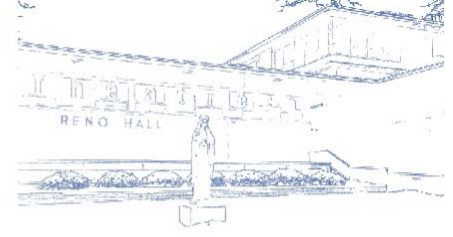




UNIVERSITY OF  
**DETROIT MERCY**  
COLLEGE OF LIBERAL  
ARTS & EDUCATION



# ADJUNCT INSTRUCTOR HANDBOOK

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## A MISSION OF SERVICE

### **MISSION**

The College of Liberal Arts & Education prepares students to participate in a diverse and changing world in the Jesuit and Mercy traditions as “men and women for others.” The College provides a student-centered education in an urban context which stimulates a desire for the life-long exploration of the intellectual, spiritual and ethical dimensions of what it means to be human.

### **VISION**

The College of Liberal Arts & Education will be seen as a national urban model of opportunity and high achievement. We seek to provide a transformative education that will inspire students to demonstrate a commitment to social justice and service to others.

## ADMINISTRATIVE TEAM

**Jocelyn Boryczka, Ph.D.**  
**Dean and Professor**  
 boryczjm@udmercy.edu  
 313-993-3250  
 Briggs Building, Room 120

Alumni Relations  
 Budgetary Oversight  
 CLAE Programming  
 Faculty Reviews

**Victoria Mantzopoulos, Ph.D.**  
**Associate Dean and Professor**  
**Executive Director of China Programs**  
**Academic Coordinator for International Programs**  
 armstrov@udmercy.edu  
 313-993-3254  
 Briggs Building, Room 124

- College Liaison and Representative
- Grade Changes
- Monitoring Undergraduate Student Program, Including: Probation, Dismissals and Grade Grievances
- Program Development

**Delanda Dixon**  
**Assistant to the Dean**  
 dixondr@udmercy.edu  
 313-993-3250  
 Briggs Building, Room 120

- Schedule meetings with the Dean
- Travel and Conference Arrangements
- Track Student Grade Grievances
- Submit Building, Maintenance and ITS Helpdesk Tickets
- Coordinate and Plan Events Including Honors Convocation, Visit Days and Accepted Student Day

**Alexandra Hichel**  
**Director of Recruitment & Communications**  
 hichelat@udmercy.edu  
 313-993-1035  
 Briggs building, Room 115

- College Communication
- Oversight of CLAE Digital Properties
- CLAE Graduate Recruitment Initiatives and Support
- CLAE News and Information Reports

**Maryrose Patrick**  
**Records Officer Manager**  
 patricmr@udmercy.edu  
 313-993-1589  
 Briggs Building, Room 116

- Degree Certification
- Diploma Processing
- Graduation Preparation

**Jordan Ewert**  
**Web and Social Media Coordinator**  
 ewertjy@udmercy.edu  
 313-993-3251  
 Briggs building, Room 113

- CLAE Website Content and Updates
- CLAE Event Photographer
- CLAE Social Media
- CLAE Catalog

**Angela Davis****Operations Manager**

davisam3@udmercy.edu

313-578-0434

Briggs Building, Room 112

- Business/General Office Manager
- Contracts
- Finance
- Human Resources
- Payroll and Budgeting

**Lezly Pruitt****Administrative Assistant****\*Briggs Building**

pruittls@udmercy.edu

313-993-1287

Briggs Building, Room 108

- Administrative Support to Staff, Faculty and Students
- Tuition Remission for Educators and Religious Studies
- Reserve Adjunct Offices within Briggs Building
- Archive all Briggs Faculty/Adjunct Faculty Syllabi
- Housekeeping Liaison for Briggs Building
- Photocopy Requests
- Mail Sorting and Distribution
- Emergency Response Coordinator for Briggs Building

**Valerie Williams****Administrative Assistant****\*Psychology, Counseling & Addiction Studies**

williavw@udmercy.edu

313-578-0392

Reno Hall, Room 250

- Administrative Support to Staff, Faculty and Students
- Reserves Adjunct Offices within Reno Hall
- Archive Syllabi Specific to Psychology and Counseling & Addiction Studies Programs
- Housekeeping Liaison for Reno Hall
- Photocopy Requests
- Mail Sorting and Distribution
- Emergency Response Coordinator for Reno Hall

## I. GENERAL INFORMATION

### A. SYLLABUS GUIDELINES

Please see the College of Liberal Arts & Education Course Syllabus Guidelines in Appendix A for how to prepare your syllabus. All syllabi must be sent to the department chairperson for their review and approval.

