

Dear Spring 2023 instructors:

Welcome to the Spring 2023 syllabus letter.

**Please see the [Purdue Syllabus Guidelines](#) webpage** for Required information that each syllabus must include and some Recommended components that many instructors choose to add.

--New information for Spring 2023 is highlighted in the guidelines.

--To simplify your course syllabus, we have started moving ubiquitous university language into the Brightspace course template – either under University Policies and Statements or the Student Services widget. You may refer to these policies and statements now without duplicating in your syllabus if you use Brightspace.

The syllabus guidelines are grounded in our official [Academic Regulations](#), which can be found in the university catalog and should be reviewed prior to each semester.

--Sections in the Academic Regulations on [Classes](#) (including attendance), [Grades](#), and [Scheduling of Examinations](#) are particularly relevant to instructors and course design.

## Protect Purdue

--The [Protect Purdue website](#) continues to be updated as guidance and protocols evolve. Purdue Today recently published the [Protect Purdue updates for the Spring 2023](#) semester. Key points are:

--The university is sunsetting the COVID-specific Academic Case Manager program after more than two years supporting students in quarantine or isolation, based on the diminished need. However, students who experience any type of extended health issue would benefit from engagement with the [Academic Success Center](#). Please refer your students to the [ASC](#) in these situations.

--Similarly, the Office of the Dean of Students is discontinuing special COVID-19 absence notifications to instructors. Encourage your students to communicate directly with you regarding any illness-related absence but remember you should not request nor collect medical information.

## Important Updates to Academic Regulations

--In April 2022 the University Senate updated the regulations on final examinations to designate the week prior to final exam week as a [Quiet Period](#). Below are highlights, but please read the entire regulation carefully.

**“...courses that conduct or collect an assessment during the final exam period shall refrain from assigning or collecting assessments” (during the quiet period).** Here, ‘assessments’ are defined as activities relating to the course’s learning objectives that students turn in for class credit that the course instructor intends to use to judge whether students have met the associated learning objectives...Courses that do not offer an assessment...during the final examination period are exempt” from the restrictions on Quiet Period.”

--In February 2022 the University Senate added the **Medically Excused Absence Policy (MEAPS)** to the [university regulations on class attendance](#). MEAPS joins Grief/Bereavement, Military Service, Jury Duty and Parenting Leave as specific situations with university-defined procedures and instructor/student expectations.

"A student can contact the [Office of the Dean of Students \(ODOS\)](#) to request that a notice of the leave be sent to instructors when a situation involving **hospitalization, emergency department or urgent care visits emerges**. The student can then provide documentation of hospitalization, emergency department or urgent care as proof of legitimate absence to the ODOS as soon as these documents are available."

Please keep in mind that this policy is intended for **emergent and urgent care only**. **Emergent medical issues are those that pose a threat to loss of life or limb**. Examples include serious burns, seizures, severe cuts requiring stitches, broken/dislocated limbs or joints, head injuries, bleeding that can't be stopped, or changes in mental state such as confusion. **Urgent medical issues are less severe than emergent but cannot wait to be evaluated**; this includes repeated symptoms and serious conditions. Excuses will not be provided for primary care medical appointments such as overall wellness and general behavioral health care, nor occasional symptoms or routine care. Be reassured that you, as an instructor, will not need to make this **final** determination. Please refer students to the [Office of the Dean of Students \(ODOS\)](#).

--In keeping with the [Mid Semester Academic Progress](#) regulation (updated in Fall 2021 by the University Senate), **Mon. Mar. 20** (corrected), is the last day that students can withdraw from a course, so the **first deadline this semester to provide graded feedback**. Students gain tremendous benefit from receiving early and frequent feedback regarding their academic performance.

### Useful websites to bookmark

--The [Innovative Learning website](#) continues to be the hub for resources to support your teaching. The site combines the expertise and support of IMPACT, the Center for Instructional Excellence, Libraries and School of Information Studies, Purdue Online, and Purdue Envision Center. The Innovative Learning team is available to answer questions by emailing [innovativelearningteam@purdue.edu](mailto:innovativelearningteam@purdue.edu).

--The IL website also includes several documents specific to the semester that can be found on the [Teaching and Learning section](#) (we recommend bookmarking it).

### Teaching resources

--Check out the **Tips for Enhancing Student Engagement**, a two-page document with research-based, practical ideas to help boost student engagement in and outside of class. One side offers strategies for instructors and is featured on a companion [Innovative Learning webpage](#). The other side speaks to students and is featured on a companion [Academic Success Center webpage](#).

--The **College Teaching Development Program** offers two types of certificates each semester. Check out the [IL website](#) for details and registration.

### Brightspace tips & suggestions

The #1 ask from students is for instructors to **post their syllabi, put dates on all assignments and events**, and use Brightspace to organize these dates into calendars. These steps, along with an introduction to how your class is organized and works in Brightspace, and when/how they can communicate with you might be the most important things you can do for student success. There are many resources to assist in designing an effective Brightspace:

-- The [Purdue Brightspace resources website](#) includes a section on Workshops and Training, and Documentation with guides for both Instructors and Students, on topics ranging from creating assignments to grading assignments to course administration.

-- The Teaching and Learning Technologies [calendar](#) is regularly updated with workshops and drop-in sessions to assist with Brightspace and other instructional technologies.

### Essential Tasks

--Go to the **Faculty tab at [MyPurdue](#)** for important information on your courses and your students, including your course roster and “preferred name” list.

--While in MyPurdue be sure that your **FERPA** certification is up to date.

--**Make your course is active in Brightspace** before the beginning of the semester. You can find a guide called “[How do I activate/make my course visible to students in Brightspace?](#)” in the [Documentation area](#) of the Purdue Brightspace resources website. **You must make your course active for students to be able to access the course.** ‘

-- Before the first day of your class, **send an initial communication to students pointing them to the course syllabus.**

--Set a reminder to complete your federally mandated **Initial Course Participation (ICP)** reporting by Week 3 of the semester. See the Registrar’s website for [detailed instructions](#).

--If your course involves an **industry-sponsored class project**, procedures have been developed for handling the agreements, payments, and intellectual property rights. Please review the specifics at the [Sponsored Student Class Projects and Capstone Projects webpage](#).

--If you are not sure where to refer students for personal, academic, or financial assistance, send them to the [ODOS Student Support Services website](#) for details, contact information and hours.

--When complete, please **upload your syllabi to Course Insights**, which may be found under the Faculty tab of [myPurdue](#). This feature makes it easy for faculty to make their syllabi available to the University community, including students.

### **Key dates from the [Purdue 2022-2023 Academic Calendar](#)**

--Classes begin Mon., Jan. 9

--No classes Martin Luther King Jr. Day, Mon., Jan. 16

--Mid Semester Academic Progress due to students, **Mon. March 20**

--Spring Break, week of Mar. 13-18

--Quiet Period, Mon.-Sat., April 24-29

--Classes end Sat., Apr. 29

--Final Exams, Mon.-Sat., May 1-6

--Grades due by 5 p.m. Tues., May 9

We will continue to email regular updates and responses to your questions and suggestions. Please watch your Purdue email for the subject heading: Teaching and Learning.

Best wishes to you and your students,

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