

# IOWA STATE UNIVERSITY

## Office of the Associate Provost for Academic Programs

August 5, 2024

Dear Colleagues,

In planning for the upcoming academic year, I would like to share a few resources that will support your work preparing for the start of the semester.

### Course Design and Teaching

The [Center for Excellence in Learning and Teaching](#) (CELT) offers many resources to support instructors in course development and teaching. A few examples of online resources are: effective use of generative artificial intelligence (GenAI), strategies for student engagement, and using the Course Template in Canvas. CELT also offers in-person resources such as communities of practice on large enrollment pedagogy, well-being, among others. Visit CELT's website for the full list of upcoming events and to learn more about using Canvas and other CELT professional development programs offered throughout the academic year.

### Syllabus Preparation and Statements

CELT's [Syllabus Checklist](#) is a useful reference to create or update a syllabus. The checklist includes Iowa State's [required](#) syllabus statement related to free expression, and the recommended statements on academic integrity, student accessibility and accommodation, discrimination and harassment, mental health and well-being resources, religious accommodation, and Prep Week. Please note that statements related to the COVID-19 pandemic are no longer in force and should be removed from syllabi.

As a reminder, since 2020 Iowa State's [Free Expression Syllabus Statement](#) is required to be used verbatim in all university courses. The revised statement based on the Board of Regents' Diversity, Equity and Inclusion Directive #4b was communicated to faculty in March 2024.

To ensure students can access these essential policies, the required and recommended syllabus statements are available in the course navigation menu in Canvas and are linked as ISU Syllabus Statements. If you need help locating or enabling this feature on the menu, follow the Canvas guide or email [celt-help@iastate.edu](mailto:celt-help@iastate.edu). *The required and recommended statements must also be included in the print version of syllabi.*

### Required Course Presence in Canvas

All Iowa State courses are required to have a presence in Canvas, the university's learning management system. CELT has many resources available on the Canvas section of their website including a Start of Semester Guide.

### Prep Week Policy

The last full week of classes before final examinations is designated as Prep Week. Instructors generally may not give final examinations during Prep Week. Due dates for mandatory graded submissions that occur during Prep Week must be listed on the syllabus and communicated to students at the start of the semester. Exceptions to the [policy](#) must be approved by the Office of the Senior Vice President and Provost.

### **Final Grades Due on the Monday After Finals Week**

This year's academic calendar is later than usual, and Finals Week is Monday-Thursday December 16-19. Due to established University holidays on December 24 and 25 (Tuesday and Wednesday) grades are due by 3:00p.m. on Monday, December 23. Details about submitting grades via the new Workday Student system will be available later in the semester.

### **ISU Testing Centers**

Instructors wanting to host their assessment at a Testing Center location should visit the [ISU Testing Center](#) website for additional information. Due to necessary construction updates in the 0060 Carver Hall location, the Testing Center anticipates being **unable to accommodate their usual exam capacity during weeks four and five** of the semester. Exam requests should be submitted as soon as possible, and instructors may be asked to move dates if capacity has been reached.

### **Student Support Resources**

The [Cyclone Support website](#) provides several resources to support student health and wellbeing. Instructors can play a critical role in helping cultivate a campus community where we can thrive together. Consider including links to these resources in your syllabus.

The [Dean of Students](#) portfolio includes many departments with resources to assist your students, including [Student Accessibility Services](#), the [Academic Success Center](#), and the [Office of Student Assistance](#). As well, [Student Health and Wellness](#) provides additional services such as Student Counseling, Student Wellness, Theilan Student Health, and Recreation Services. Many college Student Services Offices also provide support options for students who may be struggling academically or financially.

### **Learning Spaces**

The IT Audiovisual Experience Team (AVXT) encourages you to visit your classroom before the semester begins to do a test run with the technology. If you have questions about learning technology or would like an individualized training session, please contact the team at (515) 294-9063 or email at [avxt@iastate.edu](mailto:avxt@iastate.edu). As a reminder, should an unexpected classroom technology issue arise during class, contact the Solution Center at (515) 294-4000 and they will quickly route issues to the Audiovisual Experience Team as needed. The goal of the AVXT is to be in the classroom within 15 minutes of receiving a page from the Solution Center.

Best wishes for a successful fall semester,

Ann Marie VanDerZanden  
Associate Provost for Academic Programs