

SAMPLE STATEMENTS FOR CLA SYLLABI

The following are suggestions for various statements you may choose to add to your syllabus to communicate your commitment to making our classrooms inclusive spaces. Many faculty have asked for specific language to use, so here are some examples that you might use or change to fit your needs. Please feel free to be in touch with Jennifer Teramoto Pedrotti (jpedit@calpoly.edu) if you have any questions or need further help.

Sample Statement re: Disability

If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, such as the assignments, in-class activities, or the way I teach may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, I can work with you and the Disability Resource Center (DRC) to help determine appropriate accommodations. We will treat any information about your disability with the utmost discretion. Additional resources: <https://drc.calpoly.edu/content/syllabus-statements-and-design>

Sample Statement re: Undocumented Students

Documentation status: As an educator, I strive to make courses accessible to all students regardless of documentation status. If your status presents obstacles to engaging in specific activities or fulfilling specific criteria, you may request confidential accommodations. You may consult with RISE (<https://clfsa.calpoly.edu/rising-immigrant-students-education-rise>) or the Dream Center (<https://dreamcenter.calpoly.edu/>) for examples of possible accommodations. Such arrangements will not jeopardize your student status, your financial aid, or any other part of your residence. Please advise me if and when you feel comfortable during the quarter so that I may make appropriate alterations as needed.

Sample Statement on Classroom Climate

I strive to make this classroom a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, social classes, genders, gender identities, gender expressions, national origins, documentation statuses, religious affiliations, sexual orientations, abilities – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful and inclusive environment for every other member of the class. This does not mean we cannot disagree or have different ideas. It does mean we try to consider perspectives other than our own, though they may differ from our own beliefs/experiences.

I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference whenever you feel comfortable this quarter so that I may make appropriate changes to my language or records.

During Spring Quarter, as classes move to virtual instruction, you may want to give some extra thought to protecting your intellectual property, as teaching online may make your materials more vulnerable to theft or sharing. Consider adding the following to protect yourself.

Sample Statement on Protecting Intellectual Property

Please note that all course materials, provided by the instructor and/or other sources, are covered by copyright protections. Students are not authorized to share, repost, and/or redistribute these materials in any form(s) (such as, but not limited to, recordings, hard copy and electronic forms) in any venue(s) (such as, but not limited to, social media platforms and online study material sites). In some cases, sharing, reposting, recording, and/or redistributing course materials constitutes a violation of Cal Poly academic integrity policies, while in other cases such actions constitute a violation of copyright protections. In all cases, such actions shall have serious consequences.

Additional Sources of Statements:

<https://docs.google.com/document/d/1bplxn3mVwduMqO5ezS-wPZoffexg9CPtRnqvAuo30Z4/edit>

<https://ctlr.calpoly.edu/syllabus-statements-diversity-and-inclusion>

A Note about Class Attendance

Please be advised that religious holidays are “excused absences” for students according to Cal Poly’s Class Attendance Policy. <https://academicprograms.calpoly.edu/academicpolicies/class-attendance>

Please feel free to cut and paste the information below on campus resources as an additional page for your syllabus. Note that faculty's status as a Mandated Reporter for Sexual Assault is also disclosed – this is important so that students know that disclosure of sexual assault to faculty is not confidential and must be reported. See SAFER for longer disclosure statements.

CAMPUS RESOURCES

- **Basic Needs Resources:** Our campus has a number of free resources to support students in these situations, including campus meals, campus food pantry, food distributions, emergency housing, and help applying for the CalFresh program, which provides up to \$192/month for groceries. If one of these resources may help you or a friend, please see a detailed list of on-campus resources at basicneeds.calpoly.edu.
- **Campus Counseling Services:** Cal Poly Counseling Services promotes the development of holistic student emotional health. As mental health professionals, we serve the campus community through advocacy and the provision of confidential, accessible services. Ph: 805-756-1211 Location: 27-135 Website: <http://hcs.calpoly.edu/counseling>
- **SAFER:** Cal Poly's confidential advocacy, education and support resource for addressing sexual assault, sexual misconduct, dating violence, domestic violence, and stalking. Ph: 756-2282 Location: UU217 Email: safer@calpoly.edu Website: <https://safer.calpoly.edu/> *As an employee of our university I am a mandated reporter for sexual assaults – confidential reporting is available at SAFER and the Counseling Center.
- **Undocumented Students Working Group:** The Undocumented Student Working Group at Cal Poly San Luis Obispo comprises faculty, staff, and administrators dedicated to supporting the personal and professional development of undocumented students and creating institutional change. Ph: 756-2418 Location: 25- 121 Email: undocu@calpoly.edu Website: <http://undocually.calpoly.edu>
- **Cross-Cultural Centers (UU-217)**
 - The Cross-Cultural Centers houses multiple other centers that might be of use to students:
 - **Multicultural Center:** The MultiCultural Center provides a welcoming space for the Cal Poly community to promote diversity and work towards social justice. The MCC provides a safe space for studying, cultural expression, identity exploration, finding resources, and meeting new people. Ph: 756.1405 Email: mcc@calpoly.edu Website: <https://culture.calpoly.edu/MultiCultural>
 - **Pride Center:** The Pride Center supports and advocates for the unique academic and social needs of lesbian, gay, bisexual, trans, queer or questioning, intersex, asexual, and pansexual (LGBTQIAP) students to promote personal growth and success. and providing a welcoming and inclusive spaces for all members of campus to explore issues related to sexual and gender identity. Ph: 805-756-7733 Location: UU209 Email: pride@calpoly.edu Website: <https://culture.calpoly.edu/PrideCenter>
 - **Gender Equity Center:** The Gender Equity Center (GEC) supports and empowers all women identifying students by creating a strong community, educating about feminist, womanist, and *mujerista* based movements, exploring identities through an intersectional lens, and striving for social justice. Ph: 756-2600 Email: genderequitycenter@calpoly.edu Website: <https://culture.calpoly.edu/GenderEquity>
- **Veterans' Success Center:** California Polytechnic State University Veterans Success Center provides multi-faceted assistance to prospective and enrolled student veterans and dependents. in accessing their GI benefits, completing the admission application process, and registering for courses. Ph: 756-6838 Location: 52-E4. Email: veteranscenter@calpoly.edu Website: <https://veteransuccess.calpoly.edu/>
- **University Writing and Learning Center** provides a number of tutoring and related services intended to ensure optimal educational opportunities for diverse student populations through peer-to-peer support in reading comprehension, writing, test preparation, and various subjects in addition to academic support workshops. Peer consultants are available to work with students in Kennedy Library (111C) and multiple University Housing locations. Website: <https://writingandlearning.calpoly.edu>

EMERGENCIES (Information from Cal Poly's Office of Environmental Health and Safety)

In the event of an emergency in the classroom such as fire, earthquake or injury:

- Call 911 in the event of an emergency requiring medical treatment; notify the instructor immediately.
- Leave the room or area if a fire breaks out; alert others on your way out; pull fire alarm or call 911 as soon as it is safe to do so.
- In the event of an earthquake, duck, cover and hold. Do not leave the building until shaking has stopped