### B. GRADING SYSTEM

The following grades are used in reporting undergraduate students' academic performance:

Grade	Quality Points	Description	Grade	Description
A	4.0	Superior	P	Passing
A-	3.7		I	Incomplete*
B+	3.3		W	Withdrawal**
B	3.0	Good	AUD	Audit
B-	2.7		XF	Failure to Withdraw***
C+	2.3			
C	2.0	Average		
C-	1.7			
D+	1.3			
D	1.0	Poor		
F	0.0	Failing		

\* The incomplete grade is only assigned when a student is unable to complete an assignment or examination through no fault of their own (e.g. hospitalization). Work must be completed by the deadline published in the Important Dates section of the on-line Schedule of Classes for the following term.

\*\* "W" grades will appear when you go to enter final grades. This is not an assigned grade.

\*\*\* "XF" is assigned when a student fails to withdraw from a course. An "XF" is calculated as an "F."

The following grades are used in reporting graduate students' academic performance:

Grade	Quality Points	Description	Credit Earned
A	4.0		
A-	3.7		Yes
B+	3.3		Yes
B	3.0		Yes
B-	2.7	Below graduate standards	Yes
C+	2.3		Yes
C	2.0		Yes
D	1.0		*
F	0.0	Failing	No
I	-	Incomplete	No
P	-	Passing	Yes
W	-	Withdrawal (The grade of "W" is not faculty assignable.)	No
AUD	-	Audit (No grade earned)	No
NR	-	No Record (Temporary)	No
S	-	Satisfactory (Temporary)	No
U	-	Unsatisfactory (Temporary)	No

("S" and "U" are temporary grades for research in progress, internships and practica.)

\*Policies relating to the applicability of courses towards graduation in which a grade of C or less is received are determined within each college.

### **C. MY PORTAL/E-MAIL/SELF-SERVICE/OFFICE 365**

My Portal is the University's web-based system for communication and University business. You will be given access to this system and an e-mail account will be provided after your new hire paperwork is processed. You are responsible for using this system and maintaining your e-mail account. All official University correspondence will be sent through My Portal. On the My Portal page where you log in, you will find a link for Self-Service. Self-Service provides you with access to class lists, student information and the link where grades are submitted. Please familiarize yourself with Self-Service and the e-mail system as soon as it is available to you.

If you have any IT-related issues, submit a Helpdesk ticket (link is located on the My Portal page) or call 313-993-1500.

### **D. IMPORTANT DATES**

All important dates for the semester such as add/drop dates, last date to withdraw, final exam schedule, etc., can be found on the Registration Schedule Information page on the University website which is located at: <https://www.udmercy.edu/current-students/registrar/registration-schedule>.

### **E. CLASS AUDIT**

Students who wish to audit a class must register for the course on an audit basis. There is no grade or credit earned for the course but it does appear on the student's official transcript as an audit. Courses taken on an audit basis do not meet degree requirements. Normal tuition and fees apply for those who wish to audit a course. Students who register for credit and wish to change to audit must make the change by the end of the add/drop period for that semester. Students who enroll on an audit basis cannot change to earn credit for that course.

Attendance is required in order to successfully audit a course. Failure to attend audited classes may result in an administrative withdrawal from the course.

### **F. PASS-FAIL SIGN-UP PERIOD**

University of Detroit Mercy permits students to enroll in a limited number of courses on a modified pass-fail basis. This opportunity is provided to encourage students to explore challenging elective courses they might not otherwise select. The final grade for a course taken pass-fail may be P or F. Grades A, A-, B+, B, B-, C+, C, C-, D+, and D are converted to P (pass). Hours earned with a grade of P count toward graduation, but a P does not enter into the calculation of the student's quality point average. A final grade of F is treated in the same manner as in those courses which are not taken pass-fail.

