



Conrad N. Hilton College of
Global Hospitality Leadership
UNIVERSITY OF **HOUSTON**

Adjunct Faculty Handbook



Table of Contents

Mission Statement	3
Degree Programs	3
Hilton College Benefits	5
Hilton College Special Events	5
Hilton College Bulletin Board	6
Hilton College IT Resources	7
Hilton College Business Office	9
Miscellaneous	10
Course Management Processes	11
University and Hilton College Standard Syllabus	17

Mission Statement

We are Conrad N. Hilton College.

We are hospitality.

We are the best in hospitality education and research as regarded globally by the academic and hospitality communities. We embrace and foster an environment that includes community, relevancy, collaboration, multiculturalism, experiential learning, innovation, integrity, passion.



Degree Programs

Bachelor's Programs

BS in Global Hospitality Leadership

This specialized business degree combines traditional business courses in accounting, economics and law with social sciences, hospitality marketing, human resources and communications. Students are also required to complete 1000 hours of industry-related work experience as part of Hospitality Practicum I and II and choose an area of emphasis to create a personalized degree plan that focuses on the sector of hospitality that interests them most. Students pursuing a career in the wine & spirits industry may also choose to earn a minor in beverage management and marketing. Currently we have three tracts: Foodservice Management, Project Management and Analytics, and Wine and Beverage Studies.

BS/MS Plan (4+1 Plan)

For students who want to pursue a Bachelor of Science Global Hospitality Leadership and earn a Master of Science in Hospitality Management, the BS/MS plan offers an accelerated track to earn both in just five years. The BS/MS plan provides a clear and concise path toward accelerated academic goals and enables students to begin concentrated work on a professional focus in the hospitality industry during the final year of their BS degree plan. Students who are accepted into this plan can complete 12 hours toward their MS degree as an undergraduate student, and the remaining credits for the MS can be completed in one additional calendar year as a graduate student upon official acceptance into the master's program.

Master's Programs

MS in Hospitality Management

This program is designed to give graduates a competitive edge and increased earning potential in the global hospitality marketplace. It includes core courses in business, management and research, combined with support courses in hospitality marketing, food & beverage management, revenue management and a variety of electives. To earn this

degree, students must complete a minimum of 36 semester credit hours and either a research or professional track. Students with the equivalent of a U.S. four-year bachelor's degree in any discipline are eligible to apply.

Dual MS/MBA

This three-year degree is offered through a partnership between Hilton College and the University of Houston's C.T. Bauer College of Business. Through this program, students earn both an MS and MBA in less time than it would take to earn each degree independently. This degree requires a minimum of 63 semester hours. Students must apply separately to each program and meet admissions requirements for both. Once admitted into one of the programs, students must gain admission to the second within one calendar year. Students receive two diplomas and must file for graduation with both degrees in the same semester.

MS in Global Hospitality Business

This unique, first-of-its-kind degree is offered in partnership with Ecole Hôtelière de Lausanne and the School of Hotel and Tourism Management at The Hong Kong Polytechnic University. A truly global program, this degree provides select students with an extensive understanding of world markets and firsthand experience of local cultures across three continents. Students spend one semester in Switzerland, one in Hong Kong and one in Houston, participating in a personalized capstone project, business field trips to global tourism hubs. Students also earn three professional certifications during this intense curriculum and may choose the institution from which they receive their MS degree. Admission criteria and tuition for this degree program differ from other degrees offered at the College.

Executive Master of Hospitality Management

This program was created to accommodate the schedules of busy hospitality industry professionals who want to refine their academic and leadership skills to gain a competitive advantage. This one-year degree program requires 30 credit hours—21 hours of required courses and nine hours of prescribed electives. Each course is five weeks long, with a one-week break between courses. Applications open each June for January enrollment.

Doctoral Programs

Ph.D. in Hospitality Administration

This program is designed for students seeking to gain a position as a tenure-track professor at a research-oriented university. Specifically, this degree program provides students with the theoretical foundation, practical knowledge, research development, grantsmanship and critical-thinking skills for careers in academia and hospitality administration.

Minor Programs

Minor in Beverage Management and Marketing

This minor degree is designed to give students the expertise needed to pursue careers in the the multi-billion-dollar wine, beer and spirits industry. Students must complete 16

credit hours to earn this minor, including courses like Wine Appreciation, Beer Appreciation, Beverage Marketing, and Alcoholic Beverage Production. This minor degree is open to all students at the University of Houston – not just declared HRM majors.

