

SYRACUSE ABROAD COURSE POLICIES (MADRID)

1. **Trigger Warning** [The "trigger warning" clause is optional and each instructor will decide whether or not to include it].

Because of the nature of the topics covered in this class, the course readings or class discussions may generate intellectual and emotional discomfort. These responses are natural parts of intellectual growth. If, however, your emotional response becomes acute psychological distress (triggering), please communicate with me. I invite you to contact me if you have concerns in this regard.

2. **Attendance and Punctuality**

- a) **Attendance and punctuality are mandatory** for all courses at Syracuse Madrid.
- b) **Course-related field trips are mandatory to attend**, and some may take place during non-class hours or on weekends, as indicated in the syllabus.

c) **Excused Absences:**

- An absence can only be excused for documented medical reasons or emergencies when approved by SU Madrid Assistant, Student Life – Wellness, Raquel Perea. Any absence from class must be accompanied by a medical note issued by a Madrid-based health care provider for it to be excused (within 48 hours for classes and 24 hours for exams). Failure to provide a valid doctor's note within this time frame will result in the absence being unexcused. It is the student's responsibility to justify their absence with the Student Life Wellness Assistant Raquel Perea at rparenas@sy.edu and obtain any missed course material from the instructor in a timely manner. Please note that repeated absences, even with a doctor's note, may require a meeting with the Assistant Directors from the Student Life and Academics Office.
- Non-health-related absences are exceptional, for very specific and documented reasons, and need to be dealt with by the Academic office preferably in advance.

d) **Unexcused Absences:**

- **Failure to participate in a mandatory course-related field trip counts as an unexcused class absence.** Do not make personal travel plans before you arrive in Madrid and review your course outlines to understand your academic commitments. Otherwise, because course-related field trips take precedence, you will need to rearrange your personal travel plans at your own expense.
- **Personal travel inside or outside of Madrid during class sessions is an unexcused absence.** This includes family visits.
- Students must inform the professor prior to the start of class if they know they will be tardy for a valid reason; tardy students should enter the room discreetly and quietly. **Excessive tardiness may be counted as an unexcused absence and may affect the final grade the student earns**, at the professor's discretion.
- Students are expected to stay for the duration of the class and to leave only during designated breaks except in the case of a valid and documented medical necessity. **Frequent missed time in class maybe counted as an unexcused absence**, at the professor's discretion.
- **A student that falls asleep during the class may be asked by the professor to leave the classroom and may be counted as an unexcused absence for that class**, at the professor's discretion.

- Students who are having side conversations that distract the instructor, or your fellow students maybe asked by the professor to leave the classroom and may be counted as an unexcused absence for that class, at the professor's discretion.

- If you are unable to attend class for unforeseen reasons, the first TWO unexcused absences will not count against you, after which, every additional unexcused absence will decrease your final grade (e.g. an A will become A-; A- will become B+; a B+ becomes a B, a B becomes a B-, etc..). This is not applicable to scheduled field trips. Unexcused absences from overnight field trips may be counted as double, at the professor's discretion.

- e) Faculty will use Early-Semester Progress Reports (ESPR) and Mid-Semester Progress Reports (MSPR) in Orange SUccess to alert the Registrar and Financial Aid Office on non-attendance. More information regarding Orange SUccess can be found [here](#).

3. **Faith Tradition Observances**

Syracuse University's Religious Observances Policy recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their traditions. Under the policy, students are given an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors no later than the academic drop deadline. For observances occurring before the drop deadline, notification is required at least two academic days in advance. Students may enter their observances in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification

4. **Quizzes, Assessment and Exams**

- Any missed assessment (including, but not limited to quizzes, exams, presentations, site visits or field trips) **due to an unexcused absence cannot be made up** (see Faith Tradition Observances for exception). Any absence from an above-listed assessment must be accompanied by a medical note issued by a Madrid-based health care provider for it to be excused (within 24 hours for exams). **Failure to provide a valid doctor's note within this time frame will result in the absence being unexcused.** It is the student's responsibility to justify their absence with the Student Life Wellness Assistant Raquel Perea at rparenas@sy.edu and obtain any missed course material from the instructor in a timely manner. Please note that repeated absences, even with a doctor's note, may require a meeting with the Assistant Directors from the Student Life and Academic Office.
- Academic work is due on dates indicated in the syllabus or by the professor. **Missed classwork due to an unexcused absence cannot be made up.** Making up classwork missed due to an excused absence should be arranged with the professor on a case-by-case basis, at the professor's discretion. Late assignments will be penalized for every calendar day after the deadline.
- Students that arrive up to 15 minutes late from their scheduled start time for a quiz or exam will be permitted to take it; however, they will be advised that their end time will remain the same. If they arrive more than 15 minutes after their scheduled start time, they will not be allowed to take the quiz or exam.
- The instructors may require students to hand over their cell phones/smartwatches or any electronic devices before being seated for a quiz or exam.