Election of the pass-fail option requires the approval of the student's academic advisor or dean. The option is limited to elective courses. Other requirements and restrictions regarding the use of the pass-fail option will be determined by the college/school in which the student's major resides. Pass-fail election forms are available from the dean of the student's college and must be filed with the registrar. The deadline for election of pass-fail is published in the academic calendar and typically falls during the second week of classes. The date is published in the Academic Calendar. No pass-fail elections may be accepted after the deadline nor may the election be withdrawn after submission to the registrar.

**G. MIDTERM GRADE REPORTS**

All instructors are strongly encouraged to submit mid-term grades. Approximately six weeks into the term you will be reminded of the deadline and process for submitting midterm grades. Feedback on student performance, particularly in lower-division and Core courses, is critical to the academic advising process and is a vital part of student retention. Midterm grades provide this feedback, but grades are not part of the student's academic record. Grades are submitted on-line through My Portal Self- Service.

**H. LAST WEEK OF REGULARLY-SCHEDULED CLASSES**

Instructors are reminded that neither quizzes nor examinations may be scheduled during the last week of regular class sessions (a.k.a. 'dead week' – the week before finals). Homework assignments may be made.

**I. FINAL EXAM WEEK & FINAL GRADES**

All weekend classes have a two-hour exam scheduled for the 11th week. All other classes will be scheduled for a single two-hour examination period during the final week of the term. It is not possible to change the time of a scheduled examination unless you have the consent of the dean, the registrar and all students in the class. If a student has three exams on the same day, they may request one professor to reschedule. If there is no exam, the two hours are to be used as a final class period.

**FINAL GRADES ARE DUE IN MY PORTAL SELF-SERVICE NO LATER THAN NOON ON THE MONDAY AFTER THE OFFICIAL END OF THE TERM. FAILURE TO SUBMIT GRADES BY THE DEADLINE MAY RESULT IN A WITHDRAWN CONTRACT FOR THE FOLLOWING SEMESTER.**

**J. COURSE EVALUATIONS**

Three to four weeks prior to the end of the term, students will receive information on how they can access and complete on-line course evaluations. Individual instructors will receive feedback from their department chairperson two to three weeks into the following semester.

**K. UNIVERSITY POLICIES**

For further information on other University and College policies, please refer to the University of Detroit Mercy catalogs which can be found at <http://www.udmercy.edu/catalog>.



## II. SUPPORT AND SERVICES

### A. **CONTRACT/PAYROLL INFORMATION**

New Instructors:

The College of Liberal Arts & Education Operations Manager will contact new instructors to complete a new hire packet. No payroll will be generated until these forms are completed.

Returning Instructors:

If an instructor has taught at University of Detroit Mercy in the past year, tax forms are usually still on file.

Adjuncts will be paid once a month on the last day of each month of the semester they are teaching. If the last day of the month falls on a weekend, the pay date will be the prior Friday.

### B. **PARKING & ID**

Parking tags and ID cards can be obtained from the Titan Information Center located on the ground floor of the Student Union on the McNichols Campus. You will need your vehicle registration and your employee ID number (a.k.a. T#). If you are a new employee you will receive an e-mail to inform you of what that number is once new hire paperwork has been processed. The fee for the parking permit will be deducted from your pay. You will have 10 days after the start of the semester to obtain a permit before you are ticketed. If you have any questions about parking or IDs, please call 313-993-1100.

#### **Parking Permit Instructions:**

- Log on to my.udmercy.edu.
- Click on Personal Profile - this opens a user acceptance information page.
- Agree to the conditions.
- Then - click on parking permit page to enter the vehicle information.

#### **Note: Employee Deduction for Parking Permit**

- The tab for employee payroll deduction is found when you “Add Vehicle.”
- This tab must be completed for a parking permit.

#### **Photo ID Instructions**

The Titan Information Center provides identification cards/validations for faculty and staff. New employees of the University of Detroit Mercy may upload a picture in the GET Mobile App. A confirmation will be sent to your University email when the picture has been received. Employees must present a picture ID (driver license or state ID card) to pick up the University ID card from the Titan Information Center. If an employee ID is lost, please check with the Titan Information Center at 313-993-1100 to see if it has been turned in.

