

LeBow Syllabus Statements (last reviewed for Spring 2023-24)

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Plagiarism, Academic Integrity, and Artificial Intelligence

Recent advances in “generative” artificial intelligence (AI) (such as ChatGPT) make it possible to generate text, visual, and other content. This technology offers many opportunities for innovative teaching and learning, but it must also be used responsibly. For the purposes of academic integrity, any sources of material that informed the student’s work must be cited as external sources -- even if those sources were responding to a student-written prompt (citations help [link1](#) and [link2](#)). Editing such content after the fact does not mean it is solely the student's work and should still be cited as paraphrased text. Failure to cite such sources will be considered plagiarism and reported in accordance with [Drexel's Academic Integrity policy](#). Students should be sure to understand any rules the instructor has on using such AI sources in assignments and papers as stated by the instructor or in the course syllabus.

Note that these (AI) systems are not perfect, and the responses and content they generate are sometimes incorrect and potentially biased. Students are responsible for any content they submit on an assignment. Instructors reserve the right to use AI-detection tools to analyze assignment submissions, just as they can use tools such as TurnItIn to check written assignments for non-original content.

The use of AI technology to answer questions – either as an assignment or on a quiz/exam – is considered a violation of academic integrity, unless explicitly permitted by the instructor. This includes, but is not limited to, solving math problems, writing computer code, answering objective questions, and answering open-ended questions.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Blackboard Calendar Tool Accuracy (**New**)

Drexel's Blackboard Learn LMS platform includes a built-in Calendar tool that is intended to show students upcoming due dates across all of their courses. However, there have been consistent problems with the reliability and accuracy of the built-in Blackboard calendar, meaning students should **not** trust it as the sole source of due dates for courses. Students should always refer to the course syllabus and other instructor announcements about due dates. Relying on the Blackboard Calendar is not a valid reason for missing assignment or quiz/exam deadlines.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Time Zones and Assignment Due Dates

Drexel's Blackboard servers are located in the Eastern Time Zone. All due dates and times are displayed in Eastern Time. Students are responsible for adjusting any deadlines to their own time zone. If a student is significantly shifted from the Eastern Time Zone and an *exam* is scheduled to take place during their night hours, that student should contact the instructor at least 3-4 days ahead of the exam to ask about alternative arrangements.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Email Correspondence

Students should check their Drexel email at least three (3) times per week for any important course-related information. **Students should only send instructor questions from their Drexel email** account and not from an external account like Gmail, etc. For security purposes, Drexel professors are instructed not to reply to student emails sent from non-Drexel email addresses, and instructors will only use their own official Drexel email accounts to communicate with students.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Appropriate Use of Course Materials

It is important to recognize that some or all of the course materials provided to you may be the intellectual property of Drexel University, the course instructor, or others. Use of this

intellectual property is governed by Drexel University policies, including the IT-1 policy found at: <https://drexel.edu/it/about/policies/policies/01-Acceptable-Use/>

Briefly, this policy states that **all course materials including recordings** provided by the course instructor may not be copied, reproduced, distributed, or re-posted. Doing so may be considered a breach of this policy and will be investigated and addressed as possible academic dishonesty, among other potential violations. Improper use of such materials may also constitute a violation of the University's Code of Conduct found at: <https://drexel.edu/compliance-privacy-audit/compliance/policies/cps-1/> and will be investigated as such.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|-------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Getting Technical Support

Students who need technical support can use the following contacts. *When emailing about urgent matters, include your phone number for tech representatives to call back if needed.*

- **Drexel Accounts**
I can't log in, multi-factor authentication, Office365, etc.
Contact: consult@drexel.edu
- **Zoom Support**
Logging in, using Zoom, accessing class session, technical issues, etc.
Options: 1) Help option within the Zoom app (for general Zoom support)
2) LeBow Tech: lbtech@drexel.edu (answered during business hours)
3) Drexel 24/7 support: 215-895-1224 (high urgency or after business hours)
- **Blackboard Support**
Course materials, videos, assignments, tests, etc.
Contact: 1) Drexel 24/7 support: 215-895-1224
2) LeBow Instructional Tech: lebowintech@drexel.edu
- **Business Software/vApps** (SAS, JMP, MATLAB, Minitab, Stata, etc.)
Contact: LeBow Tech: lbtech@drexel.edu

