

## **REQUIRED DEPARTMENTAL/UNIVERSITY SYLLABUS STATEMENTS:**

### **University of Pittsburgh's Nondiscrimination Policy:**

The University of Pittsburgh, as an educational institution and as an employer, does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The University responds promptly and equitably to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The University is committed to taking prompt action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

For complete details on the University's Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (CS 07) and Sexual Misconduct Policy (CS 20), please visit <https://www.diversity.pitt.edu/civil-rights-title-ix/policies-procedures-and-practices>

### **The Department of French and Italian's Statement on Diversity:**

Inspired by the University's nondiscrimination policy, we, the members of the Department of French and Italian, embrace a notion of intellectual community enriched and enhanced by diversity in all forms. We appreciate that identities are complex, intersectional, and dynamic, in the classroom, in course materials, and in French- and Italian-speaking communities beyond campus. Diversity provides the benefit of allowing multiple perspectives inside and outside of the classroom. We expect that all members of our learning community commit to 1) creating an intellectual space where students are free to express their opinions in ways that are respectful of others and their perspectives, 2) engaging in the process of questioning and revising their own identities and perspectives, and 3) understanding the ways in which our identities position us within the classroom.

### **University of Pittsburgh's Students with Disabilities Statement:**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources Services (DRS; [www.drs.pitt.edu](http://www.drs.pitt.edu)), 140 William Pitt Union, (412) 648-7890, [drsrecep@pitt.edu](mailto:drsrecep@pitt.edu), (412) 228-5347 for P3 ASL users, as soon as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

### **The Department of French and Italian's Statement on Accessibility:**

The Department of French and Italian aims to foster an environment that supports, facilitates, and encourages the learning process. Students at Pitt can access formal, university-level assistance and request accommodations with DRS. Alongside the DRS office, the Department of

French and Italian strives to make all components of our courses accessible to all students. Please do not hesitate to contact your instructor to discuss your learning needs. We will make every possible effort to accommodate students in a timely and confidential manner. In addition to ongoing needs, we recognize that life circumstances (personal, health, family, financial or other concerns) may interfere with your studies. In this case, please contact your instructor to discuss possible adjustments or alternative arrangements regarding coursework.

### **Classroom Recording Policy:**

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

### **Email Policy:**

Each student is issued a University e-mail address ([username@pitt.edu](mailto:username@pitt.edu)) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to <http://accounts.pitt.edu>, log into your account, click on **Edit Forwarding Addresses**, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to <https://www.policy.pitt.edu/ao-15-e-mail-communication-policy-formerly-09-10-01>.)

### **Academic Integrity and Plagiarism:**

Cheating/plagiarism will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity, noted below, will be required to participate in the outlined procedural process as initiated by the instructor. A minimum sanction of a zero score for the quiz, exam or paper will be imposed. (For the full Academic Integrity policy, go to [www.provost.pitt.edu/info/ai1.html](http://www.provost.pitt.edu/info/ai1.html).)

Plagiarism is a serious ethical matter and an infraction of University Policy. Students should familiarize themselves with both the University Policy on Academic Integrity (available at <https://www.provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines>) and the Department of French and Italian Plagiarism Policy (<https://www.frit.pitt.edu/undergraduate/about-language-programs/departamental-policies/plagiarism-policy>). Examples of plagiarism include, but are not limited to:

1. Use of human or online translators (i.e. Google Translate)
2. Unauthorized editorial help (asking a friend in an upper level course for help)
3. Unattributed use of an author's ideas (theft of intellectual property)
4. Unattributed use of an author's words (lack of proper citation)

Any student who plagiarizes will be immediately reported to the Assistant Dean of Undergraduate Studies charged with matters of Academic Integrity. Sanctions for first-time violations typically result in a '0' or an 'F' grade for the assignment. Second violations may result in a failing grade for the course and expulsion from the University.

## **SUGGESTED STATEMENTS:**

### **Sexual Misconduct, Required Reporting, and Title IX:**

The University is committed to combatting sexual misconduct. As a result, you should know that University faculty and staff members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the University's Title IX office so that the victim may be provided appropriate resources and support options. What this means is that as your professor, I am required to report any incidents of sexual misconduct that are directly reported to me, or of which I am somehow made aware.

