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|  | **Syllabus Appendix**  **AY 2024-2025** |

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# DIVERSITY, EQUITY AND INCLUSION (DEI)

## DEI Statement

The Milken Institute School of Public Health (GWSPH) at the George Washington University (GW) is committed to supporting the highest standards and practices of diversity, equity, and inclusion in all of our processes, systems and interactions throughout our community.  We embrace an intellectual community enriched and enhanced by diversity along a number of dimensions, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. We at the GWSPH will work in the promotion of diversity, equity and inclusion not only to drive innovation and excellence throughout all our programs but also in honoring our commitment to social justice.  Each of us is responsible for creating a safer, more inclusive environment. More information is available on our school website [here](https://publichealth.gwu.edu/diversity-and-inclusion).

## DEI Resources and Bias Reporting

Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional. Resources available at the University to assist you include the following:

* GW maintains a website for reporting incidents of bias, <https://diversity.gwu.edu/report-bias-incident-online>. This site allows any university community member to report, including anonymously, incidents of bias and other forms of unwelcome conduct motivated by hatred based on race, color, religion, gender or gender identity, sexual orientation, national origin or any other factor.
* GW Office of Diversity Equity and Community Engagement:  <https://diversity.gwu.edu/>

## Sexual Harassment (Title IX)

GW and its faculty and staff are committed to creating a safe and open learning environment for all students. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, and stalking, please know that help and support are available. GW strongly encourages all members of the community to take action, seek support, and report incidents of sexual harassment to the Title IX Office. You may contact the Title IX Office at 202-994-7434 or at [titleix@gwu.edu](mailto:titleix@gwu.edu) or learn more by visiting [titleix.gwu.edu](http://titleix.gwu.edu/). Please be aware that faculty members are required to disclose information about suspected or alleged sexual harassment or other potential violations of the Title IX Sexual Harassment and Related Conduct Policy to the Title IX Office. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Community members are not required to respond to this outreach.  If you, or another student you know, wishes to speak to a confidential resource who does not have this reporting responsibility, please contact Counseling and Psychological Services through the Colonial Health Center 24/7 at 202-994-5300, or the Office Of Advocacy and Support at 202-994-0443 or at [oas@gwu.edu](mailto:oas@gwu.edu).

# COURSE AND CLASSROOM RESOURCES

## Blackboard

Blackboard will be used for posting course files and assignments and for communicating with the class. You are already enrolled for this course on Blackboard if you have completed registration for the course. It is your responsibility to periodically check the course site (log in at <http://blackboard.gwu.edu/>using your gwu.edu address) for updates to the syllabus/readings.

For additional support or navigating Blackboard, GW Information Technology Support Center is your point of contact for support: [Blackboard | GW Information Technology | The George Washington University (gwu.edu)](https://it.gwu.edu/blackboard)

## 2GW (applicable for @GW online programs)

2GW will be used for online course activities, hosting weekly course content, the posting of course files and assignments and for communicating with the class. Students are already enrolled for this course on 2GW if registration has been completed for online courses, not residential coursework typically offered residentially. It is the student’s responsibility to periodically check the course site for updates to the syllabus/readings/schedules.

For additional online learning guidance, please see the University’s “Guide of Academic Integrity in Online Learning Environments” available at [studentconduct.gwu.edu/academic-integrity-online-learning-environments](https://studentconduct.gwu.edu/academic-integrity-online-learning-environments).

## Use of Electronic Course Materials and Class Recordings

Students are encouraged to use electronic course materials, including recorded class sessions, for private personal use in connection with their academic program of study. Electronic course materials and recorded class sessions should not be shared or used for non-course related purposes unless express permission has been granted by the instructor. Students who impermissibly share any electronic course materials are subject to discipline under the Student Code of Conduct. Contact the instructor if you have questions regarding what constitutes permissible or impermissible use of electronic course materials and/or recorded class sessions. Contact Disability Support Services at [disabilitysupport.gwu.edu](https://disabilitysupport.gwu.edu/) if you have questions or need assistance in accessing electronic course materials.