Hilton College Benefits

Eric's Restaurant:

Eric's is a casual-dining restaurant, specializing in modern and classical American cuisine. Located in the lobby of the Hilton University of Houston, Eric's is open daily for breakfast, lunch and dinner and features a full-service bar filled with premium spirits. Named after Eric Hilton, son of hotel icon Conrad N. Hilton, Eric's Restaurant is situated in the heart of the University of Houston's main campus and is only minutes from downtown. It offers the perfect "business casual" setting to meet up with friends or business associates.



Eric's Restaurant – Hilton College Employee Meals:

UH Hilton College & Hotel employees are invited to utilize the Hilton team member meal plan from Eric's Restaurant for just \$5.00.

Please note that these are the only items available for order on the team member meal plan. No exceptions, additions, substitutions, and/or modifications are allowed. All other menu items are available at regular prices.

Order Time: Due to high volume of transactions in Eric's, order time for team member meals is restricted to 10:30am-11:30am, 1:00pm-2:00pm and 4:00pm-8:00pm

To place an order, call: (713)-743-2512 or visit Eric's Restaurant.

- You may call in your order OR order at the host stand. However, the employee meals should be picked up from the back of house (Kitchen behind Eric's).
- Employee meals cannot be consumed in Eric's.
- Employees are not allowed to take condiments from the room service area; please request assistance from a waiter if you need ketchup/mayo etc.
- Employees may only use meal plans during scheduled shifts.
- Only one employee meal per employee is allowed during the shift.

Hilton College Parking Polices:

<https://www.uh.edu/parking/>

Hilton College Special Events

Gourmet Night

Since 1974, Gourmet Night has offered an unforgettable evening of exquisite dining—all student-planned and executed. It has become Hilton College's most treasured tradition and the stage on which we showcase student talent. Over one year, student leaders plan every detail of a gourmet dinner for 360 and lead a service team of 300 student volunteers, wowing guests with their skills in culinary arts, event planning, beverage management, and service direction. Each spring, undergraduate and graduate students interview with the Gourmet Night Executive Committee for the coveted spots on the student management team. The selected students then enroll in two semester-long classes in Gourmet Night Management (HRMA 3384/4384/6384), led by lecturer Reba Haskell, executive director of the event. Proceeds from ticket sales and the silent auction benefit the College's educational programs and scholarships. **Since this is the College's premier showcase event, participation in this event whether through attendance, assisting with the planning and execution, and most importantly, encouraging students to volunteer for the event's position is strongly encouraged.**



Career Fair

Held each fall and spring, the Hilton College Career Fair offers students a chance to meet with recruiters from a wide variety of hospitality companies. It is the ideal networking opportunity for our students, especially graduating seniors. Participating organizations and companies are carefully selected by the Career Development Office and offer part-time, full-time, entry-level, supervisory, and management positions, as well as internships, to qualified students and alumni. Typically, faculty members will excuse their students to attend this event if it is planned during class time.

Corks and Forks

Held each October, Cork and Forks is a wine and food tasting event that brings together all the Hilton College stakeholders for an evening fundraiser for the College. Faculty are encouraged to purchase discounted tickets to attend this unique event.

Eric's Club Distinguished Chair Lecture Series

Held in the Spring and Fall semesters, the lecture series, puts a personal spotlight on the speaker (always a Hilton College Alum), whose story becomes a source of inspiration for students attending the lecture. It is a testament to what Hilton College graduates can achieve.

Faculty are encouraged to have their students attend these lectures bi-annually.

