

Office Hours

This policy does not need to appear in the syllabus; it is provided here for reference only. Office hours *do* need to appear in the syllabus, even if they are listed as TBA.

The posting of office hours on the office door is University policy, and the responsibility of the faculty member as a courtesy and convenience to students. (Source: www.pitt.edu/~provost/ch3_off_hrs.htm). Most administrative offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. A few offices, such as the College of General Studies, have extended hours. In addition, according to the *Academic Integrity Guidelines*, under *I. Faculty Obligations, Point 2*, faculty are "To be available at reasonable times for appointments with students, and to keep such appointments." (Source: www.as.pitt.edu/faculty/policy/integrity.html)

Disability Resource Services

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Disability Resources and Services, 140 William Pitt Union, 412-648-7890, as early as possible in the term. Disability Resources and Services will verify your disability and determine reasonable accommodations for this course.

Academic Integrity Policy

Cheating/plagiarism will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity, noted below, will be required to participate in the outlined procedural process as initiated by the instructor. A minimum sanction of a zero score for the quiz, exam or paper will be imposed. (For the full Academic Integrity policy, go to www.provost.pitt.edu/info/ai1.html.)

E-mail Communication Policy

*Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to <http://accounts.pitt.edu>, log into your account, click on **Edit Forwarding Addresses**, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html.)*

General Education Requirement goals

If the course fulfills one or more General Education Requirements, the goals of each Gen Ed should appear in the syllabus.

Turnitin

Faculty who plan to use the **Turnitin** service to evaluate student papers for potential plagiarism must include the following statement in the course syllabus. Faculty using this service are encouraged to accommodate students who wish to use pseudonyms to protect their privacy.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.