

# Sample Syllabus & Carmen Statements

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These statements are provided as a resource to instructors and may be used and revised without attribution.

## **Sample Statement A** (provided by Amy Shuster, used for both syllabus and Carmen)

### Commitment to Inclusion

I am committed to providing a positive, safe, and inclusive classroom in order to promote an environment of academic achievement and integrity. You and I have mutual responsibility to insure that the classroom environment supports teaching and learning, is respectful of the rights and freedoms of all members, and promotes a civil and open exchange of ideas. Disruptive classroom behavior that substantially or repeatedly interrupts either my ability to teach or student learning is prohibited.

Since an inclusive learning environment for all students, including students with disabilities, is my goal and a stated priority of OSU, if there are aspects of this course that result in barriers to your inclusion or your ability to meet course requirements – such as time limited exams, inaccessible web content, or the use of non-captioned videos – please notify me as soon as possible. I am committed to creating an effective learning environment for all learning styles. However, I can only do this successfully if you discuss your needs with me in advance. I will maintain the confidentiality of your learning needs. I also encourage (and sometimes require) you to obtain a letter of accommodation from Disability Services in the Office of Student Life. Please call (614) 292-3307 or visit the Disability Services website at <http://slds.osu.edu/> for more information about the services they provide.

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> Links to an external site. or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

## **Sample Statement B** (provided by Jenn Gleason, used for syllabus)

### Disability Services, The Student Advocacy Center, and Other Resources

The University has numerous resources that can be incredibly useful in helping you navigate Ohio State's structure and resolve issues you encounter while here at the university. You have a right to

privacy, and you are never under any obligation to divulge personal information to me. If you need an in class accommodation (more time on the exam, a note-taker, etc.) then you need to register with either Disability Services in the Office of Student Life (SLDS) or the student advocacy center. Once you have registered with SLDS or the student advocacy center, then they can tell me what needs to be done on your behalf without you having to divulge anything personal to me.

I want you all to succeed both in my class and here at the university as students. If there is ever something that comes up that starts to get in the way of your education, health, and/or wellness, please know that I am here to help you in any way that I can. In addition, OSU has many resources that are also here to help you in a variety of ways. I have included those resources below:

Emergency Grant, Financial Education, & Coaching: <http://advocacy.osu.edu/emergency-grant/>

OSU Food Pantry: <http://www.buckeyefoodalliance.org>

OSU Disability Resources: <http://advocacy.osu.edu/health-personal-crisis/disabilities>

OSU Advocate that Maintains Confidentiality When One is

Hospitalized: <http://advocacy.osu.edu/health-personal-crisis/hospitalization/>

Confidential Access to OSU Mental Health Resources:

<http://advocacy.osu.edu/health-personal-crisis/mental-health/>

OSU Resources for Students that are Veterans:

<http://veterans.osu.edu/current-students/academic-resources>

The following information can be found by accessing the page listed under the OSU Disability Resources above, but it is worth restating. Students who require accommodations due to a disability should inform the instructor as soon as possible, as well as contacting Disability Services in the Office of Student Life:

Office of Student Life, Disability Services

98 Baker Hall, 113 W. 12th Ave

Phone: (614) 292-3307

Email: [slds@studentlife.osu.edu](mailto:slds@studentlife.osu.edu)

If you are experiencing a crisis that is not one of disability, hospitalization, mental health, or finance, I still strongly suggest reaching out to <http://advocacy.osu> to see what supportive resources they may be able to provide.

### **Sample Statement C** (provided by Jenn Gleason, used for Carmen)

As your instructor, I want you all to succeed both in my class and here at the university as students. If there is ever something that comes up that starts to get in the way of your education, health, and/or wellness, please know that I am here to help you in any way that I can. In addition, OSU has

many resources that are also here to help you in a variety of ways. I have included those resources towards the bottom of this page.

**You have a right to privacy.** I know that people sometimes feel the need to divulge personal information in order to justify the need for an accommodation, an absence, or something else. **You are never under any obligation to divulge anything to me.**

**If you need an accommodation** in class (more time on the exam, a note-taker, etc.) then you need to register with either the Office of Disability Services (SLDS) or the student advocacy center. Once you have registered with SLDS or the student advocacy center, you can have them tell me what it is that you need, and you do not need to divulge anything to me personally. If you have not yet registered with SLDS or the student advocacy center and you need an accommodation now, please come speak with me. Without going into details, we can discuss your need for an accommodation and what we can do now. In many cases, I am not allowed to grant an accommodation until you have registered with SLDS or the student advocacy center. I can sometimes grant accommodations while you are in the process of getting registered, and that is something we could discuss. Again, you are never under an obligation to divulge personal information to me.

I'd also like to take a moment to make you aware of the resources that are available to you here at OSU. Know that there is no shame in utilizing these resources. These resources can be incredibly useful in helping you navigate Ohio State's structure and resolve issues you encounter here at the university.

### **OSU Resources Available to You**

- OSU Emergency Grant and Financial Education and Coaching:  
<http://advocacy.osu.edu/emergency-grant/>
- OSU Food Pantry: <https://www.buckeyefoodalliance.org>
- How to access OSU disability resources:  
<http://advocacy.osu.edu/health-personal-crisis/disabilities/>
- How to gain an OSU advocate that will maintain confidentiality if one is hospitalized:  
<http://advocacy.osu.edu/health-personal-crisis/hospitalization/>
- How to confidentially access OSU mental health resources:  
<http://advocacy.osu.edu/health-personal-crisis/mental-health/>
- OSU resources for students that are veterans:  
<http://veterans.osu.edu/current-students/academic-resources>

If you are experiencing a crisis that is not one of disability, hospitalization, mental health, or finance, I still strongly suggest reaching out to <http://advocacy.osu.edu> to see what supportive resources they may be able to provide.