<https://uh.edu/hilton-college/Alumni-Giving/Ericks-Club/>



Hilton College Bulletin Board

The College has an intranet bulletin board as a resource for faculty and staff. This Bulletin Board is not for students. It is located at the website: www.uh.edu/hbb

Faculty/Staff Resources:

Business Cards	Entertainment Expense Approval (dining only)
Hilton College By-Laws	Long Distance codes
Mileage Reimbursement Reports	Need & Benefit – Foreign Travel
New Hire Technology Request	Non-travel Related Business Reimbursement
	P-Card/Requisition/Purchase Order Approval
Personnel Staff Request	Printer Supplies
Printer Toner Order	Trip Report

Class Resource Forms:

Absent from Scheduled Class	Approved Membership List
Canva - Request for Exam	Canva Course materials requests
Classroom Recording Request	SCANTRON Score Request for Testing Center
Entering Leave Request in PASS	FERPA Reference Request Release
Laboratory Safety Policy & Procedures	Massad Library Copy Center Requisition
Professor for the Day Gift Request	Student Incident Procedures
Student Visitor Accident report	Visual Map

Student Forms:

Letter of Excuse for Student Travel	Release & Indemnification Agreement for Student
Rules for Student Travel	Student Travel Roster

Faculty Forms Related to Phd Students

Comprehensive Examination Ballot
Form 1 Dissertation committee approval
Form 2 Outside committee member permission
General Comps- Examination Ballot

PhD Candidacy Examination Ballot
PhD Dissertation Proposal Approval Form

Topic Buttons

Maintenance Request
Housekeeping Request
Request a Classroom Space
P-Card/Requisition/Purchase Approval
Technology Support
Communications Department Request

IT Resources

Hilton College IT Resources:

Computer Issues:

When facing issues with software or hardware, please contact the internal Hilton College IT team. Via telephone at 713-743-7935 or via email at GHLsupport@uh.edu

Student Computer Resources:

Students have access to computers with internet, Microsoft Suite, SPSS/AMOS, and other features directly at the college. There are two dedicated areas for student's use, Room 260 (Blue lab) and Massad Library computers.

University of Houston Faculty Resources

The University also provides [software](#) for free or at a lowered cost and instructional design support for teaching [online](#) or in the [classroom](#). For more information and resources from UH, please visit the instruction@UH website for up-to-date articles and tips for the classroom.

Faculty and Departmental Instructional Support:

Faculty and Departmental Instructional Support (FDIS) provides professional support services to the University of Houston faculty community with guidance in the use of technology needed in the online environment as well as in the traditional classroom. The FDIS office provides consultations, workshops, and knowledge base services to UH faculty or graduate teaching assistants. Workshop topics include Blackboard, Turningpoint, Turnitin, Canvas, and Respondus. <http://www.uh.edu/fdis/>

Our Goals: Consulting with faculty about technology integration into courses.
Assisting with the rollout of new technologies for teaching and learning.

Providing Course Management System (Blackboard) support for online, hybrid, and face-to-face courses.

Overseeing the development and management of educational technology projects and development of guidelines and standards.

Establishing a learning community venue for instructors to access and share best practices.

TIP Grant: Teaching Innovation Program (TIP) grant is an award opportunity for departments to develop and implement a plan for new and innovative approaches to teaching.

Online Degree Grant: Online Degree Grant is an opportunity to help Colleges and Departments develop new online graduate degree programs or develop additional courses to complete programs that are already underway.

AccessUH:

AccessUH is your gateway to the University of Houston's information and computing resources. Log into AccessUH with your CougarNet or myUH (PeopleSoft) UserID and password and you will get immediate access to other critical systems that you use on daily basis. All of your faculty access to your courses is found through AccessUH.

Canvas:

<https://uh.edu/canvas/>

What's my Canvas User Name?

Your username is your CougarNetID@cougarnet.uh.edu

Your password is your **CougarNet password**.

Find out more about **UH CougarNet Accounts**.

Forgot your CougarNet password? Request a **password reset** for your CougarNet account.

Your Hilton College Instructional Designer is Daniel Burgos Casanova 713/743-5133.

dburgosc@central.uh.edu

<https://uh.edu/canvas/faculty/>

Office of Faculty and Departmental Instructional Support (FDIS)

UH FDIS Team 832/842-2147 fdis@uh.edu

Dr. Teresa Acosta, Director 832/842-2142 tyacosta@uh.edu

Hilton College Business Office

The Hilton College's Business Office provides services that help the College run smoothly and efficiently. The following positions listed show the functions of the Business Office and the appropriate position to contact with questions.

Executive Director- Academic Affairs & Business Operations:

Chief Business Officer for the college

Authorized signatory for contracts

Certifying Signatory

Ensuring the adherence to university policies and procedures within the college, including business processes and policies.

