Syllabus Language to make your class more inclusive. Feel free to copy and paste any/all into your syllabus as is, or with your edits.

Classroom Norms
Our class (in person and online) will follow the CS Code of Conduct (**https://www.cs.uic.edu/~grad/CS_Code_of_Conduct.pdf)**. If you are not adhering to our course norms, a case of behavior misconduct will be submitted to the Dean of Students and to the Director of Undergraduate Studies in the department of Computer Science. If you are not adhering to our course norms, you will not get full credit for your work in this class. For extreme cases of violating the course norms, credit for the course will not be given.

Copyright
Please protect the integrity of all course materials and content. By enrolling in this course, you agree to honor this request. Be mindful of the hard work and time that instructors and TAs put into creating course materials such as exam and quiz questions, worksheets, lecture videos, and reading materials. Please do not upload course materials not created by you onto third-party websites or share content with anyone who is not enrolled in our course. I am grateful for your cooperation in honoring this important request.

Inclusive Learning Environment
UIC values diversity and inclusion. Regardless of age, disability, ethnicity, race, gender, gender identity, sexual orientation, socioeconomic status, geographic background, religion, political ideology, language, or culture, we expect all members of this class to contribute to a respectful, welcoming, and inclusive environment for every other member of our class. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, engagement, accurate assessment or achievement, please notify me as soon as possible.

Student Parents
I know well how exhausting balancing school, childcare, and work can be. I would like to help support you and accommodate your family's needs, so please don't keep me in the dark. I hope you will feel safe disclosing your student-parent status to me so that I can help you anticipate and solve problems in a way that makes you feel supported.

Unforeseen disruptions in childcare often put parents in the position of having to choose between missing classes to stay home with a child or leaving them with a less desirable backup arrangement. While this is not meant to be a long-term childcare solution, occasionally bringing a child to class in order to cover gaps in care is perfectly acceptable

If your baby or young child comes to class with you, please plan to sit close to the door so that you can step outside without disrupting learning for other students if your child needs special attention.

Non-parents in the class, please reserve seats near the door for your parenting classmates or others who may need to step out briefly.

Disability Accommodations
UIC is committed to full inclusion and participation of people with disabilities in all aspects of university life. If you face or anticipate disability-related barriers while at UIC, please connect with the Disability Resource Center (DRC) at drc.uic.edu, via email at drc@uic.edu, or call (312) 413-2183 to create a plan for reasonable accommodations. In order to receive accommodations, you will need to disclose the disability to the DRC, complete an interactive registration process with the DRC, and provide me with a

Letter of Accommodation (LOA). Upon receipt of a LOA, I will gladly work with you and the DRC to implement approved accommodations.

Notification of Recording
We will be recording the class sessions, or portions of the class, for students who are unable to attend. The recording feature for others is disabled so that no one else will be able to record this session through Zoom, Blackboard Collaborate, or Echo360. Recording by other means is not permitted. The recorded class sessions will be posted on our Blackboard class website unless otherwise notified.

If you have privacy concerns and do not wish to appear in the recording, please avoid sitting in "x" section of the classroom as the video camera will not record that area of the room. For synchronous online sessions,turn OFF your video and notify me in writing (via email) prior to the next class session. If you prefer to use a pseudonym instead of your name, please let me know what pseudonym you will be using, so that I can identify you during the class session. If you would like to ask a question, you may do so privately through the chat feature by addressing your question to me or your TA only (and not to "everyone"), or you may contact me or your TA by another private method, which we will agree upon in advance of class. If you have questions or concerns about this video recording policy, please contact me before the end of the first week of class.

Religious Holidays
I will make every effort to avoid scheduling exams or requiring student projects be submitted on religious holidays. If you wish to observe your religious holidays, please notify me by the tenth day of the semester of the date when you will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, please notify me at least five days in advance of the date when you will be absent. I will make every reasonable effort to honor your request and not penalize you for missing the class. If an examination or project is due during your absence, you will be given an exam or assignment equivalent to the one completed by those students in attendance. Students may appeal through campus grievance procedures for religious accommodations.

Grading Policies
I am committed to making sure the assessment of your learning in this course is comprehensive, fair, and equitable. Your grade in this class will be based on the number of points you earn out of the total number of points possible and is not based on your rank relative to other students. Furthermore, grades are assigned without strict limits on the proportion of each letter grade given in the course.

If the class mean is 75% or higher, letter grades will be based on a straight scale using the following thresholds for grade cut-offs: A range from 90-100%, B range from 80-89.9%, C range from 70-79.9%, D range from 60-69.9%, and F given to 59.9% or lower. If the class mean is lower than 75%, the scale will be adjusted to compensate (e.g. 89% may become an A).

Under no circumstances will grades be adjusted down. You can use this straight grading scale as an indicator of your minimum grade in the course at any time during the course. You should keep track of your own points so that at any time during the semester you may calculate your minimum grade based on the total number of points possible at that particular time. If and when, for any reason, you have concerns about your grade in the course, please email me to schedule a time for you to speak with me or your TA so that we can discuss study techniques or alternative strategies to help you.

Mental and Emotional Wellness
Counseling Services are available for all UIC students. You may seek free and confidential services from the Counseling Center at https://counseling.uic.edu/. The Counseling Center is located in the Student Services Building; you may contact them at (312) 996-3490 during normal business hours (M-F, 9 am -5

pm). If calling after hours, press 2 to be connected to a crisis counselor. In addition to offering counseling services, the Counseling Center also operates the InTouch Crisis Hotline from 6:00 p.m.-10:30 p.m. They offer support and referrals to callers, as well as telephone crisis interventions; please call (312) 996-5535.

Campus Advocacy Network
The Campus Advocacy Network provides information and offers resources to all UIC students, faculty, and staff. Under the Title IX law you have the right to an education that is free from any form of gender-based violence and discrimination. Crimes of sexual assault, domestic violence, sexual harassment, and stalking are against the law and can be prevented. For more information or for confidential victim-services and advocacy, contact UIC's Campus Advocacy Network at 312-413-1025 or visit http://can.uic.edu/. To make a report to UIC's Title IX office, email TitleIX@uic.eduor call (312) 996-5657.

Safe Zone Statement
I am part of the Safe Zone community network of trained faculty who are available to listen and support you. As a Safe Zone Ally, I can help you connect with resources on campus to address problems you face that interfere with your academic success, particularly issues of sexual violence, hateful acts, or concerns faced by individuals due to sexual orientation/gender identity and/or expression. My goal is to help you be successful and to maintain a safe and equitable campus. And of course, I will do everything I can to make my classroom a safe zone. There will be zero tolerance for comments or behavior that make any individual feel not safe and/or not welcome. UIC has released the bias reporting tool, as of Spring 2021.

Some of this language was borrowed from CATE: https://teaching.uic.edu/resources/toolkits/syllabus/