Common Syllabus/Canvas Statements

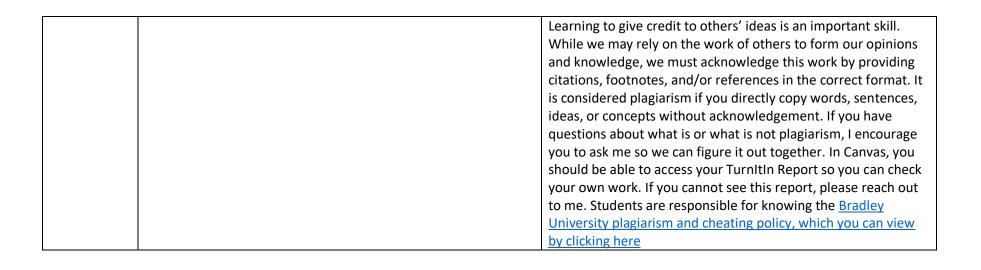**Campus Resources**

Resource	Current Recommendation	Revised/Student-Centered Language
Academic Success Center - Workshops	The Academic Success Center provides tutoring, academic coaching, and student success workshops on a variety of issues, such as time management, goal setting, note-taking, and preparing for exams. It is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-2416. The email address is success@bradley.edu.	College is a great time to develop skills that will help you throughout your education and professional life. The Academic Success Center provides workshops on time management, note-taking, exam preparation. See the schedule of workshops here.
Academic Success Center - Tutoring		Tutoring is a great way to personalize your learning. Sessions are led by a student who has taken this class before. This class has drop-in tutoring hours available on the third floor of the library. See the schedule here.
Academic Success Center – Academic Coaching		The best athletes in the world need great coaches and achieving academic success is no different. If you are looking for one-on-one support to help you set goals, overcome barriers, and come up with academic strategies, make an appointment with one of our academic coaches.
Math Success Center	The Math Success Center provides tutoring, review sessions, and other learning resources to help students master mathematical content. It is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-2416. The email address is success@bradley.edu	The Math Success Center provides a safe space for you to practice math skills and get feedback from a student who has experience helping their peers and know what it's like to be a student in your professor's class. The Math Success Center also provides links to helpful videos and study tips if you don't want to or can't go to tutoring.
Writing Center	The Writing Center is located on the third floor of Cullom-Davis Library. The phone number is (309) 677-3254. The email address is bradleywritingcenter@bradley.edu. It is possible to call or email to schedule an appointment. Walk-ins are also accepted. In addition, the Writing Center offers virtual appointments via Zoom.	Writing is a skill you will need for academic and professional success. The Writing Center can help with writing assignments at any point in the writing process whether that's starting the assignment, reviewing drafts, or refining the final assignment. You can make an in-person or virtual appointment, walk-in, or get a quick question answered through their portal. They also have lots of great links to resources if you are working after hours.

Presentation Assistance Center	The Presentation Assistance Center is an informal opportunity to get feedback from a student who has training in giving feedback related to oral presentations. The Center is a place to ask questions, try out speech techniques, and simply have a place to practice your big presentation with a chance for constructive feedback	Practicing presentation skills is a way to improve and get more comfortable. The Presentation Assistance Center has student speech assistants that can help you organize your ideas, create visuals, or give you feedback on your presentation. Using your strengths, the assistant will give you immediate feedback that you can put into practice.
Office of Student Access Services	The Office of Student Access Services (SAS) helps students with documented disabilities by facilitating accommodations that remove barrier to academic success. Students seeking such accommodations must register with SAS, which is located in 100 Heitz Hall. The phone number is (309) 677-3654. For additional related resources, go to: https://www.bradley.edu/offices/student/sas/studentresources/ Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Students requesting accommodations must register with Student Access Services located at 100 Heitz Hall and provide appropriate documentation to verify eligibility. You can reach the SAS at (309) 677-3654 or find more information at the Student Access Services website. In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course, please contact me privately to discuss your specific needs. You must be registered with Student Access Services located at 100 Heitz Hall. You can reach the SAS at (309) 677-3654 or find more information at the Student Access Services website. Please address any special needs or special accommodations with me at the beginning of the semester. Those seeking accommodations based on documented disabilities should	I am committed to the principle of universal learning. This means that our classroom, virtual spaces, our practices, and interactions must be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning. Any student with particular needs should contact the Office of Student Access Services located in Heitz Hall (100), 309-677-3654. I understand that students need different things to learn. If you need accommodations that will help you be successful, please contact Student Access Services in Heitz Hall 100 (309-677-3654). After your appointment, they will email me your approved accommodations.