Business Administrator:

Oversee the business office

Certifying signatory

Business Office Point of contact for all administrative, human resources, and financial matters.

Contact for policies and procedures

Department Business Administrator

HR/Payroll Coordinator:

HR related processes & actions

Payroll - Time Reporting, Absence Management

Financial Coordinator I

Business Services Assistant

Business Office Hosted Email boxes:

Questions about Purchase Card?(p-card) – GHLPCard@uh.edu

Questions about Travel- GHLtravel@uh.edu

Miscellaneous

Campus Dining: www.uh.edu/dining

Various locations throughout the campus are available to faculty and staff.

Human Resource Discounts

Through UH Human Resources, there are multiple discounts readily available to you. They range from discounted movie tickets to discounted theme park tickets and even cell service discounts.

Massad Family Library and Archives

The Library provides the following services:

Copy center services for course materials and tests

Computer access for students

Fully a/v capable conference rooms for Team/Zoom meetings

Meeting rooms for student groups with prior reservation

Scanning services within copyright guidelines

Scantron grading delivery and receiving

Textbooks on reserve for in-house use

UH Security Escort/Cougar Escort:

The University of Houston Police Department (UHPD) strives to enable students, faculty, staff and visitors to be safe while pursuing their on-campus endeavors. UH offers a security escort service, which is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability, either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call 3-3333. Arrangements may be made for special needs.



Course Management Processes

Class Time

Students are to be dismissed from class 10 minutes early to get to their next class.
(e.g. class time is 10:00-11:30; class is to be dismissed at 11:20 am)

Professor for the Day (Guest Speaker)

If you are having a Professor for the Day/Guest speaker in your classroom you are to fill out the form on the Hilton College Bulletin Board. Once submitted, this form is sent to your assigned administrative assistant, (Wendy Gary) who will provide you with a gift for your guest. The gift will be placed in your mailbox. The submission of the form requires at least a three-day notice. Your guest speakers' Name, Title, and Company information will be displayed on the college sign boards the day of their presentation.

Parking Passes for Professor for the Day or Guest of the College

Parking passes for guests are available in the Deans' office via either of the Executive/Administrative Assistants,

Student Evaluations

The Conrad Hilton College places great importance on the results and comments of student teaching evaluations as this is one of the best gauges we have to evaluate how instructors are performing in the classroom. Results of teaching evaluations are part of each instructor's annual performance appraisal, not just the scores of the evaluations but the written comments and completion rate as well. The college (as voted by the faculty) strongly encourages a minimum 60% completion rate for each applicable course. Students complete teaching evaluations for all HRM courses online, both for live and online courses.

Each semester (fall, spring, and summer) has several sessions and the evaluation period (dates students can access the evaluation for each course) is unique to each session. You will receive an email reminder every semester regarding the need to have your students complete the teaching evaluation in your course(s) for those sessions, along with available dates to complete; you can also access evaluation dates for the current semester at <https://eval.uh.edu/accessuhlas/default.aspx>. Additionally, the email will also contain instructions and suggestions on how to administer evaluations for both live, and online classes.

The following are the questions/statements on the current Student Teaching Evaluations students are asked to complete:

Instructor Evaluation: Strongly Agree Agree Neutral Disagree Strongly Disagree

1. *The instructor demonstrated appropriate expertise in the subject matter*
2. *The instructor outlined the objectives(s) for each class session*
3. *The instructor communicated why the content of this class was important*

4. *The instructor presented the content in a clear manner*
5. *The instructor demonstrated a commitment to student learning*
6. *The instructor effectively engaged students in the learning process*
7. *The instructor challenged me to do my best work in this class*
8. *The instructor was available for assistance (e.g., email, office hours, appointments)*
9. *The instructor communicated well with students*
10. *Given a choice, I would take another class from this instructor*

Course Evaluation: **Strongly Agree Agree Neutral Disagree Strongly Disagree**

11. *The grading practices were clear*
12. *Assignments were graded in a timely manner*
13. *The instructor provided constructive feedback*
14. *The pace of the class was too fast for the subject matter*

Common University Wide: Strongly Agree Agree Neutral Disagree Strongly Disagree

15. *The overall teaching effectiveness of this instructor is*
16. *The overall quality of this course is*
17. *This instructor's availability for individual assistance is*
18. *This instructor's demonstration of respect for students is*