Employees may upload a “selfie” headshot using website: <https://get.cbord.com/udmercy/> or download the GET app from the App Store.

### C. **ADMINISTRATIVE SUPPORT/MAILBOXES**

Depending on your department, mailboxes for adjunct instructors are located in Briggs 108, in Reno 233 for Counseling & Addiction Studies and Psychology and in Reno 241 for the Education Department. University and College information, student/professor correspondence and phone messages will be placed in these boxes and should be checked regularly. Administrative support can be found in the following offices: Education (Reno 241, 313-993-1485); Psychology, Counseling & Addiction Studies (Reno 250,

313-578-0392), and Performing Arts/Detroit Mercy Theatre Company, (Reno 43, 313-993-3270); Language & Cultural Training (Briggs 313-993-1102); and all other departments in Briggs (Briggs 108, 313-993-1287).

Please note that copying jobs should be accompanied by a work request form and submitted 48 hours in advance. Word processing jobs should be submitted 72 hours in advance.

**D. BOOK ORDERS/BOOKSTORE**

Textbook orders are due to the Bookstore (located on the first floor in the Student Union on the McNichols Campus) by October 15 for winter term and March 15 for fall and summer terms. Contact your department chair for current ordering process.

**E. OFFICE SPACE/OFFICE HOURS**

Adjunct faculty may contact the administrative assistant for their department to reserve office space in Briggs or Reno. It is University policy that all instructors make themselves available to students outside of class time.

All adjunct faculty must turn in office hours by the end of the first week of classes to their chairperson and administrative assistant for either Briggs or Reno Hall. Office hours for part-time faculty should also be listed on office doors by the end of the first week of classes. A list of the office hours of ALL faculty will be compiled and distributed to staff so we can assist our students.

**F. SEXUAL HARASSMENT POLICY STATEMENT**

All adjuncts should be familiar with the policy statement on sexual harassment located at: <http://www.udmercy.edu/hr/current-employees/index.htm>. The University is committed to preventing sexual harassment on its campuses.

**G. ACADEMIC AND DISABILITY SUPPORT SERVICES/TUTORING**

1) **The Student Success Center (SSC):** provides quality, student-centered academic support services to help students achieve success. The SSC offers:

- Tutoring and learning communities
- Testing center (The SSC offers a space for students in need of testing accommodations. Students need to make arrangements with their professors in order to use the testing center. During the fall/winter semesters, students may come and take a test during regular hours of operation Monday-Friday. During the summer term and final exam week (any semester) the testing center is by appointment only by calling the SSC at 313-993-1143.
- Professional mentoring
- Placement testing
- Disability Support Services

Location: McNichols Campus Library, 3rd floor, Room 319

Email: [ssc@udmercy.edu](mailto:ssc@udmercy.edu)

Phone: 313-993-1143

Website: <https://www.udmercy.edu/current-students/support-services/success-center>

2) **The Writing Center:** The Writing Center operates to assist students in academic writing. The Writing Center is located in room 131 of the Briggs Building, 313-993-1022. Students are encouraged to

schedule appointments to guarantee that a tutor will be available. Online appointments may also be available. Website: <https://www.udmercy.edu/current-students/writing-center/index.php>

### 3) LIBRARY SERVICES and AUDIO/VISUAL EQUIPMENT

Your faculty ID card also serves as your library card. You need only present your ID card at the circulation desk of any of our libraries. There is also an Instructional Design Studio available in the McNichols Library to assist with web-based instruction. Please visit the University of Detroit Mercy Library and Media Services website <https://libraries.udmercy.edu/> for hours and more information on what services they offer.

The Audio-Visual and Classroom Support (AVCS) department provides presentation-related technologies to support the academic teaching environment of the University. The ITS department continues to expand the built-in capabilities of all teaching locations and, for the locations that do not yet have built-in capabilities, offers mobile delivery and pick-up service.

Location: Main Office is located in Briggs 14 (and a satellite office in Engineering 236)  
Hours: Monday - Friday 8 a.m. – 10 p.m. and Saturday 8 a.m. – 5 p.m.

To reserve audio-visual equipment, complete an Audio-Visual Request Form (located at <https://www.udmercy.edu/about/its/av/index.php>, on the counter in Briggs 108) or call 313-993-1800.

