

Syllabus Content Suggestions:

The following set of suggestions is by no means a required format to follow when drafting a class syllabus, but rather a list of student-generated suggestions to clarify some expectations for the class. This is an invitation to conversation about the spirit of Bryn Mawr College Honor Code in the classroom.

- Expectations for the class
 - I would like my students to come out of this course*
 - having learned about....*
 - with the skills to...*
 - thinking about...*
 - Honesty in all mediums of communications (in meetings and in emails)*
 - I expect my students to honor this privilege of an Honor Code since I too am choosing to participate in this system.*
 - Students can expect that I, the professor, will...*

- What trust as described in the Honor Code means for the professor and his/her relationship with his/her students
 - I value this system based on honor and integrity because...*
 - The Honor Code has allowed me to trust that I can...*

- The importance of self-reporting and confrontation
 - If you see something, say something. A breach of the Honor Code not only damages the relationship that a student has with his/her professor, but also the commitment he/she has to the institution of Bryn Mawr and to his/her peers within the community.*
 - If a student truly values his/her work, but has found him/herself committing an act against the spirit of the Honor Code, he/she should self-report to both his/her professor and to the Head of the Honor Board. It is better to admit the mistake and learn from it than to work dishonorably and in a way that disrespects the community.*

- Defining what is acceptable...
 - Homework*
 - Group work/collaboration*
 - Special Projects*
 - Use of technology*
 - In class: describe the extent of acceptable use of laptops, cellular phones and the internet during lecture*
 - On submitted work: describe the extent of acceptable use of online resources, electronic tools, translators, calculators, word processors, etc. on submitted work.*

- Defining “original” work. Defining “plagiarism.”
 - “Original”- comprised of thoughts generated by the individual student completing/submitting the assignment/exam*
 - “Plagiarism”- academic theft. Using ideas without attributing the source from which it was taken. By doing this, we are devaluing the work put into generating a thought or an idea.*

- **Personal Note about reaching out and being available**
Importance and value of Office Hours and appointments with professors
A note about “Why Bryn Mawr” from the professor’s perspective and what that means for his/her relationship with his/her students
Introduce a safe-space for conversation
- **Acceptable Citation Styles**
APA, Chicago, MLA
(<http://libguides.brynmawr.edu/citation>)
Copying Verbatim- doing so without attribution and the use of quotation marks is unacceptable.
Resources you suggest/prefer (online or reference books)
- **Describing exam types**
Self-scheduled vs. Take-home vs. In-class
Where one can find information on Finals Week
(http://www.brynmawr.edu/registrar/CourseInfo/exam_schedule.html)
- **Available resources**
Writing Center
(<http://www.brynmawr.edu/writingcenter/>)
Mention the extent to which a student may utilize this resource (eg. The Writing Center can help with drafts and outlining, but will NOT look over a midterm or final assignment)
Q Center
(<http://www.brynmawr.edu/qproject/>)
Rachel Heiser & Academic Support and Learning Resources
(rheiser@brynmawr.edu // <http://www.brynmawr.edu/academicsupport/>)
Teaching Assistants
Peer Tutoring
(http://www.brynmawr.edu/deans/acad_support/tutoring2.shtml)
Peer Mentor Services
(http://www.brynmawr.edu/deans/acad_support/peer_mentoring.shtml)
- **About Access Services**
Deb Alder
(dalder@brynmawr.edu // http://www.brynmawr.edu/access_services/)
Examples of accommodations offered to students at Bryn Mawr
Best way to talk to a professor about accommodations
- **Proper course of action in the case of an emergency situation (health, family, etc)**
Email your Dean!
- **Honor Code resources**
Information on the Honor Board, FAQs and how to get in touch with individual representatives on the Honor Board can be found at <http://sga.blogs.brynmawr.edu/honor-board/>
For the full Honor Code, visit <http://sga.blogs.brynmawr.edu/honor-board/honor-code/>
To get in touch with the Head of the Honor Board, email honorboard@brynmawr.edu