Student Information:

- | | |
|---|---|
| 19. <i>What is your classification?</i> | Fresh Soph. Junior Senior PB Grad/Prof |
| 20. <i>My cumulative GPA is:</i> | 0-1 1.01-2.00 2.01-3.00 3.01-4.00 N/A |
| 21. <i>Final Grade I expect to receive in this course is:</i> | A A- B+ B B- C+ C C- D+ D D- F |
| 22. <i>Is this a course in your major?</i> | Yes No |
| 23. <i>Is this a course an elective?</i> | Yes No |
| 24. <i>Number of classes missed</i> | 0 1-2 3-4 5-6 >6 |

Please contact our Director of Undergraduate Academic Services, Jeremy Dafoe, 713/743-3740 jdafoe@central.uh.edu should you have any questions or would like any additional information regarding teaching evaluations.

Student Canvas Support:

<https://uh.edu/canvas/student/>
<https://uh.edu/canvas/student/tutorials/>

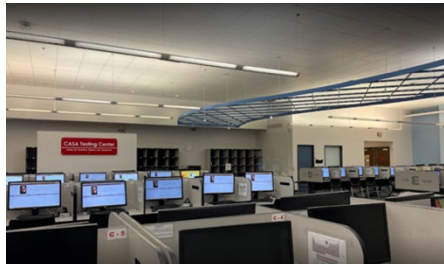
Faculty are encouraged to make sure students are aware of the Canvas support website and the Phone support number in the course syllabus. It is important for students to know the expectation of getting technical help from the help desk, and not the course instructor.



CASA Testing Center:

The CASA Testing center offers faculty the opportunity to have their proctored exams given outside of normal class hours, in one of its three testing locations. The CASA Testing

Center at GAR location (CASA-GAR) is located next door to the Tutoring Center in room 221. The second location, CASA Testing Center at CBB location (CASA-CBB), is located in the Classroom and Business Building, room 242. The third location, CASA Testing Center at AAH, is located in room 101 in the Agnes Arnold Hall. The facility is constantly adapting to the needs of its clients to provide a smooth and comfortable testing experience.



Center for Students with DisABILITIES:

Students who need special accommodations must use the UH resources to properly apply for the resources and accommodations necessary for success. The Justin Dart Jr., Center for Students with DisABILITIES (CSD) office provides accommodations and support services to University of Houston students who have temporary or permanent health impairments, physical limitations, psychiatric disorders, and/or learning disabilities. CSD staff serve as liaisons between students and faculty, administrators, and community agencies. Advocacy services and environmental accessibility assistance are also provided.

Each course instructor and any individual who teaches a course at any component or teaching center within the University of Houston System has an obligation to be aware of the System's policies and procedures regarding equal educational opportunities for students. An instructor may contact their University's Student Disability Services Office Director/Manager or their designee with questions or concerns. It is the responsibility of each instructor's Department Chair to ensure that all instructors, i.e. faculty, teaching assistants, lecturers, and others involved with the instructional responsibilities, know and understand their obligations regarding this policy. Failure to follow this Policy may be considered a violation of it and may result in disciplinary action.

The System also requires that each instructor informs their classes at the beginning of each semester of the instructor's willingness to reasonably assist Students with Disabilities. The instructor will provide the class with the contact information of the University's student disability services office. Furthermore, the System suggests that all course syllabi contain the following statement:

The student is responsible for submitting the accommodation form to the instructor for whose course(s) the student intends to utilize the requested accommodation. The student is also responsible for securing the instructor's signature on the accommodation form. The instructor is strongly encouraged to provide a recommended academic adjustment/auxiliary aid whenever possible.

Within seven business days of receipt of the accommodation form, the instructor must decide to either:

- 1) Accept the AAEC's recommendation and provide the accommodation; or,
- 2) Deny the AAEC's recommendation.

If no action is taken and a decision is not made by the instructor within seven business days of the instructor's receipt of the Accommodation Form, the request will be deemed approved and the accommodation will be provided by the instructor. If the instructor has any concerns regarding the requested accommodation, the instructor must request a consultation with a University's Student Disability Services Office Director/Manager or their designee so that further understanding and collaboration with the student in providing the requested accommodation can be achieved. The instructor's decision to accept the requested accommodation must be made within seven business days of the instructor's receipt of the accommodation form. The instructor must provide written notification of the decision to accept the requested accommodation to the student and the University's Student Disability Services Office.

