

Mount Mary University Spring 2025 Syllabus Requirements & Policies

Requirements

Each syllabus must include:

1. Your Contact information
 - **You must use your Mount Mary University email address and phone number.**
2. Office hours (Full-Time Faculty: At least 3-hours devoted to office hours for personal contact with students and colleagues; Adjunct Faculty: At least 1-hour devoted to office hours. If you are providing virtual support to your students, email response time should be clearly explained in the course syllabus).
3. Department, number of course, title of course, number of credits
4. Term (fall/spring/summer) and year
5. Course Objectives
6. Catalog description of course
7. Core Curriculum Realm or Graduate Program
8. Names of text(s) and any other primary course materials used by Instructor
9. Clear attendance policy (distinguish between those meeting in person and online).
 - **Record attendance in Canvas for each in-person/synchronous class session or each week for online/hybrid asynchronous courses. This also includes Independent Studies and Internships, etc. If you need assistance with structuring a system for recording attendance in Canvas, please work with Jess Mould, Instructional Designer at: mmu-canvas@mtmary.edu, and/or the Chair or Graduate Program Director in your area.**
 - **The University must collect and report this data accurately for reports to the Higher Learning Commission and the U.S. Department of Education.**
10. Outline of evaluation and/or assessment procedures
11. Schedule of planned activities
12. Mount Mary University Mission and Vision Statement (below)

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13. Accessibility Statement (below)
14. Academic Honesty and Integrity Statement (below)
15. Religious/Cultural Observance Policy (below)
16. Title IX Regulations (below)
17. Artificial Intelligence (AI) Use Policy (below)

Remember: Each syllabus must be sent to the Dean's office of the School for which you are teaching. Please submit all syllabi to your Chair, Program Director, and Dean, no later than

Friday, January 24, 2025.

- **The Higher Learning Commission requires that we collect and file all course syllabi each semester.**

Policies

Mount Mary University Mission & Vision

Mount Mary University, an urban Catholic university for women, sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking critically and creatively. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

Mount Mary University is recognized as a diverse learning community that works in partnership with local, national and global organizations to educate women to transform the world.

Accessibility Statement

Mount Mary University complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990 and the Americans with Disabilities Amendments Act (2008) ADAA which stipulates that the University will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact Accessibility Services so that such accommodations

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may be arranged. To contact Accessibility Services, call (414) 930-3214, email mmu-access@mtmary.edu, or visit the Student Success Center located on the first floor of Haggerty Library (HL), room 124. Students eligible for accommodations must provide a current accommodation letter to the instructor. Accommodation letters from previous semesters will not be accepted.

Academic Honesty and Integrity

Mount Mary University is an academic community dedicated to the intellectual and social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the University. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another's ideas as one's own, or to enhance one's grade through dishonest means violate the integrity of both the student and University.

Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust. A faculty member has the right and authority to deal with academic dishonesty in his or her classroom; however, a student who commits multiple violations against academic integrity shall be subject to administrative disciplinary action as described in the Academic Honesty and Integrity Policy and Procedures.

Religious/Cultural Observance

Mount Mary University's policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments, or required attendance. In so doing, faculty are careful not to inhibit or penalize those students who are exercising their rights to religious observance. Students are required to notify the instructor at the beginning of the semester of any absence(s) so appropriate accommodations can be made for the student to have access to the course content that corresponds to the date(s) of religious observances.

Title IX

Title IX of the Education Amendments of 1972: Mount Mary University is committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of discrimination and/or harassment on the basis of sex from another member of the Mount Mary community while participating in any University program or activity, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report it to the

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University. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity.

If you speak with a faculty or staff member about an incident that involves a Title IX matter within the Mount Mary community, that faculty/staff member must notify the Mount Mary Title IX Coordinator(s)

that you shared an experience relating to Title IX, even if you ask them not to do so. The Title IX Coordinator(s) will then be available to assist you in understanding all of your options and connecting you with all possible resources on and off campus. If you wish to speak to a confidential source that does not have to inform the Title IX Coordinator(s), you may contact the Mount Mary Counseling and Wellness Center and/or Campus Ministry.

If you are pregnant or experiencing a pregnancy related condition, the Title IX Coordinator(s) can assist you in understanding your rights and options as well as provide supportive measures.

To learn more about Mount Mary's Policy Against Sex-Based Discrimination and Harassment, click [HERE](#). This link includes access to the complete policy, contact information for Title IX Coordinator(s) and confidential sources, and one form of reporting. You can also email mmu@titleixcoordinator@mtmary.edu with information regarding an experience related to Title IX and for additional support and guidance.

Artificial Intelligence Use Policy

The University's Academic Honesty and Integrity Policy defines important obligations students have regarding their academic and non-academic pursuits. The Artificial Intelligence (AI) Use Policy is a subset of the University's Academic Honesty and Integrity Policy, intended to clarify the responsibilities of students using AI.

Generative artificial intelligence (AI) tools such as ChatGPT, Gemini, and Copilot, and generative AI Writing Assistance tools, such as Grammarly, are shaping our work the work we do in teaching and learning. When used within the scope of the policy and within the guidelines designated by the instructor, generative AI can be a helpful tool to support learning and provide opportunities to explore and understand information. When used improperly, there is risk of biased interpretation, incomplete or inaccurate information, lack of proper attribution and/or plagiarism. Students should exercise caution in the use of such tools and follow the explicit guidelines provided by each instructor that describe the level and type of AI use permitted in each course.

Students are ultimately responsible for the coursework they submit and should not attempt to submit any AI-generated work as their own. Per the University's Academic Honesty and Integrity Policy, all submitted work should include correct and complete citations. Specifically, students are not to use

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unauthorized assistance in coursework, internships, fieldwork, or scholarly activities unless such assistance has been authorized specifically by the course instructor.

Instructors assign one of three AI levels (full use, guided use, or restricted use) to each course, as designated in their course syllabus. In general, predictive text tools built into commonly used applications are permissible in all three levels.

Full Use. Students may use any AI writing tool to help with brainstorming and improve their writing style, clarity, and expression (grammar, punctuation, spelling, sentence starters, transitions between

paragraphs), as well as predictive AI tools built into common applications. It is the student's responsibility to verify the credibility, accuracy, and trustworthiness of all information used from AI tools. Any text copied directly from an AI tool into their own writing assignments without appropriate citation is considered plagiarism. If an instructor finds or suspects a student has plagiarized, the student will be expected to meet with the instructor to discuss the impact of the student's actions on their grade. Any violation of the Academic Honesty and Integrity Policy is subject to additional action, as outlined in the University's policy.

Guided Use. Students may use AI generative technologies as directed by the instructor. They may fully use predictive AI tools built into common applications. In this course, students will use generative AI in a guided manner to ensure students are meeting the student learning outcomes that structure this course and others in our program. AI use guidelines will be defined and provided with each relevant learning activity.

Restricted Use. Students should refrain from using generative AI tools in this course. They may use predictive AI tools built into common applications. In this course, students will not use generative AI to ensure students are meeting the student learning outcomes that structure this course and others in our program. Any use of generative AI in this course is a breach of the University's Academic Honesty and Integrity Policy and subject to disciplinary action, as outlined in the University's policy.