

## Ideas for Inclusive Language for Course Syllabi

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Creating an Inclusive STEM Classroom workshop Oct. 24, 2017, hosted by  
NatSci Council on Diversity and Community

### Examples from MSU

#### MSU Syllabus Checklist

<http://fod.msu.edu/sites/default/files/Syllabus%20Checklist%20-%20MSU%20-%20%202016.pdf>

**MSU Statement on Diversity and Inclusion:** <http://president.msu.edu/advancing-msu/presidents-statement-on-diversity-and-inclusion.html>

#### Spartan Code of Honor

As a Spartan, I will strive to uphold values of the **highest ethical standard**. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that **honor is worth more than grades**. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.

<https://honorcode.msu.edu>

**Office of Institutional Equity (OIE) website:** <http://oie.msu.edu/> (sentence on reporting and the websites for the listed policies added)

MSU is committed to creating and maintaining an inclusive community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination. The Office of Institutional Equity (OIE) reviews concerns related to discrimination and harassment based on sex, gender, gender identity, race, national origin, religion, disability status, and any other protected categories under the University Anti-Discrimination Policy ([https://www.hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)) and Policy on Relationship Violence and Sexual Misconduct ([https://www.hr.msu.edu/policies-procedures/university-wide/RVSM\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html)). If you experience or witness acts of bias, discrimination, or harassment, please report these to OIE: <http://oie.msu.edu/>.

This could be followed by a statement on mandatory reporting (see example from Donna Rich Kaplowitz below).

#### Accommodations for Persons with Disabilities (from <https://www.rcpd.msu.edu/awareness> - Model Statements)

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at [rcpd.msu.edu](http://rcpd.msu.edu). Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this

form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

### **Language from Natural Science Dean Jim Kirkpatrick and the Council on Diversity & Community (CDC) from statements from spring 2017**

Inclusion and diversity are core values of MSU and the College of Natural Science. As Spartans, we are dedicated to respecting people of all backgrounds, beliefs, identity status, and political beliefs. The college is committed to creating a safe, supportive, and welcoming environment where all students, faculty, and staff can pursue academic and professional success. All members of the MSU community deserve each other's respect, support, recognition, and protection. It is essential that we all work together to foster an inclusive community where Spartans of all backgrounds can study, work, and thrive.

### **Language from Katusha Galitzine, Office of Diversity, Equity, and Inclusion, College of Agriculture and Natural Resources**

My intention is to create a classroom that is conducive to everyone's learning. Along with the expectations for coursework, I have an expectation that we will treat each other with respect and collegiality, and that we will be open to conversations and perspectives that challenge our perspectives. I have made a conscious effort to diversify the syllabus and course content with the understanding that diverse perspectives are necessary for full understanding. If you have a concern about the policies and procedures of the class, or the content of the course, please contact me. If you would like to use a different name, or pronouns than those provided by the University, please let me know.

### **Language that Donna Rich Kaplowitz (College of Education, Office of Inclusion & Intracultural Initiatives) uses in her syllabi**

#### **Policy on Academic Freedom and Integrity**

Article 2.3.3 of the *Academic Freedom Report* states that "the student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the University's *General Student Regulations* 1.0, Protection of Scholarship and Grades, and the all-University Policy on Integrity of Scholarship and Grades, which are included in *Spartan Life: Student Handbook and Resource Guide*, apply to student conduct in all courses.

#### **Policy on Accommodations for Students with Disabilities**

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a counselor, call 353-9642 (voice) or 355-1293 (TTY). It is up to you to let the professor know if you need an accommodation

#### **Policy on religious observance**

It is the policy of MSU to permit students to observe holidays set aside by their chosen religious faith. If you absent yourself from class on your religious holiday, please make arrangements with me in advance.

### **Grief Policy**

Please visit Grief Absence Policy: (<http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/grief-absence-policy>). Please speak directly to me to let me know what has happened.

### **Mandatory Reporting Policy**

As a professor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. As a member of the university community, I have the responsibility to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination. If you would rather share information about sexual harassment, sexual violence or discrimination to a confidential employee who does not have this reporting responsibility, you can find a list of those individuals here <https://caps.msu.edu/>

### **Trigger Warning**

During the course of this semester, we may discuss historical or current events that may be disturbing or even traumatizing to some students. If you suspect that the material is likely to be emotionally challenging for you, please discuss your concerns with me prior to the class in which the subject comes up. Similarly, if we are discussing something in class and you feel the need to step outside during a class discussion, you may always do so without academic penalty. You will be responsible for getting the material from a classmate or see me individually to discuss the situation.

### **Pronoun Preference**

All people have the right to be addressed and referred to in accordance with their personal identity. In this class, we will have the chance to indicate the name that we prefer to be called and, if we choose, to identify pronouns with which we would like to be addressed. I will do my best to address and refer to all students accordingly and support classmates in doing so as well.

### **From BMB 101 syllabus, fall 2017 (updated from DRK syllabus above)**

#### **Name and Pronoun Preferences**

All people have the right to be addressed and referred to in accordance with their personal identity. Please advise me of preferences early in the semester so that I may make appropriate changes to my records. Information on MSU's preferred name policy:

<http://lbgtrc.msu.edu/trans-msu/msu-preferred-name-policy/>.

**All Gender Campus Restroom Map:** <http://lbgtrc.msu.edu/trans-msu/unisex-and-accessible-bathroom-facilities-at-msu/>

## **Examples from Other Universities**

### **LGBTQ Equality Statement example for Chico State -**

<https://www.csuchico.edu/diversity/diversity-inclusive-teaching/syllabus-statement.shtml#diversity>

I am firmly committed to diversity and equality in all areas of campus life, including specifically members of the LGBTQ community. In this class I will work to promote an anti-discriminatory environment where everyone feels safe and welcome. I recognize that discrimination can be direct or indirect and take place at both institutional and personal levels. I believe that such discrimination is unacceptable and I am committed to providing equality of opportunity for all by eliminating any and all discrimination, harassment, bullying, or victimization. The success of this policy relies on the support and understanding of everyone in this class. We all have a responsibility not to be offensive to each other, or to participate in, or condone harassment or discrimination of any kind.

**Diversity Statement Suggestions from Yale University:** <http://ctl.yale.edu/DiversityStatements>

**Diversity & Inclusion Syllabus Statements from Brown University:**

<https://www.brown.edu/about/administration/sheridan-center/sites/brown.edu/about/administration/sheridan-center/files/uploads/InclusiveSyllabusStatements.pdf>

**Preferred pronouns from Lake Forest:** <https://www.lakeforest.edu/live/files/3549-classroom-inclusion-strategiespdf>