

**UNIVERSITY OF WYOMING**  
**{COURSE PREFIX, NUMBER}**  
**{TITLE, CREDIT HOURS}**  
**{LOCATION OF MEETINGS IF ON CAMPUS; METHOD OF DELIVERY OTHERWISE}**  
**{SEMESTER OR SESSION}**  
**{MEETING TIMES AND DATES, START AND END DATE}**

**Instructor contact information:** Your building and room number, phone contact, and email, along with any other contact information you wish to share.

**Office hours and/or open door policy:** For site-based in-person courses, the instructor's office hours or open-door availability; for online courses, the instructor's response time and availability for virtual office hours. Faculty are expected to have a minimum of three (3) hours spread over two (2) days of the week of out-of-class availability to students each week.

**Course prerequisites, co-requisites, enrollment restrictions:** List any courses required to be taken concurrently or prior to the course, and any restrictions such as major or class standing. These are also listed in the course catalog and set by your department.

**Course Description:** Purpose, content, and goals. This can be the same course description in the catalog, or an extended version.

**Student Learning Outcomes:** NOTE: Student learning outcomes in different sections of the same course should not differ significantly. The learning outcomes related to University Studies Program objectives should be included, if applicable.

**Required texts, readings, and special tools or materials:**

**General requirements and expectations for the course:** Attendance policy, late work policy, and other expectations for performance

**Required examinations, assignments, activities, and projects.**

**(If any) Required Participation Outside of Class Meetings:** List your expectations for participation outside of normal class meeting times, including field trips, service learning, and other activities or expectations, including time commitments

**Final Examination or Final Project Date:** Set by the Office of the Registrar. You may wish to list your policy for students who are unable to attend the final time, if any.

**Grading Scale and Grading Policies:** Include your methods of evaluation, how those methods factor into the final grade, the scale used to determine final grades, and how late assignments will be handled.

**Attendance and Absence policies.** For in-person courses, state the class absence policies, as well as University policies on excused absences as outlined in [UW Regulation 2-108 \(Student Attendance Policy\)](#). For online courses, state the class participation policies, what constitutes participation and how that will be evaluated.

**Classroom Behavior Policy:** Include a statement of policies to foster a positive learning environment (civility and respectful discussion, for example), including use of cell phones, mobile devices, etc.

*Example: "At all times, treat your presence in the classroom and your enrollment in this course as you would a job. Act professionally, arrive on time, pay attention, complete your work in a timely and professional manner, and treat all deadlines seriously. You will be respectful towards your classmates and instructor. Spirited debate and disagreement are to be expected in any classroom and all views will be heard fully, but at all times we will behave civilly and with respect towards one another. Personal attacks, offensive language, name-calling, and dismissive gestures are not warranted in a learning atmosphere. As the instructor, I have the right to dismiss you from the classroom, study sessions, electronic forums, and other areas where disruptive behavior occurs."*

*Example: "Electronic devices such as mobile phones should be (INSTRUCTOR CHOICE: left at home, set to silent, turned off). Laptops (INSTRUCTOR CHOICE: are, are not) allowed for note-taking purposes; those who require laptops for accommodation of disabilities, work with Disability Support Services and me to accommodate your needs. No unauthorized video or audio recording during class is allowed to protect the privacy of your fellow students; for those who require recording for accommodation of disabilities, work with Disability Support Services and me to accommodate your needs."*

**Classroom Statement on Diversity:** "The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning. "

**Disability Support:** Insert a statement referring to [reasonable accommodations provided by University Disability Support Services](#).

*Example: "The University of Wyoming is committed to providing equitable access to learning opportunities for all students. If you have a disability, including but not limited to physical, learning, sensory or psychological disabilities, and would like to request accommodations in this course due to your disability,, please register with and provide documentation of your disability as soon as possible to Disability Support Services (DSS), Room 128 Knight Hall. You may also contact DSS at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu). It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. Visit the DSS website for more information at: [www.uwyo.edu/udss](http://www.uwyo.edu/udss)"*

**Academic Dishonesty Policies:** Include a statement or a reference to UW Regulation 2-114 (Procedures and Authorized University Actions in Cases of Student Academic Dishonesty).

*Example: “Academic dishonesty will not be tolerated in this class. Cases of academic dishonesty will be treated in accordance with UW Regulation 2-114. The penalties for academic dishonesty can include, at my discretion, an “F” on an exam, an “F” on the class component exercise, and/or an “F” in the entire course. Academic dishonesty means anything that represents someone else’s ideas as your own without attribution. It is intellectual theft – stealing - and includes (but is not limited to) unapproved assistance on examinations, plagiarism (use of any amount of another person’s writings, blog posts, publications, and other materials without attributing that material to that person with citations), or fabrication of referenced information. Facilitation of another person’s academic dishonesty is also considered academic dishonesty and will be treated identically.”*

**AI Technology:** We recommend that faculty include a section focused on permitted/unpermitted AI technology use in each of their syllabi, generally in the location of their Student Academic Dishonesty statement. Additionally, it is important that faculty clearly communicate their expectations of course collaboration policies (with other students) in this same area.