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|-------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Assignment Feedback and Grades

Using the instructor's preferred method of communication for student questions (email, phone, etc. as indicated in the syllabus) may shorten instructor response times. In general, faculty check their email at least once per weekday and once on the weekend, but given the current emergency, these frequencies may vary. Grades and feedback for assignments and tests will normally be posted to Blackboard Learn within two weeks of the due date.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | ✓ | ✓ |

Remote Class Video Participation

In-person students earn class participation credit by arriving on time and joining in discussions and activities. The equivalent in a remote class is to join Zoom on time and be attentive and engaged. Having your camera turned on contributes to this class community and engagement. Students are encouraged to turn their cameras on as much as possible. Students who are concerned about showing their living space are welcome to use the *blur background* feature in Zoom or another, non-offensive *virtual background*. Students without a working laptop camera should purchase an external webcam. In cases of hardship, students can contact **LeBow Instructional Tech** (lebowintech@drexel.edu) to ask about the availability of loaner cameras.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | - | ✓ | ✓ | - |

Class Session Recordings

During the activation of a Drexel emergency response plan, courses which were to take place in a classroom may be required to take place remotely using Zoom and through supplemental uses of Blackboard. Any synchronous class sessions will take place during the originally scheduled class time. Sessions will be recorded and can be made available to students who, due to substantial time zone shift or illness, are not able to attend the live event. **Students should contact their instructor as soon as possible if they anticipate this need.** Faculty office hours will also take place via Zoom, Microsoft Teams, etc. Meeting links will be placed in Blackboard for easy student access.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | - | ✓ | ✓ | - |

Academic Honesty for Remote and Online Courses

Students should understand that remote or online learning does not affect Drexel's policies for academic honesty. Course work must be completed using only the materials, resources, and collaboration options that are permitted. Collaborating on *individual student* assignments and tests is strictly prohibited (vs. group projects where collaboration is expected). Academic integrity incidents will follow the normal processes and will be taken just as seriously in remote

courses as they would in person. Students who know of academic dishonesty incidents should inform faculty or college administration in a timely manner, or else they may be subject to similar disciplinary actions.

| | Face-to-face | HyFlex | Remote Synchronous | Online Asynchronous |
|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | - | ✓ | ✓ | ✓ |

Face Covering and Health Recommendation Compliance

All members of the Drexel campus community should review the current recommendations and requirements listed on Drexel's [Health and Safety](#) web page. These guidelines are subject to revision during a term as the health landscape changes.

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|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | ✓ | ✓ | - | - |

HyFlex Course Delivery

HyFlex courses are delivered in a mixed mode, with some students attending in person while others attend remotely via Zoom. To best facilitate the start of class, please arrive/join on time or a few minutes early.

If attending remotely, complete any audio/video tests prior to class, and be sure you are logged into Zoom with your [official Drexel account](#). Also, please have your video camera on as much as possible. These student video feeds will be shown to the instructor and the in-person class to foster a sense of community. If the course uses an RCF (Remote Course Facilitator) to help with remote participation, be aware of who that person is and reach out to them as needed.

If attending in person, be mindful of remote students by asking your questions loudly enough to be heard in the Zoom meeting. Be patient when remote students ask their questions, which may require some time for audio adjustments.

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|--------------------|--------------|--------|--------------------|---------------------|
| Applies to: | - | ✓ | - | - |

Exam Policy for Online Asynchronous Courses

Major exams and quizzes in this course will be given online in Blackboard LEARN and may require students to use two technologies to help ensure that every student is equally advantaged:

- Students will use a special web browser that prevents access to other websites, other course materials in LEARN, and local files and software during the exam. This software is available for Windows and Mac computers only.
- Students will use a webcam that records them as they take the exam. This video can be reviewed by the instructor to ensure integrity of the test. Students are required to comply with any restrictions as communicated by the instructor (e.g. no use of textbook or notes, no help from others, etc. unless your instructor indicates otherwise). Only exams with complete accompanying video will receive grades.

For more information, refer to <http://lebow.me/exams>

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|-------------|--------------|--------|--------------------|---------------------|
| Applies to: | - | - | - | ✓ |