Briggs Office: Delivers to Briggs, College of Health Professions, Commerce & Finance, McNichols Library and Warren Loranger Architecture Building.

Engineering Office: Delivers to Engineering, Life Science, Reno, Chemistry, and all Student Union rooms.

### 4) PERSONAL COUNSELING SERVICES FOR STUDENTS AND STAFF

Personal counseling services are available on the McNichols Campus. Counselors are available at 313-993-1562 to help students and staff with the personal problems they may encounter. All personal counseling contracts are treated as personal and confidential.

### 5) FACULTY/STAFF/ADMINISTRATOR TOOLS AND RESOURCES WEB PAGE

<https://www.udmercy.edu/faculty-staff/>

### 6) CURRENT STUDENT RESOURCES WEB PAGE

<https://www.udmercy.edu/current-students/>

### III. ADJUNCT BENEFITS

A. **THE DETROIT MERCY THEATRE COMPANY**

Tickets for Detroit Mercy Theatre Company (DMTC) productions are available to adjunct instructors at a discounted rate. For information on DMTC tickets and the season program, please call 313-993-3270.

B. **TITAN BASKETBALL**

Tickets for the University of Detroit Mercy Titan Basketball games (both men’s and women’s teams) are available to adjunct instructors at a discount rate. Home games are played at Calihan Hall, McNichols Campus. For information call the Athletics Department at 313-993-1700.

C. **BOOKSTORE**

A 10% discount at the University Bookstore is available to all faculty and staff by presenting a valid University of Detroit Mercy ID card at the register (excluding books and food).

Frequently Used Telephone Numbers

CLAE Main Office (in Briggs Building) .....	313-993-1287
Dean’s Assistant .....	313-993-3250
Education Department.....	313-993-1485
Counseling & Addiction Studies and Psychology Departments.....	313-578-0392
Language & Cultural Training Program .....	313-993-1102
Detroit Mercy Theatre Company Box Office .....	313-993-3270
All other departments located in Briggs.....	313-993-1287
Bookstore .....	313-993-1030
Audio/Visual Helpdesk .....	313-993-1800
Human Resources .....	313-993-1036
IT Helpdesk.....	313-993-1500
Library	
Circulation.....	313-993-1795
Instructional Design Studio .....	313-578-0580
Parking & ID.....	313-993-1150
Payroll .....	313-993-1563
Public Safety.....	313-993-1234
Registrar .....	313-993-3313
Student Success Center.....	313-993-1143
The Writing Center.....	313-993-1022

Course Syllabus Guidelines

<https://cetl.udmercy.edu/knowledge/syllabus-guidelines/mcnichols#required-syllabus>

University of Detroit Mercy

University of Detroit Mercy recognizes the importance of syllabi as documents that reflect the creative and intellectual endeavors of its faculty. Faculty have the right to determine the substance of their syllabi within the guidelines of their college/school/program. Therefore, with the exception of required syllabus statements, this document refers to the format of syllabi and not to content. The checklists below describe the minimum guidelines for a course syllabus. Individual colleges/schools/programs may require additional information.

A course syllabus should indicate clearly to students what is expected of them in the course and how they are to be evaluated. Students must receive the course syllabus no later than the first synchronous class session or the beginning of term. The syllabus should be made available in digital format with relevant hyperlinks.

**1. Basic Course Information**

- Official course title
- Course and section number
- Catalog description of the course, verbatim from the current catalog:  
<https://www.udmercy.edu/academics/catalog/>
- Any additional instructor-generated description of the course
- Number of credit hours
- Days and times of synchronous class sessions (face-to-face or online)
- Course prerequisites/corequisites, if relevant

**2. Instructor Information**

- Instructor's name and title
- Office hours, office location and/or instructions for online office hours
- Telephone number
- Detroit Mercy email address
- Names of teaching assistants and/or other instructors, if applicable

**3. More Detailed Course Information**

- Learning outcomes (broader programmatic statements) and objectives (more specific, course-based statements) that indicate what a student should be able to achieve upon completion of the course and compliance with the instructor's requirements.
- Required texts and materials, including technology resources beyond ITS recommendations for technology, if applicable.
- Required meetings anticipated outside of regularly scheduled meeting times including, but not limited to, observations, service learning, small group assignments, etc.
- Basic description of grading and, if applicable, the weights assigned to each course component

- A “subject-to-change” statement covering the tentative class timeline/schedule and the entire syllabus.
- Proposed timeline or schedule for the course.

