

What's New Syllabus Guidance Spring 2024 for Durham and Manchester

Please see the full guidance documents for updated links, dates, names, and clarifications. Here are the major changes.

NEW:

2.10 NameCoach

NameCoach is a tool that allows students, faculty, and staff to record the pronunciation of their names and listen to the pronunciation of other people's names to ensure they are saying it correctly. NameCoach is integrated directly into Canvas for instructors and students. (See [here](#) for instructions for access and use.) **This is a great way to increase inclusion in your learning environment** by properly pronouncing everyone's names. Please encourage students and everyone to record their names and use the tool. And if you record your name in Canvas, it automatically ports to Outlook – and you can use the icon in the header of an open outlook email (looks like a purple cartoon speaking bubble) to hear recordings of people who received and sent that email.

Sample Syllabus Statement: NameCoach

We have a new tool in Canvas, NameCoach, that will help us all to pronounce each other's names properly. Please join me in making our learning environment as inclusive as possible by recording your name (instructions [here](#)) and taking advantage of the opportunity to respectfully learn how to pronounce each other's names.

SIGNIFICANT CHANGE:

We have continued to update the [Academic Integrity policy](#) to be in line with best practices. If you haven't reviewed the Academic Integrity policy, please make sure to do so as it contains important information regarding the steps faculty are expected to take when issuing a formal penalty for academic misconduct.

2.6 Academic Integrity

Many colleagues are making note on their syllabi of the importance of the University Academic Integrity Policy. Given the vigilance of the University in rooting out academic misconduct, we strongly encourage this practice, as well as one that clearly explains your standard penalty as allowed per the [University Academic Integrity Policy](#). Many colleagues also include in their syllabi the link for the [tutorial on plagiarism](#) as well. Additional resources and best practices for counteracting dishonesty can be found on the Resource Hub [here](#).

The Academic Integrity policy has also been updated to describe the steps faculty must take when issuing a formal penalty (reduced or failing grade on an academic assessment or examination or reduced or failing grade in the course) due to academic misconduct. These steps include providing students with notice of the allegations, giving them the opportunity to respond, and reporting the violation to the Office of Community Standards if a formal grade penalty is being issued. Familiarizing yourself with this [policy](#) will prevent any procedural errors in issuing these penalties.

2.6.1 Artificial Intelligence

The university recommends that instructors be very explicit with their students about whether or not any use of automated writing tools and tools that use artificial intelligence is allowed; and if allowed, be specific about just how and just when. Clear and explicit expectations will help students navigate course requirements while maintaining standards of academic integrity.

Turnitin now automatically analyzes submissions for potential use of automated writing tools. It is not perfect, but it can be a deterrent. See this [Blog](#) about the tool's reliability and suggestions for its use. If desired, the Turnitin detection tool could be used to trigger another check of the student's work such as a verbal discussion or a real-time Q&A.

We encourage departments to share best practices for their discipline. Helpful hints to adjust assignments in order to minimize the likelihood of plagiarism using chatGPT and other tools going undetected can be found through [CEITL's Resource Hub](#), this [evergreen link](#) from the FITSI conference, and at the end of this syllabus guide.

Sample Syllabus Statement: Artificial Intelligence -- If automated writing tools are prohibited in your course:

Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in this course, even when properly attributed. The use of automated writing tools is considered plagiarism (as defined by UNH's [Academic Integrity Policy](#)) and will be handled in accordance with existing policy.

<https://catalog.unh.edu/srrr/university-policies-regulations/academic-honesty/>

PLAGIARISM (FROM SRRR)

Use or submission of intellectual property, ideas, evidence produced by another person, including computer generated text or work outsourced to third-parties, in whole or in part as one's own in any academic assessment without providing proper citation or attribution. In some cases, reusing one's own previous work without acknowledging or citing the original work can constitute self-plagiarism.

Sample Syllabus Statement: Artificial Intelligence -- If some use of automated writing tools is permitted in your course:

Specific assignments may permit or require the use of an automated writing tool. Please pay close attention to individual assignment instructions. It is important to note that if automated writing tools like chatGPT are permitted to be used for an assignment, then they should be used only in the manner specified, and with caution and proper citation to the tool. AI is not a replacement for your own thinking and research. ChatGPT is a sophisticated statistical next-word text predictor. Unlike you, it does not comprehend the meaning of what it produces.

Key Links to collective Web Sites: [Student Life Supports](#)

[Academic Success Supports](#)

Internal Resource Links:

Teaching and Learning Resource Hub: <https://www.unh.edu/teaching-learning-resource-hub/>
<https://www.unh.edu/teaching-learning-resource-hub/unh-memberships/artificial-intelligence-chatgpt>

Technology Support <https://www.unh.edu/it/at-support-center-atsc>

Syllabus guidance/resources from UNH Academic Technology course [Introduction to Inclusive Teaching](#)
https://mycourses.unh.edu/courses/54722/pages/syllabus?module_item_id=1001138

UNH Center for Excellence and Innovation in Teaching and Learning (CEITL)
<https://www.unh.edu/professional-success/ceitl>

UNH Bookstore: <https://unh.bncollege.com/>