McIntire Syllabus Policies
Fall 2024

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1. **McIntire School of Commerce Honor Statement**

The McIntire School of Commerce relies upon and cherishes its community of trust. We endorse and uphold the University's Honor principle that students will not lie, cheat, or steal, nor shall they tolerate those who do. We recognize that even one honor infraction can destroy an exemplary reputation that took years to build. Acting in a manner consistent with the principles of honor benefits every member of the community while enrolled in the McIntire School and in the future.

We trust every McIntire student to comply fully with all provisions of the UVa Honor System. By enrolling in this course, you agree to abide by and uphold the Honor System of the University of Virginia, as well as the following policies specific to ICE.

- All graded assignments must be pledged.
- You may not access any notes, study outlines, problem sets, old exams, answer keys, or collaborate with other students without our explicit permission.
- When given permission to collaborate with others, do not copy answers from another student.
- Always cite any resources or individuals you consult to complete an assignment. If in doubt, cite the source.
- All suspected violations will be forwarded to the Honor Committee, and, at our discretion, you may receive an immediate zero on that assignment regardless of any action taken by the Honor Committee.
- If you have a question about what is or is not permitted on an assignment, you should clarify your question with the professor prior to doing the work.

If you believe you may have committed an Honor Offense, you may wish to file a Conscientious Retraction ("CR"). For your retraction to be considered valid, it must, among other things, be filed with the Honor Committee before you are aware that the Act in question has come under suspicion by anyone. Please contact McIntire Honor Representatives, Simran Havaldar huv3sh@virginia.edu and Carson Breus xby6su@virginia.edu if you have questions regarding the Honor System, believe you may have committed an Honor Offense, or would like to report your suspicion of an Honor offense. More information can be found at www.virginia.edu/honor. Please direct any further questions regarding the course Honor policy to your professor.

2. Student Use of Artificial Intelligence (A.I.) Tools

Artificially Intelligent (A.I.) tools, such as ChatGPT, are becoming widely available to students. These tools produce various outputs including well-written responses to complex questions like those offered throughout McIntire courses. These tools, like other online resources, should be utilized according to the policies and expectations set forth in your class and may differ by assignment or instructor.

The advice to students considering the use of these tools is simple. If you plan to use the tool for any coursework (graded or ungraded) ask your instructor in advance how the tool can or should be utilized. We acknowledge the presence of these tools and encourage students to explore and experiment with their utility. However, this MUST be done appropriately given the guidelines and expectations communicated by your instructor on each assignment. Your instructors are in the best position to help you navigate the proper use of these tools. Please use their expertise, which will help prepare you for success within this class and for long-term use of A.I. tools after your time at McIntire.

If you have questions about the UVA Honor Code, please reference the Honor Committee Website.

3. McIntire School of Commerce Well-Being Statement

The McIntire School of Commerce endeavors to support student well-being and foster a culture in which all can feel valued and respected. We also acknowledge that systems of oppression and inequities within society exist and impact different aspects of wellness.

If you feel overwhelmed, stressed, or isolated, many in our community want to help. If you wish, you can make an appointment with me to speak privately about how things are going. I also encourage you to engage with our Student Success Office, specifically your academic advisor (undergraduate students) or your graduate program manager (graduate students). You can schedule an appointment with a Student Services staff member through either in person or via zoom.

In addition to McIntire faculty and staff members, you are encouraged to engage with University resources. The Student Health and Wellness Center offers Counseling and Psychological Services (CAPS). McIntire students can take advantage of the CAPS@COMM program, a partnership between McIntire and CAPS where a CAPS counselor dedicates 20 hours per week to working with McIntire students. If you prefer to speak anonymously and confidentially over the phone, call Madison House's HELP Line at any hour of any day: 434-295-8255.

If you or someone you know is struggling with gender, sexual, or domestic violence, there are many community and University resources available, such as the Office of the Dean of Students, Sexual Assault Resource Agency (SARA), Shelter for Help in Emergency (SHE), and UVA Women's Center.

