

Temple University Policies Required in Syllabi for Fully Online Technical Communication Courses*

In addition to course-specific policies, each syllabus should incorporate the following standard policies either directly or by a cross-reference to an accompanying Canvas file.

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* Note: COE plans to implement a standard online repository of current TU policy statements that undergraduate syllabi can incorporate by a reference link. This unofficial version of standard TU policies was prepared by J. Danowsky on 8-12-2020 for use in Fall Technical Communication course syllabi during the interim. Except for just a few editorial corrections, the text of the policy statements follows the repository draft from last fall and the University's wording of updates published this summer. To group related policies together, however, the policy titles have been reworded and alphabetized, and a few paragraphs have been relocated.
This version is for exclusively online courses; several additional policies added this summer by the Provost will be needed for in-person courses.

Academic Policies

For an alphabetical directory of all Temple University undergraduate academic policies, see the <https://bulletin.temple.edu/undergraduate/academic-policies/>, which also cross-references to the Temple Policies & Procedures web site (<https://secretary.temple.edu/policies>) for the text of some policies.

Assistance: Academic Support by Librarians

Students may request appointments with Librarians, who can provide targeted assistance at all stages of your project, including exploring a topic, test-driving Temple's academic research tools, and identifying and citing sources. A Subject Librarian has particular skills to focus on your major or the class you are taking. If you don't know your Subject Librarian feel free to reach out to any librarian who will help you make that connection. Schedule appointments individually or in small groups. Easy access to program specific resources may be found in Library research guides <https://library.temple.edu/>

Assistance: Academic Support by Student Success Center

The Student Success Center (SSC) is a comprehensive, "one-stop-shop" academic support center serving graduate and undergraduate students at Temple University. The SSC supports a global community of undergraduate and graduate students as they participate in the academic and cultural environment of Temple University. SSC assists students in navigating the complex processes of acquiring formal academic knowledge and integrating it into their own creative, intellectual, and professional pursuits. The SSC offers a range of programs and services including tutoring, workshops, retreats, colloquia, and more. <https://studentsuccess.temple.edu/index.html>

Assistance: Career and Internship Advising

Information on Temple Career Services is available at <https://www.temple.edu/life-at-temple/students/careers-and-internships/career-center>.

Assistance: Counseling Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These concerns or stressful events may lead to diminished academic performance and ability to participate in daily activities. Counseling services are available to assist you. Please refer to the Tuttleman Counseling Center at <https://counseling.temple.edu/>.

Assistance: Disability Accommodations

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) in 100 Ritter Annex (drs@temple.edu; 215-204-1280) to request accommodations and learn more about the resources available to you. If you have a DRS accommodation letter to share with me, or you would like to discuss your accommodations, please contact me as soon as practical. I will work with you and with DRS to coordinate.

Pandemic update: COVID-19 may result in a need for new or additional accommodations. Concerned students should confer with DRS.

Assistance: Food Insecurity Aid and Emergency Financial Aid

If you are experiencing food insecurity or financial struggles, Temple provides resources and support. Notably, the Temple University [Cherry Pantry](#) and the Temple University [Emergency Student Aid Program](#) are in operation as well as a variety of resources from the [Office of Student Affairs](#).

Assistance: Hardware, Internet Access, and Software

Limited resources are available for students who do not have the technology they need for class. Students with educational technology needs, including no computer or camera or insufficient Wifi-access, should submit a request outlining their needs using the Student Emergency Aid Fund form. The University will endeavor to meet needs, such as with a long-term loan of a laptop or Mifi device, a refurbished computer, or subsidized internet access.

Note that some software is available for free download on the [ITS Academic Support page](#). Other specialty software may be available for remote access through ITS.

Conduct: Academic Honesty

According to the University Student Code of Conduct, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment and/or failing the course, and/or other sanctions as enumerated in the University Code of Conduct, which can be accessed at <https://studentconduct.temple.edu/policies>

Conduct: Academic Rights & Responsibilities

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed at policies.temple.edu.

Conduct: Class Discussions

It is important to foster a respectful and productive learning environment that includes all students in our diverse community of learners. Our differences, some of which are outlined in the [University's nondiscrimination statement](#), will add richness to this learning experience. Therefore, all opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

Treat your classmates and instructor with respect in all communication, class activities, and meetings. You are encouraged to comment, question, or critique an idea, but you are not to attack an individual. Please consider that sarcasm, humor, and slang can be misconstrued in online interactions and generate unintended disruptions. Profanity should be avoided — as should the use of all capital letters when composing responses in discussion threads, which can be construed as “shouting” online. Remember to be careful with your own and others’ privacy. In general, have your behavior mirror how you would like to be treated by others.

Conduct: Class Recording by Students

Due to the potentially sensitive nature of the material discussed in class, recording of lectures and guest speakers is not permitted without express permission of the faculty member. Recording of lectures as a disability accommodation is permitted [for use in private personal review only], but individual students should speak with the course instructor in advance so that it can be done appropriately and respectfully of those participating in class discussion.

Conduct: Sexual Misconduct

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Please refer to the University policy on sexual harassment at:

<https://secretary.temple.edu/sites/secretary/files/policies/04.82.01.pdf> or
<https://secretary.temple.edu/sites/secretary/files/policies/04.82.02.pdf>

Additional resources related to sexual harassment and ways in which to report an incident can be found at: <http://sexualmisconduct.temple.edu/>

Course Withdrawal or Incomplete Grade

If a student wishes to withdraw from a course, it is the student’s responsibility to meet the deadline for the last day to withdraw within the current semester.

A student may be eligible for an “Incomplete” grade only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student’s control. The student is responsible for initiating this process, and all incomplete forms must be sent to the Assistant Dean for Undergraduate Affairs prior to the term’s grading deadline. <https://bulletin.temple.edu/undergraduate/academic-policies/incomplete-coursework/>.

Health and Safety: Academic Continuity in an Emergency

In the event of an emergency, class materials/instructions will be provided in a web-based format via Canvas or web-ex. Students registered for the class will be alerted to any alternate testing procedures and submission of assignment requirements from the instructor via email.

Health and Safety: Temple and COVID-19

Temple University's motto is Perseverance Conquers, and we will meet the challenges of the COVID pandemic with flexibility and resilience. The university has made plans for multiple eventualities. Working together as a community to deliver a meaningful learning experience is a responsibility we all share: we're in this together so we can be together.

Health and Safety: TU Alert System

It is recommended that students register for the TUAlert System to be made aware of University closures due to weather or other emergency situations and follow all additional university-wide emergency instruction. Students can register for this system on the following site:

<https://safety.temple.edu/emergency-preparedness/get-educated/tualerts/receive-sms-tualerts>.