In order to deny a recommended accommodation, the instructor must first obtain signed approval from their supervisor (e.g., the instructor's department chair, dean, or their designee). The AAEC's recommended accommodation will be implemented while the supervisor is considering the proposed denial from the instructor, until a final decision is made. The supervisor must consult with the Student Disabilities Services Office Director/Manager or their designee, prior to approving a denial. If a decision is not made by the supervisor within seven business days of the supervisor's receipt of the request form, the request will be deemed approved and the accommodation will be provided by the instructor.

Grade Appeal Process

For students wishing to formally appeal a grade received in a class from the College of Global Hospitality Leadership (HRM), the following is the process and procedures:

Per University of Houston policy, grade appeals must be made within 90 days after posting of the grade.

Student must first meet directly with the instructor of the course. If the grade dispute is not resolved during this meeting, student moves on to steps 3-5.

Complete General Petition Form: <http://www.uh.edu/academics/forms/fall-2012-general-petition> Check box # 17 (Other). In the "Explanation of Request" write, "formally appealing my final grade received in HRMA XXXX-xxxxx during the (Fall, Spring, or Summer, and year) semester." Sign and date the petition.

Attach a formal letter explaining why the student is disputing the grade; please include a detailed explanation.

Attach the letter to the petition and submit to Director of Undergraduate Academic Services in the GHL Office of Academic Services.

Director of Undergraduate Academic Services determines if petition qualifies for a grade appeal (meets university and college requirements). If so, Director of Undergraduate Academic Services will forward to HRM Associate Dean for Academic Affairs.

If Associate Dean for Academic Affairs determines there is merit to the petition they will meet with faculty member to discuss, and if needed, will meet with the student.

Associate Dean for Academic Affairs will make final college decision regarding grade appeal.

If decision is to adjust grade, Associate Dean for Academic Affairs will direct faculty member to initiate grade change. In absence of faculty member, Associate Dean for Academic Affairs will direct Director of Undergraduate Academic Services to initiate grade change.

If petition is denied student may appeal directly to the University of Houston Senior Vice President for Academic Affairs.

Copies of petition with signatures by Director of Undergraduate Academic Services and Associate Dean for Academic Affairs will be provided to the student, the student's file, and the University of Houston Registrar's Office.

Academic (Dis)Honesty Information

If you have questions, concerns or need to report an academic honesty issue: Please contact our Director of Undergraduate Academic Services, Jeremy Dafoe, 713/743-3740 jdafoe@central.uh.edu.

Counseling and Psychological Services (CAPS): www.uh.edu/caps

CAPS recognizes that in your critical roles as faculty and staff at the university, you are often the frontline contact with students. CAPS is here to support you, and together, we can promote student success at UH. CAPS staff consists of licensed psychologists, doctoral and masters level mental health professionals, and advanced graduate trainees in counseling and clinical psychology. CAPS offers clinical and consultative support to all UH staff and faculty.

UH faculty and staff are eligible for crisis triage and referrals. While CAPS does not provide on-going psychotherapy to faculty and staff, we will work to identify the most appropriate referral for you. The [UH Employee Assistance Program \(EAP\)](#) is a common referral option. The EAP provides mental health, financial, and legal assistance to eligible employees and their families. You may also find referral options by viewing our [Referrals](#) page.

In addition, the following services are offered to support you in your work with students and each other:

CAPS Liaisons

Each CAPS staff member has an on-going liaison relationship with a department, college, and/or student group at UH. This liaison relationship helps to bridge the gap between CAPS services and the campus community by educating you on how to deal with individuals

facing mental health issues. We invite you to contact your [liaison](#) with any questions about our programs and services, to consult if you have an individual of concern, or for guidance on how to refer someone to CAPS. Your liaison is also available to attend a departmental meeting to discuss programs and services and to answer any questions. If you have an urgent issue about an individual of concern that requires an immediate response, we encourage you to call 713-743-5454. During office hours you will be connect to the Consultant on Duty and after hours we have counselors on call that can provide immediate guidance.

Let's Talk

If you prefer to meet in person, you can consult a CAPS clinician by visiting one of our [Let's Talk locations](#) around campus.