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- Requests for examination day/time changes are possible in extraordinary circumstances.—Exceptional reasons do not include faculty or student preferences (even if there is concurrence for an earlier exam), nor as an accommodation for faculty or student travel.

If you need to rearrange an exam due to Learning accommodations, you should contact the Registrar & Academic Assistant, Angela Roquero (arpostig@syр.edu).

5. Learning Environment

All members of the class are expected to respect the learning environment and the professor's efforts to maintain it. The professor also has the authority to enforce the [Syracuse University Code of Conduct](#) and the [SU Abroad Standards of Behavior](#). Faculty are **required** to report any significant or repeated violations of the above in Orange SUccess and to the Academic Office, which may result in further action.

6. Registration Policy

Students may not attend, submit work, audit, or otherwise participate in courses without being officially enrolled. Instructors may not allow students to attend classes or submit work unless they appear on the official class list or are attending with instructor approval for the purpose of making up an Incomplete (I) grade in a prior term. Check your class roster regularly to ensure that everyone attending is registered for the class.

7. Orange Success

Syracuse Abroad makes use of Orange Success, a tool enabling you to access a variety of Syracuse University resources, including ways to communicate with advisors and faculty members about your academic progress. Information about this tool can be found at <http://orangesuccess.syr.edu/getting-started-2/>.

8. Blackboard

Learning support resources are available on Blackboard accessible at <http://blackboard.syr.edu>

This class will use the Blackboard Learning Management to house the syllabus, course content, links to external course materials, assignments, quizzes, exams, feedback, and grades. Due dates and times in Blackboard are stored in Coordinated Universal Time (UTC) and displayed for each user based on the time zone setting of their computer and data from their internet browser. The system will always display the time zone being used. If an instructor sets a due date of 11pm Eastern time, a student in the Pacific time zone will see a due date of 8pm."

9. Libraries and Resources

- (a) All Syracuse Madrid Students have free access to the Instituto Internacional Library <https://www.iie.es/biblioteca-iie/>
- (b) Electronic resources are available via the SU Library which can be reached at <http://library.syr.edu>.

10. Intellectual Property

Original class materials (handouts, assignments, tests, etc.), recordings of class sessions, materials posted on Blackboard are the intellectual property of the course instructor. Materials may be downloaded for class use, but may not be provided to other parties (e.g., web sites, social media, anyone who is not enrolled in this class) without the written consent of the instructor. Classes may not be recorded in any way without the written consent of the instructor. Doing so is a violation of intellectual property law and of the student code of conduct.

11. Student Academic Work

Academic work completed during semester may be used by professors for educational purposes in courses during the semester. Students' registration and continued enrollment constitute consent for this purpose. Before using students' work for educational purposes in current and/or subsequent semesters, professors will either request students' permission in writing or render the work anonymous by removing all personal identification.

12. Grading Scale

Syracuse uses the following (standard) grading scale

A	4.0	94-100%
A-	3.667	90-93%
B+	3.333	86-89%
B	3.0	83-85%
B-	2.667	80-82%
C+	2.333	76-79%
C	2.0	73-75%
C-	1.667	70-72%
D	1.0	60-69%
F	0	59% or below

13. Disability

Syracuse University values access and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to contact me to discuss strategies and/or accommodations (academic adjustments) that may be necessary to ensure equitable access and to collaborate with Syracuse Abroad Assistant Director of Student Services, Bridget Demorest (via phone: at (315) 443-1844 or via email at brhughes@syр.edu) or the Center for Disability Resources (CDR) in this process.

The CDR is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact CDR as soon as possible to begin this process. Students seeking disability-related accommodations at Syracuse (Madrid) must also contact (Angela Roquero, Registrar and Academic Assistant, arpostig@syр.edu) before the end of the first week of classes to discuss needs.

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14. Email

Syracuse University has established email as a primary vehicle for official communication with students, faculty, and staff. Emergency notifications, educational dialog, research, and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice, and culture.

An official email address is established and assigned by Information Technology Services (ITS) for each registered student, as well as for all active faculty and staff members. All University communications sent via email will be sent to this address. Faculty and staff members must use the officially established University email address to communicate with students registered in their classes.

15. Discrimination or Harassment

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, reproductive health decisions, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.

Any complaint of discrimination or harassment related to any of these protected bases should be reported to Finetta Alvarez, Syracuse Madrid Assistant Director of Student Life & Title IX Officer. She is responsible for coordinating compliance efforts under various laws and can be contacted at falvarez@syr.edu.

Federal and state law, and University policy prohibit discrimination and harassment based on sex or gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, and sexual exploitation). If a student has been harassed or assaulted, they can obtain confidential counseling through SINEWS therapy services. See Assistant Director of Student Life Finetta Alvarez for more info.

The local Title IX Coordinator will seek to keep information you share private to the greatest extent possible, but as a member of University staff, the officer is beholden to mandatory reporting responsibilities to share information regarding sexual misconduct, harassment, and crimes with the Syracuse University's Home Campus Title IX Officer to help make our campus a safer place for all.

16. The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records, known as education records, and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records. For additional information about FERPA and Syracuse University's FERPA policy, see [Compliance with the Family Education Rights and Privacy Act](#)

17. Specific rules at the Instituto Internacional Madrid

Syracuse Madrid Program is one of the programs hosted at the Instituto Internacional Madrid. Therefore, all the staff, faculty and students must abide by their internal code of conduct which includes:

- a) No eating or drinking is allowed in the classroom.
- b) Smoking and alcoholic drinks are completely forbidden in the building.
- c) "Smoking" is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other device designed to accomplish, enable or imitate the act of smoking, including electronic cigarettes (e-cigarettes), hookahs, and all vapor/vaping devices.
- d) The professor has the authority to enforce these Syracuse Abroad/Madrid classroom policies and will report any significant or repeated violation of them to the Assistant Director, which may result in further action.

18. Syracuse Madrid Specific Policies

- (a) No cell phones or smartphones are allowed in class. Please make sure that you turn off your cell phones.
- (b) Sunglasses, **earphones** or hats cannot be worn in class.
- (c) Use of technological devices in the classroom falls entirely under the discretion of the instructor.
- (d) Students using the computer or other technological appliances for purposes not related with the development of the class can be asked to leave the classroom and be counted as absent.
- (e) No photography is permitted during class when anyone is speaking.
- e) Lectures or class discussions cannot be recorded.
- f) The Instituto Internacional has a CCTV system. However, students are responsible of their personal belongings. The Instituto Internacional or Syracuse University are not responsible for any lost or stolen item within the building.

19. Health & Wellness considerations

Well-being and mental health are significant predictors of academic success. Syracuse Madrid offers all students free therapy services as part of its commitment to a healthy study abroad experience. As such, it is essential that during your time abroad you develop or maintain the skills and resources effectively to navigate stress, anxiety, depression, and other mental health concerns. The Mental Health crisis line for emergencies is available 24/7, 365 days, through SINEWS Therapy Institute at +34 619270148

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20. Academic Integrity

As a pre-eminent and inclusive student-focused research institution, Syracuse University considers academic integrity at the forefront of learning, serving as a core value and guiding pillar of education. Syracuse University's Academic Integrity Policy provides students with the necessary guidelines to complete academic work with integrity throughout their studies. Students are required to uphold both course-specific and university-wide academic integrity expectations such as crediting your sources, doing your own work, communicating honestly, and supporting academic integrity. The full Syracuse University Academic Integrity Policy can be viewed by visiting the Syracuse University Policies website.

Upholding Academic Integrity includes the protection of faculty's intellectual property. Students should not upload, distribute, or share instructors' course materials, including presentations, assignments, exams, or other evaluative materials without permission. Using websites that charge fees or require uploading of course material (e.g., Chegg, Course Hero) to obtain exam solutions or assignments completed by others, which are then presented as your own violates academic integrity expectations in this course and may be classified as a Level 3 violation. All academic integrity expectations that apply to in-person assignments, quizzes, and exams also apply online.

Students found in violation of the policy are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered. Students may not drop or withdraw from courses in which they face a suspected violation. Any established violation in this course may result in course failure regardless of violation level.

[Each instructor has to decide on one of the three artificial intelligence options and include only one].

Artificial Intelligence Statement (choose one)

Option 1: Zero tolerance for artificial intelligence use

All generative-AI tools are prohibited in this course because their use inhibits achievement of the course learning objectives. This policy applies to all stages of project and writing processes including researching, brainstorming, outlining, organizing, and polishing. Do not use Generative-AI tools to create any content (i.e., images and video, audio, text, code, etc.). If you have any questions about a feature and whether it is considered Generative-AI, ask your instructor.

Option 2: Some Artificial intelligence use

Based on the specific learning outcomes and assignments in this course, artificial intelligence is permitted on the following: **[insert specific assignment, quiz, or exam names or permitted source-based AI tools (e.g., Grammarly) here]**. See each assignment, quiz, or exam instructions for more information about what artificial intelligence tools are permitted and to what extent, as well as citation requirements. If no instructions are provided for a specific assignment, then no use of any artificial intelligence tool is permitted. Any AI use beyond that which is detailed in course assignments is explicitly prohibited except when documented permission is granted.

Option 3: Open Artificial Intelligence use

Based on the assignments in this course and our specified learning outcomes, the full use of artificial intelligence as a tool, with disclosure and citation, is permitted in this course. Students do not need to ask permission to use these tools before starting an assignment or exam, but they must explicitly and fully indicate which tools were used and describe how they were used.

Academic Integrity Online

[If the instructor includes online assessments (tests, quizzes, etc.) in their courses, they can include the "Academic Integrity Online" clause that is written below. Otherwise, they will remove this clause from the course policies.]

Academic Integrity Online

All academic integrity expectations that apply to in-person quizzes and exams also apply to online quizzes and exams. In this course, all work submitted for quizzes and exams must be yours alone. Discussing quiz or exam questions with anyone during the quiz or exam period violates academic integrity expectations for this course."

Using websites that charge fees or require uploading of course material (e.g., Chegg, Course Hero) to obtain exam solutions or assignments completed by others and present the work as your own violates academic integrity expectations in this course and may be classified as a Level 3 violation, resulting in suspension or expulsion from Syracuse University."

[If instructors plan to use AI into their course, they may wish to include the following clause, If not they should feel free to remove it].

I, as the instructor, may use generative AI tools to help develop course materials such as (e.g. discussion prompts, practice problems or assignment ideas). When I do, I take full responsibility for reviewing and verifying all AI-generated content to ensure it is accurate, appropriate and aligned with our learning objectives. All final course materials represent my professional judgment about what will best support your learning.

21. Academic Issues and Questions

Any and all academic questions, issues, concerns or requests can be directed by email to Dr. Amalia Yrizar, (ayrizar@syr.edu) who oversees all Academic Operations.

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22. Turnitin

[If instructors plan to use Turnitin in their course, they have two options to choose from (see below). They should include in their syllabus the option they select. If they do not plan to use Turnitin, this clause will not be included].

Instructors that plan to use the software program Turnitin or detection of potential plagiarism are required to notify students in advance of their intent to do so. Furthermore, instructors are required to use one of the two submission methods listed below. Failure to adhere to these policies may be taken into consideration when faculty interviewers review suspected academic integrity violations.

Option 1:

1. Students submit their own papers or other assignments directly to Turnitin via Blackboard so that both student and instructor can view the results,

“This class will use the plagiarism detection and prevention system Turnitin. You will have the option to submit your papers to Turnitin to check that all sources you use have been properly acknowledged and cited before you submit the paper to me. I will also submit all papers you write for this class to Turnitin, which compares submitted documents against documents on the Internet and against student papers submitted to Turnitin at Syracuse University and at other colleges and universities. I will take your knowledge of the subject matter of this course and your writing level and style into account in interpreting the originality report. Keep in mind that all papers you submit for this class will become part of the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.”

2. Students sign a statement* giving consent for submission of their papers to Turnitin.

(please sign and hand to the instructor)

By signing below, on the date -----, I
_____[name] give permission for the
submission of all work I turn in for _____ [course
name] to the plagiarism detection and prevention system Turnitin,
which compares submitted documents against documents on the
Internet and against student papers submitted to Turnitin at
Syracuse University and at other colleges and universities.

I understand that all assignments submitted for this class will
become part of the **Turnitin.com** reference database solely for the
purpose of detecting plagiarism of such papers.

Signature