We offer the following language as draft material (adapted from University of Delaware) that instructors may want to consider. Additional samples, specific to individual disciplines/context, are available here: <https://docs.google.com/document/d/1RMVwzjc1o0Mi8Blw - JUTcXv02b2WRH86vw7mi16W3U/edit>

**Option 1: Use prohibited**

*Students are not permitted to use advanced automated artificial intelligence or machine learning tools on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.*

**Option 2: Use only with prior permission**

*Students are permitted to use advanced automated artificial intelligence or machine learning tools on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.*

**Option 3: Use only with acknowledgement**

*Students are permitted to use advanced automated artificial intelligence or machine learning tools on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: “Chat-GPT-3. (YYYY, Month DD of query). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>” Material generated using other tools should follow a similar citation convention.*

**Option 4: Use is freely permitted with no acknowledgement**

*Students are permitted to use advanced automated artificial intelligence or machine learning tools on assignments in this course; no special documentation or citation is required.*

**Duty to Report:** Statement referring to your duty to report status as instructional personnel under Title IX.

*Example: **SHORT VERSION***

*UW faculty are committed to supporting students and upholding the University's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member, understand that as a "Responsible Employee" of the University, the faculty member **MUST** report information you share about the incident to the university's Title IX Coordinator (you may choose whether you or anyone involved is identified by name). If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Faculty can help direct you or you may find info about UW policy and resources at <http://www.uwyo.edu/reportit>*

*You do not have to go through the experience alone. Assistance and resources are available, and you are not required to make a formal complaint or participate in an investigation to access them.*

*Example: **LONG VERSION***

*While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting requirements that are part of my job requirements at UW.*

*For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to those offices directly, you can contact Equal Opportunity Report and Response (Bureau of Mines Room 319, 766-5200, [report-it@uwyo.edu](mailto:report-it@uwyo.edu), [www.uwyo.edu/reportit](http://www.uwyo.edu/reportit)). Additionally, you can also report incidents or complaints to the UW Police Department. You can also get support at the STOP Violence program ([stopviolence@uwyo.edu](mailto:stopviolence@uwyo.edu), [www.uwyo.edu/stop](http://www.uwyo.edu/stop), 766-3296) (or SAFE Project ([www.safeproject.org](http://www.safeproject.org), [campus@safeproject.org](mailto:campus@safeproject.org), 766-3434, 24-Hour hotline: 745-3556).*

*Another common example is if you are struggling with an issue that may be traumatic or unusual stress. I will likely inform the Dean of Students Office or Counseling Center. If you would like to reach out directly to them for assistance, you can contact them using the info below or going to [www.uwyo.edu/dos/uwyocares](http://www.uwyo.edu/dos/uwyocares).*

*Finally, know that if, for some reason, our interaction involves a disruptive behavior or potential violation of policy, I inform the Dean of Students, even when you and I may have reached an informal resolution to the incident. The purpose of this is to keep the Dean apprised of any behaviors and what was done to resolve them.*

**Green Dot Program at UW:** Here at The University of Wyoming, we are committed to reducing and preventing power-based personal violence such as sexual assault, relationship violence, and

stalking. Green Dot is a bystander intervention program to reduce these forms of violence with one thought; If everyone does one thing, no one will have to do everything. A Green Dot is your choice at any moment to make campus safer by promoting safety for everyone and letting others know that you will not tolerate violence. A Green Dot is any behavior, choice, word or attitude that sends a clear message that:

1. Violence is not okay with you, and
2. Everyone is expected to do their part.

Additional information on Green DOT training and resources are available at:

<http://www.uwyo.edu/greendot/>

**Substantive changes to syllabus:** Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Substantive changes made to the syllabus by the instructor during the semester shall be communicated in the learning management system, other electronic means, or in class to the students with reasonable notice.

*Example: "All deadlines, requirements, and course structure is subject to change if deemed necessary by the instructor. Students will be notified verbally in class, on our WyoCourses page announcement, and via email of these changes."*

*Example: "Note: This syllabus is a guide. Circumstances may alter the reading and/or test schedules. You are required to check WyoCourses and your email at least once a week."*

**Daily or weekly schedule of topics, activities, and graded work:** You may include a schedule with the syllabus, or distribute it separately on WyoCourses or other electronic means.

### **Student Resources:**

***Example: CAMPUS RESOURCES***

DISABILITY SUPPORT SERVICES: [udss@uwyo.edu](mailto:udss@uwyo.edu), 766-3073, 128 Knight Hall, [www.uwyo.edu/udss](http://www.uwyo.edu/udss)

COUNSELING CENTER: [uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu), 766-2187, 766-8989 (After hours), 341 Knight Hall, [www.uwyo.edu/ucc](http://www.uwyo.edu/ucc)

ACADEMIC AFFAIRS: 766-4286, 312 Old Main, [www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)

DEAN OF STUDENTS OFFICE: [dos@uwyo.edu](mailto:dos@uwyo.edu), 766-3296, 128 Knight Hall, [www.uwyo.edu/dos](http://www.uwyo.edu/dos)

UW POLICE DEPARTMENT: [uwpd@uwyo.edu](mailto:uwpd@uwyo.edu), 766-5179, 1426 E Flint St, [www.uwyo.edu/uwpd](http://www.uwyo.edu/uwpd)

STUDENT CODE OF CONDUCT WEBSITE: [www.uwyo.edu/dos/conduct](http://www.uwyo.edu/dos/conduct)