Trainings/workshops

While CAPS is here to support you and your work with students, we also want to empower you with basic skills to help you feel better equipped to handle certain situations. We offer trainings on how to recognize the signs of an individual who is struggling or at risk and how to refer them for treatment, on suicide prevention, or on a specific mental health topic at the request of your department/college. If you would like to schedule a training, please complete our [outreach request form](#).

Defusing and Debriefing

In the unfortunate event that your department/college has been affected by a traumatic event (e.g., death by suicide or homicide, natural disaster, events with a high degree of threat to the UH community, or any significantly distressing event), you may [request](#) your liaison or an available CAPS clinician to come to your department/college to provide support and help you and members of your community process the traumatic event. We will also connect you to additional resources as needed.

Self-help resources

If you desire resources that you can do yourself when it is most convenient for you, please visit our [Self Help Resources](#) page where you will find videos on a variety of mental health topics, audio relaxation exercises, Houston area yoga and meditation resources, and other mental health related websites.

Faculty Absent from Class

If you are going to be absent from class, please fill out the required information on form located on the Hilton College Bulletin Board (uh.edu/hbb).

These course management processes fall under the auspices of the office of the Hilton College Associate Dean of Academic Affairs should you have any questions or comments.

Standard Syllabus Information

(Per UH policy your syllabus must contain the following information)

Instructor contact information

Office hours

Office location

Course description (from UH course catalog)

Course Objectives

UNIVERSITY OF HOUSTON SYLLABUS LANGUAGE: FALL 2023

Required Language for All Courses

Mental Health and Wellness Resources

The University of Houston has a number of resources to support students' mental health and overall wellness, including [CoogsCARE](#) and the [UH Go App](#). UH [Counseling and Psychological Services \(CAPS\)](#) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit uh.edu/caps, call 713-743-5454, or visit a [Let's Talk](#) location in-person or virtually. [Let's Talk](#) are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The [Student Health Center](#) offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The [A.D. Bruce Religion Center](#) offers spiritual support and a variety of programs centered on well-being.

Need Support Now?

If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text [988](tel:988), or chat 988lifeline.org.

Academic Honesty Policy

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an

atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400, or emailing jdcenter@Central.UH.EDU.

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

Recording of Class

Students may not record all or part of class, livestream all or part of class, or

make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Recommended Language and Guidance

Resources for Online Learning

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, Blackboard, and Canvas; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

UH Email

Please check and use your CougarNet email for communications related to this course. Faculty use the CougarNet email to respond to course-related inquiries such as grade queries or progress reports for reasons of FERPA. To access your CougarNet email, [login](#) to your Microsoft 365 account with your CougarNet credentials. Visit [University Information Technology \(UIT\)](#) for instructions on how to connect your CougarNet e-mail on a mobile device.

Webcams

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on (*state when webcams are required to be on and the academic basis for requiring them to be on*). (Example: Webcams must be turned on during exams to ensure the academic integrity of exam administration.)

Security Escorts and Cougar Ride

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. The security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called “Cougar Ride” that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

Syllabus Changes

Please note that the instructor may need to make modifications to the course syllabus. Notice of such changes will be announced as quickly as possible through *(specify how students will be notified of changes)*.

Additional Recommended Issues to Address in the Syllabus

Artificial Intelligence

Instructors are recommended to develop language that will guide students in their use or prohibition of use of AI related tools. If an instructor allows the use of AI tools, they should clearly indicate in what ways they can be used, how they should be cited/reported, and for which assignments they are allowed. Note that Turnitin currently has a filter for ChatGPT, although there is approximately 2% rate of false positives. The following is a collection of classroom policies from a variety of universities for AI generative tools: [Classroom Policies for AI Generative Tools \(google.com\)](#).

Online Exams

The Office of the General Counsel has recommended to make sure students are aware that: (1) students are permitted to take their online tests or quizzes in a computer lab or other open space; and (2) there is no requirement that a student use their own personal computer or that they complete exams and quizzes in any specific location (e.g., their home). The Office of the General Counsel has advised that students be made aware in advance that an environmental scan may be conducted as a part of an online exam.