# ACADEMIC INTEGRITY

## Academic Integrity Code

Academic integrity is an essential part of the educational process, and all members of the GW community take these matters very seriously. As the instructor of record for this course, my role is to provide clear expectations and uphold them in all assessments. Violations of academic integrity occur when students fail to cite research sources properly, engage in unauthorized collaboration, falsify data, and otherwise violate the [Code of Academic Integrity](https://studentconduct.gwu.edu/code-academic-integrity). If you have any questions about whether particular academic practices or resources are permitted, you should ask me for clarification. If you are reported for an academic integrity violation, you should contact Conflict Education and Student Accountability (CESA) to learn more about your rights and options in the process. Consequences can range from failure of assignment to expulsion from the University and may include a transcript notation. For more information, refer to the SRR website at <https://students.gwu.edu/cesa>, email [rights@gwu.edu](mailto:rights@gwu.edu), or call 202-994-6757.

## Academic Integrity Online Quiz

All Milken Institute School of Public Health students are required to complete an academic integrity online activity. The GW Academic Integrity activity must be completed within two weeks of starting your coursework at GWSPH. See more at:[publichealth.gwu.edu/integrity#sthash.FlIRdO5H.dpuf](https://publichealth.gwu.edu/integrity#sthash.FlIRdO5H.dpuf)

## SafeAssign (Residential) and Turnitin (Online)

All GWSPH Faculty have access to the SafeAssign and Turnitin plagiarism detection services.

Please be aware that the work products you submit for this course may be scanned by these tools for originality. Students found plagiarizing will be subject to penalties outlined in the GWSPH Student Handbook and GW Code of Academic Integrity.

## Use of Generative Artificial Intelligence (AI)

In the absence of explicit directions to the contrary from instructors, the following default rules apply at the University.

1. Work submitted for evaluation is represented as the student’s own intellectual product. Students may not submit content (e.g., ideas, text, code, images) for evaluation that was generated, in whole or in part, by Generative Artificial Intelligence tools (such as ChatGPT and other large language models). Doing so without instructor’s explicit permission constitutes cheating under the [Code of Academic Integrity](https://studentconduct.gwu.edu/sites/g/files/zaxdzs4831/files/2022-08/code-of-academic-integrity-final-2022-20223-1.pdf) and is therefore prohibited.
2. Students are permitted to use GAI tools to generate content that is not submitted to an instructor for evaluation. For example, using GAI tools to study for examinations, tests, and quizzes is permitted. Likewise, on assignments where the use of the Internet is not otherwise prohibited by the instructor, GAI tools may be used for learning, studying, and brainstorming.
3. Unless the instructor explicitly states otherwise in advance and in writing, the use of GAI tools during any assessment (e.g., examination, test, quiz) whether taken in the classroom or elsewhere, constitutes cheating under the [Code of Academic Integrity](https://studentconduct.gwu.edu/sites/g/files/zaxdzs4831/files/2022-08/code-of-academic-integrity-final-2022-20223-1.pdf) and is therefore prohibited. This prohibition includes assessments for which the use of the Internet is otherwise permitted.

The [full guidelines](https://provost.gwu.edu/policies-procedures-and-guidelines) are available on the Office of the Provost website.

# ACADEMIC SUPPORT

## Writing Center

GW Writing Center cultivates confident writers in the University community by facilitating collaborative, critical, and inclusive conversations at all stages of the writing process. Working alongside peer mentors, writers develop strategies to write independently in academic and public settings. Appointments can be booked online at [gwu.mywconline](https://gwu.mywconline.com/).

## Academic Commons

[Academic Commons](https://academiccommons.gwu.edu/) is the central location for academic support resources for GW students. To schedule a peer tutoring session for a variety of courses visit [go.gwu.edu/tutoring](http://go.gwu.edu/tutoring). Visit [academiccommons.gwu.edu](http://academiccommons.gwu.edu/) for study skills tips, finding help with research, and connecting with other campus resources. For questions email [academiccommons@gwu.edu](mailto:academiccommons@gwu.edu).

## Student Success Coaching

The Student Success Coaching Program, offered through the Office for Student Success, is an academic support service available to all interested undergraduate students. Participating students work with Student Success Coaches (trained graduate students) in 1:1 sessions to build the foundation for a successful academic experience. Coaches help students to develop learning strategies, establish healthy study habits, build a GW support system, and other necessary skills for a fulfilling and successful undergraduate experience. See [studentsuccess.gwu.edu/academic-program-support](https://studentsuccess.gwu.edu/academic-program-support).

To learn more about what is offered through this program and access informational materials, please visit <https://studentsuccess.gwu.edu/student-success-coaching> or email [studentuccess@gwu.edu](mailto:studentuccess@gwu.edu).