	register with Student Access Services. The Office is located at 100 Heitz Hall and the phone number is (309) 677-3654. More information is also available at the Student Access Services website.	
Student Counseling Services	The Counseling Center provides short term mental health counseling and related services to help students identify barriers, improve coping, and achieve personal and academic goals. It is located in the Markin Center, Room 52. The phone number is (309) 677-2700. The "after hours" phone number is (309) 677- 3200. The email address is bradleyhealthservices@bradley.edu	One way to practice self-care is to think about your mental health. Bradley's Counseling Center offers short-term mental health counseling and other services that will help you be personally and academically successful. To make an appointment, call 309-677-2700 or email bradleyhealthservices@bradley.edu
Health Services	The Health Services Office provides care of general physical health and illness problems, as well as minor injuries, allergy issues, and medication management. It is located in the Markin Center, Room 101. The phone number is (309) 677-2700. The email address is bradleyhealthservices@bradley.edu	I want you to prioritize your health and take care of yourself. Bradley has a Health Services Office that can help you when you're sick or injured, need help with medications, or allergy issues. You can call 309-677-2700 or email at bradleyhealthservices@bradley.edu. It is located in Markin Center, Room 101.
Student Support Services	Student Support Services is designed to offer guidance to students in times of need. Its mission is to provide personal attention and resources to students as they work to achieve their academic and personal goals. Student Support Services serves as a major link between Academic Affairs and Student Affairs striving to improve student retention through positive communication and relationships with students, faculty, staff and families. It is located in Sisson Hall, Room 101 and 103. The phone number is (309) 677-3910.	If you're feeling like you need extra support during a tough time, Student Support Services can help you. If you've had a death in the family and need to be absent, having trouble in one or all of your classes, or struggling to adjust to college, they can help you figure out what resources you need. It is located in Sisson Hall, Room 101 and 103. The phone number is (309) 677-3910.
Title IX	Bradley University seeks to provide an environment that is free of bias, discrimination and harassment. Under Title IX, discrimination based on sex or gender is prohibited. If you have been impacted by sex discrimination including sexual assault, sexual harassment, dating violence, domestic violence or stalking, we encourage you to report it to the Executive Director of Student Support Services. While you may talk to a faculty	Bradley University seeks to provide an environment that is free of bias, discrimination and harassment. No person in the United States shall on the basis sex, sexual orientation, gender, gender expression, pregnancy or parenting status, and LGBTQ+ identity be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial

	member, faculty are required to share such reports with the University's Title IX Coordinator or Executive Director of Student Support Services. Please refer to the [Bradley University Statement on Sexual Harassment and Sexual Misconduct Policy and Procedures](#)	assistance. If you or someone you know has experienced gender-based [discrimination](#) or sexual harassment or violence, you can contact the Title IX Coordinator, Jocelyn Watkins at 309-677-2081 or [jmetzger@fsmail.bradley.edu](#).
Division of Diversity Equity and Inclusion	The Office of Diversity and Inclusion (ODI) supports historically underrepresented communities – Asian, African American, Hispanic/Latinx, Multiracial, or students who are first in their families to attend college – as they transition to Bradley. The office also handles incidents of bias or discrimination based on race or ethnicity. The office offers services for lesbian, bisexual, transgender or questioning students. The office is located in the Garrett Center. The phone number is (309) 677-2646. The email address is diversity@bradley.edu	You belong at Bradley. The Division of Diversity Equity and Inclusion exists to lead transformational change that affirms our commitment to fostering a sense of identity and belonging for everyone in the Bradley University community. They commit to intentionally supporting and advocating for all members of OUR community, especially those belonging to historically-excluded and underrepresented communities. You can find this office in the Garrett Center or reach them at diversity@bradley.edu.
Academic Integrity	Plagiarism is a serious offense and all instances of it will be dealt with according to Bradley University's policies and procedures. Students who submit plagiarized work, in whole or part, will receive a failing grade for that assignment and students who plagiarize also risk failing the course. Plagiarism is generally defined as using the ideas of another as your own. Plagiarism is not avoided by simply changing a few words or by paraphrasing the work of others. [Click here](#) to learn about the differences between paraphrasing and summarizing. All borrowed material—not just quotes— must be attributed through proper and clear citation of sources, (i.e., in Footnotes or Endnotes). When in doubt, reference it and ask your instructor! [Click here](#) for an overview of Bradley University's academic misconduct policies related to "Cheating and Plagiarism".	Example for 100- or 200-level courses Part of learning to write is learning to appropriately draw on the work of others and to share credit in a fair and honest way. In this class we use TurnItIn as a pedagogical tool to help recognize, understand, and correct potential plagiarism in our writing. This will be applied to rough drafts to fix potential issues prior to turning in assignments. Turnitin is software licensed by the university. This check is automatic when submitting assignments through Canvas. [Learn more about crediting sources and identifying plagiarism by clicking here](#). Students are responsible for knowing the [Bradley University plagiarism and cheating policy, which you can view by clicking here](#). If you are not sure if something would be considered plagiarism or not, please reach out to me via email, during office hours, or before or after class so we can figure it out together. Example for 300- or 400-level courses

| | | Learning to give credit to others' ideas is an important skill. While we may rely on the work of others to form our opinions and knowledge, we must acknowledge this work by providing citations, footnotes, and/or references in the correct format. It is considered plagiarism if you directly copy words, sentences, ideas, or concepts without acknowledgement. If you have questions about what is or what is not plagiarism, I encourage you to ask me so we can figure it out together. In Canvas, you should be able to access your TurnItIn Report so you can check your own work. If you cannot see this report, please reach out to me. Students are responsible for knowing the [Bradley University plagiarism and cheating policy, which you can view by clicking here] |

Other Recommendations

Office Hours	My office hours are [insert days and times]. Office hours are for you. If you have questions, want to chat, or need to talk to me, I will be sitting in my office during the days/times listed above for you. I will also answer email fairly quickly during those days/times. If you want to talk outside these hours, just email me! I try to respond within [insert response expectation time].
"Transformational" or 5-year goal	Five years from now, I hope you….[insert what you want students to remember or take away from the class].
Instructor interest in class	I enjoy teaching this class because…[insert what you enjoy most about teaching the class which can include content, activities/assignment, or the social environment/culture of the course].
Tips for student success	List or describe how students can be successful in your course. Or include tips from previous students on how to be successful.
Food	The transition to college can be difficult, but getting enough food should not be. If you are having trouble affording or accessing food, Bradley has several resources for you. These are for all Bradley students. For free food, you can visit the Bradley Hall Food Pantry in Bradley Hall, Room 90. This is in the basement of Bradley Hall and is open 9-5, Monday through Friday. Affordable fresh fruits and vegetables and some other staple items are sold at Bradley's Market 309 most Fridays, 3-5pm either on Olin Quad or in the Markin Performance Court. All items are sold for $1-3 and you can pay with cash, credit card, Venmo, or Apple Pay. Follow @bradley.market309 on Instagram for current information.