Withdrawal Policy:

As the semester progresses, a student may decide to lighten his or her academic load by dropping a course. Please see the online academic calendar for the exact date for deadlines to drop a course without receiving a grade. uh.edu/calendars.html. The last day to drop a course or withdraw with a grade of W, is published in the academic calendar at uh.edu/academics/catalog. The actual procedure for dropping courses is outlined in the Undergraduate and Graduate catalogs. Certain colleges require students to process all schedule changes in the college after certain dates. Before dropping courses, international students must see an international student counselor, financial aid recipients speak with a financial aid officer, and student-athletes must see their athletics counselor to discuss

eligibility implications of withdrawing. Students are responsible for verifying whether they have been dropped from a course.

Diversity Statement:

It has been and will continue to be the policy of the University of Houston to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity. The university is committed to assuring that all programs and activities are readily accessible, to all eligible persons without regard to their race, color, religion, national origin, ancestry, gender, age, disability, Vietnam Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with the University policy, sexual orientation.

Religious Holidays:

The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations. The University of Houston excuses a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that instructor's policy may deny the opportunity for make-up work and examinations, as described below. Students are encouraged to inform instructors about upcoming religious holy days early in the semester to enable better planning and coordination of work assignments (and examinations). Instructors are encouraged to announce reasonable time periods for make-up work (and examinations) in the course syllabus and to make clear the consequences of a student's failure to meet such time requirements. If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of Academic Program Management. All parties must abide by the decision of that office.

Academic Honest Policy:

The university can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every possible way, especially by observing all accepted principles of academic honesty. However, cases of academic dishonesty will occur, and these must be handled with actions that will ensure the integrity of this institution. The Academic Honesty Policy of the University of Houston is designed to handle those cases in fairness to all concerned: the student, the faculty, and the university as a whole.

The faculty of the Conrad N. Hilton College share this concern regarding academic

honesty. As a result, we, the faculty, encourage students to contribute to “an atmosphere of learning and high ethical standards.” Any student who is accused of academic dishonesty will be dealt with according to the University of Houston policy on academic dishonesty. For additional information concerning the academic policy, preventive practices, categories of academic dishonesty, and the hearing process, please consult the University of Houston Student Handbook.

www.uh.edu/provost/student-success/policy-updates/honesty-faqs-stU

Student with DisAbilities:

The Center for Students with DisABILITIES provides academic support services for all UH students who have any type of health impairment, learning disability, physical handicap, or psychiatric disorder. Individuals wishing to find out more about the services should contact CSD in room 305 of the Student Service Center (or call them at 743-5400 voice; 749-1527 TTD). Students requesting “reasonable and necessary” accommodations for this course (including test modifications) should contact the instructor as soon as possible (but prior to an exam or project deadline).

CAPs:

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let’s Talk” program, a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html

Emergency Response Plan:

In the event of emergency it is important to remain calm and follow a specific plan of action. During an alarm/emergency it is more important to follow instructions than to understand the nature of the emergency. When the building alarm sounds: IMMEDIATELY (and in an orderly fashion) exit AWAY from the building and remain there until an all clear is given. Everyone must evacuate regardless of exams, work, projects or other activities. Take valuables with you. Some emergencies will require sheltering in place. In those instances, follow instructions given to you explicitly. Check the UH emergency website for updates when and if possible (uh.edu/campus-safety/tips). Also, report anything unusual immediately to hotel/college faculty/staff or call 911.

BUILDING ALARM

Under the direction of your instructor: Exit the building IMMEDIATELY

Alarm Tests will be announced via the hotel/college PA system. No exit is required.

Alarm Drills will be announced via the hotel/college PA system.

EXITING THE BUILDING IMMEDIATELY IS REQUIRED

Proceed quickly and quietly to the park west of the buildings (on the Cougar Grounds/Barron's/CE side of the buildings

Take all valuables with you. Do not leave laptops, backpacks, phones.

Only emergency personnel and authorized emergency staff are allowed in or near the buildings. All others must be away from the buildings and windows.

If raining, evacuate to the Welcome Center Parking Garage.

Do not return to the building until an all clear is given by the fire marshal.

Additional information suggested for your syllabus:

Course Title, Number & Section:

Course Time:

Course Meeting Days:

Course Location:

Course Goals:

Course Schedule:

Prerequisites:

Required Readings:

Grading: points in the semester, assignments, projects, attendance, rubrics, etc.

Teaching Philosophy: