

# 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**

- a) **Attendance and punctuality are mandatory** for all courses at Syracuse Madrid.
- b) **Course-related field trips are mandatory**, and some may take place outside of regular class hours or on weekends, as indicated in the syllabus.
- c) **Absences:**
  - Attendance is required from the first day of class. Students who fail to attend may be academically withdrawn.
  - After two absences (or one in 3-hour classes), each additional absence reduces the final grade by one-third of a letter grade (e.g., A → A-, A- → B+, B+ → B).
  - Six absences (or three in 3-hour classes) result in an automatic F, as the course cannot be considered completed.
  - Failure to participate in a mandatory course-related field trip and activities count as a class absence.
  - Absences from overnight field trips may be counted as double, at the professor's discretion.
  - As discussed in the pre-departure orientation and in-person orientation, personal trips do not excuse students from mandatory course-related field trips and activities. In case of conflicting trips, mandatory field trips take precedence, and students are required to rearrange their personal travel plans at their own expense.
  - Personal travel inside or outside of Madrid during class sessions is considered an absence. All personal trips, personal appointments and visits with family and friends should be organized so as not to impact class attendance.
  - Only documented medical emergencies may excuse an absence. Approval must come from SU Madrid Student Life Assistant for Wellness (Raquel Perea, [rperenas@syr.edu](mailto:rperenas@syr.edu)). A medical note from the Syracuse Madrid nurse or one of our approved hospitals must be submitted within 24 hours. Only the time specified on the note will be excused unless bed rest is prescribed. Repeated absences, even with documentation, may require a meeting with Student Life and Academics Office.
  - Non-health-related absences are rare and must be documented by the student and approved by the Academic Office in advance.

## 3. **Learning environment**

- All students must respect the learning environment and the professor's efforts to maintain it. Professors have the authority to enforce the [Syracuse University Code of Conduct](#) and the [SU Abroad Standards of Behavior](#). Significant or repeated violations will be reported in Orange SSuccess and to the Academic Office, which may lead to further action..
- Students who anticipate being late must inform the professor before class. Late arrivals should enter quietly. Excessive tardiness may count as an absence and affect the final grade. More than three late arrivals of over 10 minutes each will equal one absence.
- Students are expected to remain for the entire class, leaving only during designated breaks unless a documented medical necessity applies.
- Students who fall asleep, appear intoxicated, or engage in violent or disrespectful behavior will be asked to leave and may be marked absent. Such behavior may also result in disciplinary action.
- Side conversations or actions that distract the instructor or classmates may lead to removal from class and an absence recorded.
- Faculty will use Early-Semester Progress Reports (ESPR) and Mid-Semester Progress Reports (MSPR) in Orange SSuccess to alert the Registrar and Financial Aid Office on non-attendance. More information regarding Orange SSuccess can be found [here](#).

## 4. **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 and to send a copy to Angela Roquero (Registrar & Academic Assistant, [arpostig@syr.edu](mailto:arpostig@syr.edu)) by the end of the 2nd week of courses so that arrangements can be made to make up examination or study requirements.

Class sessions often include discussions, activities, and collaborative work that are difficult to replicate outside the classroom. To stay engaged in your learning while respecting and fulfilling your religious observances, please plan these absences carefully and communicate with your instructors as early as possible. Limiting absences to essential observances will help you maintain academic progress and fully participate in your courses.

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## 5. Quizzes, Assessment and Exams

- Only absences with medical documentation allow make-up for missed assessments (e.g., quizzes, exams, presentations, site visits, or field trips). Absences without documentation cannot be made up (see Faith Tradition Observances for exceptions)
- Academic work is due on the dates indicated in the syllabus or by the professor. Make-up work for medically documented absences must be arranged with the professor on a case-by-case basis and is subject to their discretion. Late assignments will incur penalties for each calendar day past the deadline.
- Students arriving up to 15 minutes late for a quiz or exam may take it, but the end time will remain unchanged. Arrivals more than 15 minutes late will not be allowed to take the quiz or exam.
- Instructors may require students to hand over cell phones, smartwatches, or other electronic devices before seating for a quiz or exam.
- Requests to change an exam day or time are only possible in extraordinary circumstances. Students needing adjustments for learning accommodations should contact the Registrar & Academic Assistant, Angela Roquero ([arpostig@syr.edu](mailto:arpostig@syr.edu)).

## 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>

All Syracuse Madrid courses 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 the 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 Associate Director of Student Services, Bridget Demorest (via phone: at (315) 443-1844 or via email at [brhughes@syr.edu](mailto:brhughes@syr.edu)) or the Center for Disability Resources (CDR) in this process.

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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@syr.edu](mailto:arpostig@syr.edu);) before the end of the first week of classes to discuss needs.

## 14. Email

Syracuse University has established the @syr.edu email as the only 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](mailto: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:

- No eating or drinking is allowed in the classroom.
- Smoking and alcoholic drinks are completely forbidden in the building.
- "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.
- The professor has the authority to enforce these 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

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

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## **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

## **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.

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## 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](mailto:ayrizar@syr.edu)) who oversees all Academic Operations.

## 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.”

Option 2

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

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(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.

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Signature