# SUPPORT FOR STUDENTS OUTSIDE OF THE CLASSROOM

## Disability Support Services (DSS) 202-994-8250

Any student who may need an accommodation based on the potential impact of a disability should contact Disability Support Services at [disabilitysupport.gwu.edu](https://disabilitysupport.gwu.edu/) to establish eligibility and to coordinate reasonable accommodations.

## GWU Mental Health

GW offers a variety of mental health resources for free or sliding scale fee. Visit [go.gwu.edu/mentalhealth](http://go.gwu.edu/mentalhealth) for a complete list of GW mental health resources and organizations with information on location, hours, services, cost, and how to contact.

If you are in crisis, call or text **988** to speak with the Suicide and Crisis Lifeline or call the GW Counseling and Psychological Services 24/7 number at **202-994-5300 (option 3)** to speak with a counselor.

If you are concerned about another student, please submit a CARE report here: <http://cm.maxient.com/reportingform.php?GeorgeWashingtonUniv&layout_id=1>

## Student Health Center 202-994-5300, 24/7

The Student Health Center (SHC) offers medical, counseling/psychological, and psychiatric services to GW students. More information about the SHC is available at healthcenter.gwu.edu. Students experiencing a medical or mental health emergency on campus should contact GW Emergency Services at 202-994-6111, or off campus at 911.

**Accessing Reproductive and Sexual Healthcare on Campus**

Accessing reproductive and sexual healthcare can be hard, but there are a variety of resources available to students on and near campus. This resource was prepared by GW RAGE (Reproductive Autonomy and Gender Equity). For a full list of resources you can visit [gwurage.org/resources](http://gwrage.org/resources).

Emergency contraception is available 24/7 for $10 in on campus vending machines located on the B2 level of District House and West Hall. You can also get free emergency contraception by prescription from the [Student Health Center](https://healthcenter.gwu.edu/) if you are on GW’s Student Health Insurance Plan. [Foggy Bottom Plan B](http://fbplanb.com/) provides free, confidentially delivered, levonorgestrel to people in Foggy Bottom usually within 24 hours.

To access abortion care you can find clinics at [ineedana.com](http://ineedana.com/) or [abortionfinder.org](http://abortionfinder.org/). If you need help paying for an abortion while at GW you can contact the [DC Abortion Fund](http://dcabortionfund.org/). If you are not in DC check out the [National Network of Abortion Funds](http://nnaf.org/) to find your closest fund. For practical or emotional support before, during, or after an abortion on campus you can contact the GW RAGE [abortion support collective](http://gwrage.org/abortionsupport).

For other sexual and reproductive healthcare, the Student Health Center provides STI testing and treatment, PEP and PReP, contraception (other than an IUD), and other gynecologic care. You can access free sexual materials Monday-Friday 9am-5pm in the Student Support Center on the ground floor of the University Student Center, and you can also order them for pickup at Mail and Package Services through the link on the RAGE [website](https://www.gwrage.org/sexual-health) starting in late January. You can also get free condoms or at home STI testing mailed to you from DC by visiting [sexualbeings.org](http://sexualbeings.org/).

# RELIGIOUS HOLIDAYS

## University Policy on Observance of Religious Holidays

Students must notify faculty during the first week of the semester in which they are enrolled in the course, or as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls within the first three weeks of class, the student must inform faculty in the first week of the semester. For details and policy, see [provost.gwu.edu/policies-procedures-and-guidelines](http://provost.gwu.edu/policies-procedures-and-guidelines).

# SAFETY AND SECURITY

## General

* Monitor [GW Alerts](https://safety.gwu.edu/gw-alert-instructions) and [Campus Advisories](https://campusadvisories.gwu.edu/) to [Stay Informed](http://safety.gwu.edu/stay-informed) before and during an emergency event or situation
* In an emergency: call GW Emergency Services: 202-994-6111 or Emergency Services at 911
* For situation-specific instructions, refer to [GW’s Emergency Procedures guide](https://safety.gwu.edu/emergency-response-handbook).
* In the event of an armed Intruder: Run. Hide. Fight.