#### 4. Course and University Policies

- Instructor/course policies regarding attendance and absences; class participation; classroom and/or online decorum; assignment deadlines; cancelled sessions; formation of and participation in team/group projects (if applicable), etc.
- Statement of, or link to, relevant university and college/school policies and procedures (e.g., mission statements, student handbooks, academic integrity standards and/or policies).

#### 5. Online Licensure Statement (where applicable)

- Federal regulations mandate a statement indicating one of the following must be included in the syllabus of any online program that will require licensure in the home state of the student:
  - a. Notice that the institution’s online program either does or does not qualify the student for licensure in her/his state of residence; or
  - b. Notice that the institution cannot confirm whether or not the online program meets licensure requirements in the student’s state of residence and a list of current contact information for any applicable licensing boards.

### 6. REQUIRED SYLLABUS STATEMENTS

- **Student Support Resources:** University of Detroit Mercy has a wide array of support services available for free to all students. We encourage all members of the community to be aware of this list of student support resources — including contact information for reporting incidents or concerns. Students can also refer to the webpage for Current Students.COVID-related concerns, about yourself or anyone else, should be reported through the COVID referral form.
- **Technology Recommendations:** University of Detroit Mercy Information Technology Services (ITS) posts current recommendations for student technology needs — including hardware, software, and internet connectivity — on the ITS website.
- **Important Announcements:** Important messages will be communicated through Blackboard and/or emailed to your Detroit Mercy email.
- **University-Authorized Absences:** The University recognizes that attending class is essential for student learning and engagement. In cases of University-authorized absences for University-sponsored activities, religious observances or exigent circumstances, instructors shall provide students the opportunity to make up missed work without penalty up to 10% of the course meeting time. Instructors shall determine how students may access, substitute, and/or submit missed work. Students are responsible for all course content and activities missed due to university-authorized absences.
- **Instructional Continuity and Class Cancellation:** Instructional continuity refers to the continuation of instruction during unforeseen campus closure or instructor absence. Should the need to cancel a class session occur, students will be contacted through Blackboard and/or their Detroit Mercy email. The following procedures will be in place to ensure continuity of instruction in this course:

*[Faculty should describe their plan(s)]*. Students are responsible for all course material provided through this instructional continuity plan.

- **Disability Support Services:** University of Detroit Mercy is committed to providing equitable access to learning opportunities for all students. The Office of Disability Support Services collaborates with students who have disabilities to arrange reasonable accommodations. In the event, that you encounter any barrier(s) to full participation in this course due to the impact of your disability, please contact a member of the Disability Support Staff. Our office will confidentially discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations.

**Disability Support Services**  
**Student Success Center**  
**Library, Room 319**  
**dss@udmercy.edu**  
**313-993-1158**

<https://www.udmercy.edu/current-students/support-services/disability.php>

- It is important that if you require an academic accommodation due to a documented disability, emergency medical condition or temporary disability or require special arrangements that you are proactive in this process by requesting the accommodations before or at the start of every semester.
- **Title IX:** Sexual violence and sexual harassment are contrary to our core values and have no place at the University of Detroit Mercy. In accordance with Title IX and related laws, Detroit Mercy prohibits sex and gender-based discrimination including discrimination toward pregnant/parenting students. If you experience sexual violence or sexual harassment that limits your ability to participate in this course or any other Detroit Mercy program or activity, there are resources and options available. Please be aware that I am not a confidential resource, and that I will need to disclose alleged incidents of sex- or gender-based discrimination to the University's Office of Title IX. You may also contact Megan Novell, the Title IX Coordinator, directly by calling 313-993-1802 or emailing novellme@udmercy.edu to learn about supportive measures and options that are available to students alleging or alleged to have engaged in sex- or gender-based discrimination.
- **Reporting Bias-Motivated Incidents:** University of Detroit Mercy is committed to fostering a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated (Discrimination and Harassment Prevention Policy) and should be reported by contacting the Dean of Students.
- **Compliance with Student Policies:** University of Detroit Mercy students are expected to be familiar with and comply with student-related policies and practices, including those found in the Detroit Mercy Student Handbook. The Student Handbook also contains contact information for the Dean of Students and the Dean of each College/School.
- **Academic Integrity:** As members of an academic community engaged in the pursuit of truth and with a special concern for values, University of Detroit Mercy students must conform to the highest standard of honesty and integrity in their academic work. The fundamental assumption under



