 (TTY). If you have a letter from DSS indicating that you have a disability which requires academic accommodations, please present the letter to me so we can discuss the accommodations you might need in the class.

Academic accommodations due to disability will not be made unless the student has a letter from DSS specifying the type and nature of accommodations needed.

***TA Concerns*** *(only for classes with TAs)*

If you have any concerns about a course or the TA, please see the TA about these issues as soon as possible. If you are not comfortable talking with the TA or not satisfied with the response that you receive, you may contact the instructor of the course.

If you are still not satisfied with the response that you receive, you may contact Matthew Saxton, the Associate Dean for Academics in 015M Mary Gates Hall, by phone at (206) 685-9626 or by e-mail at msaxton@uw.edu.

You may also contact the Graduate School at G-1 Communications Building, by phone at (206) 543-5900.

***Grading Criteria***

General grading information for the University of Washington is available at:

<http://www.washington.edu/students/gencat/front/Grading_Sys.html>

The iSchool has adopted its own criteria for grading graduate courses:

<http://ischool.uw.edu/current/grading-criteria>.

**Required Sections (Recommended Text)**

*You must address the issues of academic conduct, copyright and privacy, and evaluation of student work in your syllabi. You may use the text here, or if you prefer, either edit the text below or include your own text.*

***Academic Conduct:***

The following paragraphs discuss matters governing academic conduct in the iSchool and the University of Washington.

***Academic Integrity:***

The essence of academic life revolves around respect not only for the ideas of others, but also their rights to those ideas and how they are attributed and shared. All of us engaged in the life of the mind must take the utmost care that the ideas and expressions of ideas of other people always be appropriately handled, and, where necessary, cited. For writing assignments, when ideas or materials of others are used, they must be cited. The specific format for the citation will vary – what is important is that the source material can be located and the citation verified. In any situation, if you have a question, please feel free to ask. Such attention to ideas and acknowledgment of their sources is central not only to academic life, but life in general.

Please acquaint yourself with the University of Washington's resources on academic integrity:

<http://www.washington.edu/uaa/advising/help/academicintegrity.php>

Students are encouraged to take drafts of their writing assignments to the Odegaard Writing & Research Center (<http://depts.washington.edu/owrc/>) for assistance with using citations ethically and effectively.

***Copyright:***

All of the expressions of ideas in this class that are fixed in any tangible medium such as digital and physical documents are protected by copyright law as embodied in title 17 of the United States Code. These expressions include the work product of both: (1) your student colleagues (e.g., any assignments published here in the course environment or statements committed to text in a discussion forum); and, (2) your instructors (e.g., the syllabus, assignments, reading lists, and lectures).  Within the constraints of "fair use," you may copy these copyrighted expressions for your personal intellectual use in support of your education here in the iSchool. Such fair use by you does not include further distribution by any means of copying, performance or presentation beyond the circle of your close acquaintances, student colleagues in this class and your family. If you have any questions regarding whether a use to which you wish to put one of these expressions violates the creator's copyright interests, please feel free to ask the instructor for guidance.

***Privacy:***

To support an academic environment of rigorous discussion and open expression of personal thoughts and feelings, we, as members of the academic community, must be committed to the inviolate right of privacy of our students and instructors. As a result, we must forego sharing personally identifiable information about any member of our community including information about the ideas they express, their families, life styles and their political and social affiliations. If you have any questions regarding whether a disclosure you wish to make regarding anyone in this course or in the iSchool community violates that person's privacy interests, please feel free to ask the instructor for guidance.

Knowing violations of these principles of academic conduct, privacy or copyright may result in University disciplinary action under the Student Code of Conduct.

***Student Code of Conduct:***The Information School encourages an environment of academic integrity and mutual respect. As a member of the iSchool and UW learning community, students should read and follow the behavioral expectations identified in the University of Washington Student Conduct Code. <http://www.washington.edu/students/handbook/conduct.html>. The UW Student Conduct code oversees both academic and behavioral conduct of students. iSchool students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner.

All incidents of alleged academic misconduct are reported to the Associate Dean for Academics who will investigate the situation. Academic misconduct reviews will adhere to the policies outlined in the Student Conduct Code and managed by the Office of Community Standards and Student Conduct: <http://depts.washington.edu/cssc/>.

Behavioral misconduct is not tolerated in the iSchool and any violations of UW policy are reported to the Office of Community Standards and Student Conduct for investigation. Misconduct that is a violation of state or federal law is reported to the University police.

***Evaluation of Student Work:***

You may expect to receive comments on and evaluations of assignments and submitted work in a timely fashion. All work from the course will be returned, with comments, within two weeks of the last class of the quarter.