There are two important exceptions to this requirement about which you should be aware:

- A list of the designated University employees who, as counselors and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: <https://www.diversity.pitt.edu/civil-rights-title-ix/resources-and-support-services/confidential-resources>
- An important exception to the reporting requirement exists for academic work. Disclosures about sexual misconduct that are shared as part of an academic project, classroom discussion, or course assignment, are not required to be disclosed to the University's Title IX office

If you are the victim of sexual misconduct, Pitt encourages you to reach out to these resources:

- Title IX Office: 412-648-7860, <https://www.titleix.pitt.edu/civil-rights-title-ix-compliance>
- SHARE (Sexual Harassment and Assault Response and Education): <https://www.studentaffairs.pitt.edu/shs/share/>
- The University Counseling Center: 412-648-7856 [www.studentaffairs.pitt.edu/cc](http://www.studentaffairs.pitt.edu/cc)
- Report an incident at <https://www.diversity.pitt.edu/civil-rights-title-ix/make-report>
- Other reporting information is available at <https://compliance.pitt.edu/make-report>

If you have a safety concern, please contact the University of Pittsburgh Police:

On-campus Emergency: 412-624-2121

Non-Emergency: 412-624-4040

### **Student Evaluations of this Course (OMET):**

The Department of French and Italian greatly values student feedback. The OMET online evaluations are the primary tool we use to assess instructors and evaluate courses. These evaluations are used to develop and improve curricular design and instructional efficacy. In addition, OMETs are shared with upper level administration when deciding on contract renewal, promotion, awards, tenure, etc. We thank you for taking the time to provide thoughtful and constructive feedback. Whether in the Language Media Center or in the regular classroom, OMETs may be conducted during class time towards the end of the semester; however, students may opt to complete the OMET online after the link becomes live on my.pitt.edu. There is no penalty for students who opt not to take the OMET.

### **Cell Phones/laptops:**

Before entering the classroom, please TURN OFF your cell phone as a courtesy to class participants. Should you decide to use your phone to make calls, send text messages or get online, you may be asked to leave the class and you receive a zero for the day's participation, and be counted absent for that class session.

### **Gender-inclusive Language Guidelines:**

Aspiring to create a learning environment in which people of all identities are encouraged to contribute their perspectives to academic discourse, the University of Pittsburgh Gender, Sexuality, and Women's Studies Program provides **guidelines and resources regarding gender-inclusive/non-sexist** language at <https://www.gsws.pitt.edu/resources/faculty-resources/gender-inclusive-non-sexist-language-guidelines-and-resources>. Following these guidelines fosters an inclusive and welcoming environment, strengthens academic writing, enriches discussion, and reflects best professional practices.

Language is gender-inclusive and non-sexist when we use words that affirm and respect how people describe, express, and experience their gender. Gender-inclusive/non-sexist language acknowledges people of any gender (e.g. first-year versus freshman, chair versus chairman, humankind versus mankind). It also affirms non-binary gender identifications and recognizes the difference between biological sex and gender expression. Students may share their preferred pronouns and names, and these gender identities and gender expressions should be honored. These guidelines fulfill the best intentions of the University of Pittsburgh's Non-Discrimination Policy:

<https://www.diversity.pitt.edu/civil-rights-title-ix/policies-procedures-and-practices/nondiscrimination-equal-opportunity>

### **Turnitin Statement:**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.

### **Religious Observances:**

The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. As your instructor, I am committed to providing equivalent educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If at all possible, please contact me (your course coordinator/s) within the first two weeks of the first class meeting to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.

### **Your Well-being Matters:**

College/Graduate school can be an exciting and challenging time for students. Taking time to maintain your well-being and seek appropriate support can help you achieve your goals and lead a fulfilling life. It can be helpful to remember that we all benefit from assistance and guidance at times, and there are many resources available to support your well-being while you are at Pitt.

You are encouraged to visit [Thrive@Pitt](#) to learn more about well-being and the many campus resources available to help you thrive.

If you or anyone you know experiences overwhelming academic stress, persistent difficult feelings and/or challenging life events, you are strongly encouraged to seek support. In addition to reaching out to friends and loved ones, consider connecting with a faculty member you trust for assistance connecting to helpful resources.

The [University Counseling Center](#) is also here for you. You can call 412-648-7930 at any time to connect with a clinician. If you or someone you know is feeling suicidal, please call the University Counseling Center at any time at 412-648-7930. You can also contact Resolve Crisis Network at 888-796-8226. If the situation is life threatening, call Pitt Police at 412-624-2121 or dial 911.