



## **FACULTY-LED PROGRAMS SYLLABUS CHECKLIST**

For GEO Faculty-Led program proposals, please make sure any syllabi you submit include the following details:

- ✓ **Course Information** (title, instructor name(s), language of instruction, site city and country, UO credits, contact hours)
- ✓ **Student Engagement Hours** (total number of hours of in all course activities)
- ✓ **Course Description** (100 words or less, where possible)
- ✓ **Course Objectives** (instructional goals and student outcomes)
- ✓ **Instructional Methodology** (lecture, seminar, discussions, guest lectures, experiential education, etc.)
- ✓ **Method of Evaluation** (exams, projects, papers, journals, participation, quizzes, etc.)
- ✓ **Course Outline** (how students will engage with the course topic through readings and assignments)
- ✓ **Course Readings** (please list required readings and suggested readings separately)
- ✓ **Bibliography** (cite references for lectures or course design)
- ✓ **Accessible Education Statement** (see <https://aec.uoregon.edu/best-practices-faculty> for more information): *The University of Oregon and I are dedicated to fostering inclusive learning environments for all students and welcomes students with disabilities into all of the University's educational programs. The Accessible Education Center (AEC) assists students with disabilities in reducing campus-wide and classroom-related barriers. [If you have or think you have a disability](#) and experience academic barriers, please contact the AEC to discuss appropriate accommodations or support. Visit 360 Oregon Hall or [aec.uoregon.edu](https://aec.uoregon.edu) for more information. You can contact AEC at 541-346-1155 or via email at [uoaec@uoregon.edu](mailto:uoaec@uoregon.edu).*
- ✓ **Academic Misconduct Statement** (see <https://dos.uoregon.edu/faculty-resources> for more information): *The University Student Conduct Code (available at [conduct.uoregon.edu](https://conduct.uoregon.edu)) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at <https://researchguides.uoregon.edu/citing-plagiarism>.*
- ✓ **Reporting Obligations:** *I am a designated reporter. For information about my reporting obligations as an employee, please see [Employee Reporting Obligations](#) on the Office of Investigations and Civil Rights Compliance (OICRC) website. Students experiencing sex- or gender-based discrimination, harassment or violence should call the 24-7 hotline 541-346-SAFE [7244] or visit [safe.uoregon.edu](https://safe.uoregon.edu) for help. Students*

experiencing all forms of prohibited discrimination or harassment may contact the Dean of Students Office at 541-346-3216 or the non-confidential Title IX Coordinator/OICRC at 541-346-3123 to request information and resources. Students are not required to participate in an investigation to receive support, including requesting academic supportive measures. Additional resources are available at [investigations.uoregon.edu/how-get-support](https://investigations.uoregon.edu/how-get-support).

I am also a mandatory reporter of child abuse. Please find more information at [Mandatory Reporting of Child Abuse and Neglect](#).

**Pregnancy Modifications.** Pregnant and parenting students are eligible for academic and work modifications related to pregnancy, childbirth, loss of pregnancy, termination of pregnancy, lactation, and related medical conditions. To request pregnancy-related modifications, students should complete the [Request for Pregnancy Modifications form](#) on the OICRC website. OICRC coordinates academic and other modifications for pregnant and parenting students to ensure students can continue to access their education and university programs and activities.

- ✓ **Generative AI Course Policy Statement:** We strongly encourage instructors to have an explicit policy about GenAI in their course syllabus. Sample course policies at the link below indicate a range of options that instructors can adapt depending on their specific course context and student learning goals. <https://teaching.uoregon.edu/teaching-and-generative-ai-course-policy-and-activity-ideas#policies>

For additional information on suggested course syllabus content, refer to the following websites: <https://provost.uoregon.edu/syllabus-requirement-undergraduate-and-graduate-policy> <https://investigations.uoregon.edu/suggested-syllabus-language>