

Syllabus Checklist

- Course title, number, time, days, and location
- Name and contact information of instructor(s)
- Office hours: consider calling them “student hours”
- Prerequisites, if applicable
- Course description
- Course learning goals
- Required texts, materials, and supplies
- Schedule of assignments, including readings, exams, papers, presentations, and others
- Any additional course requirements such as field trips or attendance at guest lectures or performances
- Your plan for administering Student Experiences of Teaching (SETs, on SmartEvals); date on which you will set aside 20 minutes for students to complete forms in class
- Caveat, such as “this syllabus is subject to change” or “students who miss class are responsible for learning about any changes to the syllabus”
- Grading scale specifying which assignments are required and which, if any, are optional
 - [Final exam or final project](#) date, time, and format: in-person or take-home? See Registrar’s official exam schedule:
https://www.oberlin.edu/sites/default/files/content/office/registrar/documents/202309_fall_2023_final_exams_2023-07-31.pdf
 - Attendance policy
 - Participation policy
- Academic integrity statement including the Honor Code <https://www.oberlin.edu/dean-of-students/student-conduct/academic-integrity/faculty>Reminder of the official Honor Code pledge that students must write and sign on each assignment: “I have adhered to the Honor Code on this assignment.”
- Disability statement, for example: *It is the policy and practice of Oberlin College and Conservatory to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or an accurate assessment of your needs to best complete course requirements (e.g., time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact the Office for Disability and Access to request accommodations. Office: 440-775-5588, Mudd Center 205. Students can learn more about the accommodation process on the ODA's website: www.oberlin.edu/disability-access.*
- Your policy on using AI and ChatGPT. See guidance on next page.

Creating your policy on using AI and Chat GPT

Please note that the Student Honor Committee recently updated the Honor Code Charter (found [here](#)), which now includes the following as an example of cheating (see B.2.vii on page 3): *Utilizing artificial intelligence software or other related programs to create or assist with assignments on the behalf of a student unless otherwise specified by the faculty member and/or the Office of Disability & Access.**

Whatever policy you decide to adopt for your classes, we ask that you do the following to ensure that students do not violate the Honor Code.

1. Clearly specify whether students have your permission to utilize AI software or not.
2. Communicate your policy to students in writing on your syllabus and/or through an official communication on Blackboard. If you decide to adjust your policy during the semester, be sure to update your syllabus and/or post an update on your Blackboard site. It is very important that all students have a clear understanding of your policy and that you are able to demonstrate your communication to students on this matter.
3. Include verbatim text from the Honor Code Charter cited above. This will ensure that students understand that it is an honor code violation to use “artificial intelligence software... unless otherwise specified by the faculty member.”

In addition, you may want to consider the following questions in developing your policy statement.

1. If AI use is permitted, is it permitted on all assignments or only certain assignments?
2. If AI use is permitted, how should students cite their use of AI?
3. ChatGPT and other AI tools often generate factually inaccurate information. If AI use is permitted, what responsibility do students have for ensuring the accuracy of any information generated by AI?
4. What are the grading policies associated with the misuse or unauthorized use of AI (e.g., deductions, failing grade)?

*Decisions on academic accommodations are made in an interactive process that includes the student, ODA staff, and course instructors.