which the University operates is that work submitted by a student is a product of their own efforts. Among the most serious academic offenses is plagiarism, submitting the ideas or work of another source without acknowledgment or documentation. The consequences of plagiarism or any act of academic dishonesty may range from failure in a course to dismissal from the University.

- **Course Copyright:** All course materials students receive or have online access to are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the Student Code of Conduct, and/or liable under federal and state laws. In addition, distributing completed essays, labs, homework, exams, quizzes, or other assignments constitutes a violation of the Student Conduct policy.
- **Recording of Class Sessions:** Video/audio recordings of class sessions (face-to-face or online) may be recorded for the benefit of students in the class. Recordings will be shared via platforms with access limited to other members of the class. I will attain consent from students if recordings of student comments or images will be shared with a broader audience. Students are prohibited from recording class sessions unless instructor permission has been granted. In the case of ADA accommodations, recordings of class sessions may not be shared or distributed.
- **Religious Observances:** It is the policy of University of Detroit Mercy to respect the faith and religious obligations of each student. Students with exams and classes that conflict with their religious observances should notify their instructor at the beginning of the semester in order to work out a mutually agreeable alternative. Please note that, regardless of whether an absence is "excused" or "unexcused," the student is responsible for all missed course content and activities.

## 7. Required for Face-to-Face Classes

**Classroom Conduct during COVID-19:** As members of the Detroit Mercy campus community, we pledge to keep one another safe during the COVID-19 pandemic. Please refer to the Titans Together website for up-to-date information regarding policies and safety protocols related to the COVID-19 pandemic. Students who do not follow these policies are violating standards of student conduct and will be subject to disciplinary action through the Dean of Students Office.

### Students must follow these safety procedures:

- Follow current face covering protocol and any additional safety protocol included in the course syllabus.
- Monitor your health. Stay home if you are not feeling well and contact your instructor about course content you missed.
- Get tested if you or someone you have been in close contact with has symptoms of COVID-19, such as cough, chills, fatigue, shortness of breath, or loss of taste or smell. For more information on the symptoms of COVID-19, please go to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Wash hands and/or use hand sanitizer frequently.
- Do not eat in classroom spaces.

Students who show symptoms of or test positive for COVID-19, miss class due to illness, or are worried about a potential exposure should complete the COVID-19 referral form or contact the Wellness

Center immediately at 313-993-1185. University staff will direct you to testing if necessary and help you find the support you need.

**IF RELEVANT:**

**Blackboard:** In this course we will be using Blackboard for assignments, activities, and/or discussion. Students should have regular access to Blackboard and their Detroit Mercy email. The use of student data in Blackboard conforms to the Family and Educational Rights and Policy Act (FERPA) and information policies of University of Detroit Mercy. Downloading the Blackboard mobile app will also allow you to view content and participate in courses on an iOS or Android mobile device.

**8. RECOMMENDED/OPTIONAL**

- **Universal Design for Learning:** I am committed to the principle of universal learning. This means that our classroom, virtual spaces, practices, and interactions have been designed to be as inclusive as possible. If you have a particular need, please email me or arrange a meeting with me so I can help you learn in this course. I will treat any information that you share as private and confidential. Contact Disability Support Services to seek official accommodations due to a disability or emergency medical condition.
- **Learning Environment:** Universities provide a safe haven for multiple perspectives and for disagreement and dissent. However, all of our conversations should be pursued in the spirit of mutual respect and civility. Together we will work to create an environment in which every voice and perspective is heard and respected. The use of harmful or exclusionary language, including language that is racist, sexist, homophobic, or transphobic, would erode what we are trying to accomplish in our course and is not acceptable in the University classroom.