**Syllabus Design**

At WSU, you do not have to follow a certain template for your syllabus (unless otherwise instructed by your department chair). However, it is recommended to include the following paragraphs (and links) in your syllabus:

**Reading and Writing Center (RWC), Parenzo Hall 218**

RWC is dedicated to supporting and encouraging all students as they write to communicate their ideas and to discover new ones. Acting as an engaged audience, the RWC staff assists writers on any type of project, in any major, at any stage of the writing process. To make a FREE appointment and to learn more about the RWC’s services, including drop-in hours at Ely Library and workshops on a variety of topics, visit the website: [www.westfield.ma.edu/reading](https://mail.westfield.ma.edu/owa/redir.aspx?SURL=NxcxParb8rYxJB7BteedObmBtiDLZWP75NjM1XQQ6i8PGCw9WSPTCGgAdAB0AHAAcwA6AC8ALwBtAGEAaQBsAC4AdwBlAHMAdABmAGkAZQBsAGQALgBtAGEALgBlAGQAdQAvAG8AdwBhAC8AcgBlAGQAaQByAC4AYQBzAHAAeAA_AEMAPQBjADQASwBKAHAAeABHAFgAYgBrAE8AMQBlAGsAbAB1AHAAWQBmAHYAMABRAE8AMgBvAEsAXwBmAGQAOQBBAEkAQwBpADUATABuAEYANwBtAFYAagBlAGkAeAAzAGcAUABvAG8ASgAzAGMAVwBZAF8AVgBlAE8AOAAzAGUAOABnAEgAVQBFAFUAXwBIAFYAYgBfAHgANAAuACYAVQBSAEwAPQBoAHQAdABwACUAMwBhACUAMgBmACUAMgBmAHcAdwB3AC4AdwBlAHMAdABmAGkAZQBsAGQALgBtAGEALgBlAGQAdQAlADIAZgByAGUAYQBkAGkAbgBnAA..&URL=https%3a%2f%2fmail.westfield.ma.edu%2fowa%2fredir.aspx%3fC%3dc4KJpxGXbkO1eklupYfv0QO2oK_fd9AICi5LnF7mVjeix3gPooJ3cWY_VeO83e8gHUEU_HVb_x4.%26URL%3dhttp%253a%252f%252fwww.westfield.ma.edu%252freading), stop by Parenzo Hall 218, or call 413-572-5569.

Here are three tips to ensure you get the most out of your RWC session: 1. Make an appointment sufficiently in advance of the due date in order to give yourself adequate time; 2. Bring with you anything associated with the assignment: a copy of the assignment, the course syllabus, previous writing, and relevant research and reading material; 3. Prior to your session, reread your assignment or your draft and identify a particular question or concern for the session.

**The Counseling Center, Lammers Hall, Annex A**

Life at college can get very complicated. Students sometimes feel overwhelmed, and experience a variety of challenges, such as anxiety, depression, relationship difficulties, and/or diminished self-esteem, to give a few examples. However, many of these issues can be effectively addressed with a little help. The Counseling Center helps students cope with difficult emotions and life stressors. The Counseling Center is staffed by experienced, professional counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at <http://www.westfield.ma.edu/student-life/counseling-center>, or by stopping by Lammers Hall, Annex A. Please talk to me if you are distressed and you are not sure what to do about it.

***The Banacos Academic Center has two syllabi statement suggestions:***

**Support for Students with Disabilities Requesting Reasonable Accommodations**

It is the policy of Westfield State University to provide reasonable accommodations to students with documented disabilities. Students, however, are responsible for registering with the Banacos Academic Center, in addition to making requests known to me in a timely manner. If you require reasonable accommodations in this class, please make an appointment with me as soon as possible, so that appropriate arrangements can be made. The procedures for registering your need for reasonable accommodations for disabilities can be discussed with staff at the Banacos Academic Center. Please stop by or write to [banacos@westfield.ma.edu](mailto:banacos@westfield.ma.edu) to set up an appointment.

In an effort to protect the privacy of students with disabilities, the Banacos Academic Center suggests that faculty who have such restrictions include an exceptions clause such as: “any exceptions must be approved by the professor” as opposed to specifying that the only exceptions would be for those “who have a disability” or “who receive reasonable accommodations.” **Exceptions to Class Rules, Restrictions or Requirements**

Any student may request an exception to the class rules, restrictions or requirements. Please set a time to meet with me during my office hours or send to me an email so that we can discuss your reasons.

From “Academic Policies”:

**Academic Honesty**

*Academic honesty is expected of all members of the academic community. Academic dishonesty includes cheating on examinations, plagiarism, fabrication, multiple submissions of a single paper, interference with use of materials, facilitating academic dishonesty, improper use of human and animal subjects, and failure to report incidents of academic dishonesty. Violations may result in failure of the assignment, failure of the course, or suspension or dismissal from the university.*

***Class Attendance***

*The student classroom attendance regulations shall be determined individually by each member of the faculty who is responsible and accountable for stating these regulations clearly in writing at the beginning of each course of instruction.  Students are expected to attend all classes from the beginning of the semester.  Student who are enrolled in a course and miss the equivalent of the entire first week’s classes in that course may be refused continued enrollment in the course by the instructor.  Students may not be counted absent during the add/drop period before the date and time that they enroll in a course.*

## *Classroom Student Conduct Policy*

*Westfield State University students are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research, and other academic activities recognized as necessary to the fulfillment of the University mission.*

*Examples of potentially disruptive behavior may include but are not limited to, using inappropriate language directed at an individual or group, unsolicited talking in class, sleeping in class, using or activating unapproved mobile devices, arriving at or leaving the classroom while class is in session, and/or failing to comply with the reasonable request of a University faculty member.*

*When disruptive behavior occurs in the classroom, a faculty member has the right to remove the student from the classroom for one session and with continued disruption request that the student be removed permanently.*

The required steps to remove a student from the course permanently can be found under <http://catalog.westfield.ma.edu/content.php?catoid=15&navoid=669#Classroom_Student_Conduct_Policy>