## Adverse Weather/Class Cancellation

In the advent of inclement weather or any other emergency, the Milken Institute School of Public Health will follow the decision of the University. Call the University hotline at 202-994-5050 or check the Campus Status at <http://CampusAdvisories.gwu.edu>. In the event of inclement weather, instructors are encouraged to maintain instructional continuity. Your instructor will communicate directly with you regarding alternate modes of instruction as appropriate. Students are responsible to check email, blackboard, or other learning platforms used in class, for updates and be available if accommodations have been offered. In the event of class cancellation, we will email you about rescheduling, assignments due, etc. The University will continue to offer [make-up days](https://click.gwu.edu/click/kz9t0c/81n545/ougzeo) in the event of a closure if no alternative remote class has been made available.

## GW Alert

GW Alert is an emergency notification system that sends alerts to the GW community. GW requests students, faculty, and staff maintain current contact information by logging on to [alert.gwu.edu](https://alert.gwu.edu/). Alerts are sent via email, text, social media, and other means, including the Guardian app. The Guardian app is a safety app that allows you to communicate quickly with GW Emergency Services, 911, and other resources. Learn more at [safety.gwu.edu](https://safety.gwu.edu/gw-alert-instructions).

## Protective Actions

GW prescribes four protective actions that can be issued by university officials depending on the type of emergency. All GW community members are expected to follow directions according to the specified protective action. The protective actions are Shelter, Evacuate, Secure, and Lockdown (details below). Learn more at [safety.gwu.edu/gw-standard-emergency-statuses](https://safety.gwu.edu/gw-standard-emergency-statuses).

### Shelter

* Protection from a specific hazard
* The hazard could be a tornado, earthquake, hazardous material spill, or other environmental emergency.
* Specific safety guidance will be shared on a case-by-case basis.

#### Action

* Follow safety guidance for the hazard.

### Evacuate

* Need to move people from one location to another.
* Students and staff should be prepared to follow specific instructions given by first responders and University officials.

#### Action

* Evacuate to a designated location.
* Leave belongings behind.
* Follow additional instructions from first responders.

#### More information

* An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, GWorld card, etc.) and proceed to the nearest exit. Every classroom has a map at the door designating both the shortest egress and an alternate egress. Anyone who is physically unable to walk down the stairs should wait in the stairwell, *behind the closed doors*. First responders will check the stairwells upon entering the building.
* Once you have evacuated the building, proceed to our primary rendezvous location: the court yard area between the GW Hospital and Ross Hall. In the event that this location is unavailable, we will meet on the ground level of the Visitors Parking Garage (I Street entrance, at 22nd Street). From our rendezvous location, we will await instructions to re-enter the School.

### Secure

* Threat or hazard outside of buildings or around campus.
* Increased security, secured building perimeter, increased situational awareness, and restricted access to entry doors.

#### *Action*

* Go inside and stay inside.
* Activities inside may continue.

#### More information

* Classroom emergency lockdown buttons: Some classrooms have been equipped with classroom emergency lockdown buttons. If the button is pushed, GWorld Card access to the room will be disabled, and GW Dispatch will be alerted. The door must be manually closed if it is not closed when the button is pushed. Anyone in the classroom will be able to exit, but no one will be able to get in.

### Lockdown

* Threat or hazard with the potential to impact individuals inside buildings.
* Room-based protocol that requires locking interior doors, turning off lights, and staying out of sight of corridor window.

#### Action

* Locks, lights, out of sight
* Consider Run, Hide, Fight

#### More information

* Classroom emergency lockdown buttons**:** Some classrooms have been equipped with classroom emergency lockdown buttons. If the button is pushed, GWorld Card access to the room will be disabled, and GW Dispatch will be alerted. The door must be manually closed if it is not closed when the button is pushed. Anyone in the classroom will be able to exit, but no one will be able to get in.

## GW Guardian App

Download the GW Guardian app to your iOS or Android smartphone. The app offers an additional layer of security to the university’s emergency mass notification services. Free to the GW Community, this personal safety app enables users on and off campus to:

* Receive targeted advisories and alerts from the GW Division of Safety & Facilities
* Connect directly with GW Police and EMeRG (GW's volunteer EMS agency);
* Access a directory of key phone numbers that will put you in direct contact with Safety & Facilities and Student Affairs resources - such as the Student Health Center, Office of Advocacy & Support, and Safe Ride;
* Set a Safety Timer and assign a virtual Guardian to monitor your safety late at night or while traveling;
* Elect to include optional, personal information to share with emergency responders - such as emergency contacts or medical alerts; and
* Invite others from the GW Community to form a more robust personal safety network.

For more information visit <https://safety.gwu.edu/>.