**Examples of Required Statements for Syllabi**

All College of Education syllabi should contain a statement on the following topics. These are examples you can use and edit, as needed.

Contacting the Instructor

The best way for students to reach me is via email. I will typically respond to student emails within 24 - 48 hours.

OR

If you have course-related questions, please post on the "Ask Questions" forum on the MOODLE course website. I will typically answer your questions within 24 - 48 hours. If you have questions that are personal in nature, please email me. I will get back to you within 24 - 48 hours.

AND/OR

You could also meet with me during office hours if you have questions or concerns. I will hold office hours every Monday from 7:00 – 8:00 pm. If you cannot make it during my office hours, please email me with your questions. I will respond within 24 - 48 hours.

Equal Opportunity and Access

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES you may visit 1207 S. Oak St., Champaign, call (217) 333-4603 (V/TDD), or e-mail a message to [disability@illinois.edu](mailto:disability@illinois.edu).

To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class are asked to see the instructor as soon as possible.

If you need accommodations for any sort of disability, please contact me.

Academic Integrity

The Illinois Student Code should also be considered as a part of this syllabus. You should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: <http://www.admin.uiuc.edu/policy/code/>.

Academic dishonesty may result in a failing grade or other serious consequence. Every student is expected to review and abide by the Academic Integrity Policy: <http://www.admin.uiuc.edu/policy/code/>. Please note, you are responsible for reading this policy. Ignorance is not an excuse for any academic dishonesty.

Wellness

Significant stress, mood changes, excessive worry, substance/alcohol misuse or interferences in eating or sleep can have an impact on academic performance, social development, and emotional wellbeing. The University of Illinois offers a variety of confidential services including individual and group counseling, crisis intervention, psychiatric services, and specialized screenings which are covered through the Student Health Fee. If you or someone you know experiences any of the above mental health concerns above, it is strongly encouraged to contact or visit any of the University’s resources provided below. Getting help is a smart and courageous thing to do – for yourself and for those who care about you.

Counseling Center (217) 333-3704

McKinley Health Center (217) 333-2700

National Suicide Prevention Lifeline (800) 273-8255

Rosecrance Crisis Line (217) 359-4141 (available 24/7, 365 days a year)

Anonymous Suicide Incident Referral Form: <http://www.counselingcenter.illinois.edu/counseling/counseling-center-policies/suicide-intervention-policy>

Emergency Planning

Plan for emergency situations by reviewing the important material found at <http://police.illinois.edu/emergency-preparedness/>. The more prepared you are, the safer you will be.