4. Commitment to Inclusion and Respect for Differences

The McIntire School of Commerce is committed to creating an inclusive learning environment that is free of bias, discrimination, and harassment. We believe an inclusive classroom is an environment where all students feel supported intellectually and academically and feel a sense of belonging while embracing identity, learning preferences, backgrounds and nationalities. Honesty, empathy, listening for understanding, a willingness to share your ideas, and demonstrating respect for self and others are fundamental expectations in creating a positive learning environment.

Even with our best intentions, issues or comments may surface in class that can be offensive or hurtful. It may be possible that there is implicit or explicit bias in some of the learning material due to the lens with which it was

written. We are committed to respectfully addressing these issues as they arise. You are encouraged to speak with me directly, contact your academic advisor (undergraduate students) or graduate program manager (graduate students) in the Student Success Office, or contact our Associate Director of Student Diversity, Equity, and Inclusion with your concerns. Working together, we can create a positive learning environment for all members of our community.

Additionally, the University's Just Report It system is available to report any act of alleged prohibited conduct as well as bias and other forms of misconduct.

Faculty are encouraged to add to this statement with a personal Teaching Philosophy or course practices

5. **McIntire Policy on Audio and Video Taping and Distribution of Class Materials**
   (Also in the Undergraduate Record, McIntire Section)

The general policy of the McIntire School is to prohibit audio and video recording of classroom lectures and discussions. Audio and video recording are only allowed under special circumstances (e.g., students with documented disabilities) and ***only with the prior written permission of the instructor***.
Any audio or video recording or all other class materials handed out in class or posted to websites such as Canvas may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement. Unauthorized use of class notes or recordings may subject an individual to University Honor, Judicial charges, and/or legal action.
McIntire Course Policies in Undergraduate Record
Supplemental Provost Policy on Class Recordings

Supplement for Recording Policy (If applicable)

Note that some sessions for this course may be recorded. If so, these recordings will only be made available to students for reasons deemed appropriate by the instructor. Students should contact the instructor for more information regarding access to recorded sessions. Any access to recordings will be made available via Canvas; distribution to others or public posting is strictly prohibited. Please contact the instructor during the first week of the semester if you have any questions or concerns.

6. **Academic Accommodation for Religious Observance**
   (More detailed statement in Undergraduate Record)

It is the University's long-standing policy and practice to reasonably accommodate students so that they do not experience an adverse academic consequence when sincerely held religious beliefs or observances conflict with academic requirements.

Students who wish to request academic accommodation for a religious observance should submit their request in writing directly to the instructor of the course. Students and instructors who have questions or concerns about academic accommodations for religious observance or religious beliefs may contact the University's Office for Equal Opportunity and Civil Rights (EOCR) at UVAEOCR@virginia.edu or 434-924-3200.
Accommodations do not relieve students of the responsibility for completion of any part of the coursework missed as the result of a religious observance.

Link to Undergraduate Record Policy on Accommodations for Religious Observance

7. **Academic Accommodations for Students with Disabilities**
    (More detailed statement in Undergraduate Record)

UVA is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with your faculty. If you have a disability, or think you may have a disability, you may also want to meet with the Student Disability Access Center (SDAC), to request official accommodation. You can find more information about SDAC at sdac.studenthealth.virginia.edu. If you have already been approved for accommodations through SDAC, please make sure to send me your accommodation letter and meet with me so we can develop an implementation plan together.

Link to Undergraduate Record Policy for Accommodating Students with Disabilities

OPTIONAL, IF APPLICABLE

8. **Bookstore Voucher**

There are additional academic resources required for this class that will be purchased through a UVA Bookstore Voucher process that is automated through the Student Information System (SIS). After the add period for the semester (September 11, 2024), the bookstore will automatically charge your SIS student account for the cost of the voucher in this class. You will have 30-days to pay the bill directly in SIS. Questions about the charges should be direct to textbook@virginia.edu

9. **Inclusive Access Materials through the Bookstore**

This course will take part in the Inclusive Access program at the UVA Bookstore. This service provides immediate access to your digital course materials through Canvas. To access the digital materials, log in to your Canvas course site, click on the UVA Digital Tab, and follow the instructions there. After September 11, 2024, your student account will be charged for the reading packets. If you decide that you do not want to purchase these required materials, you can opt out of the program by clicking "OPT-OUT", which will remove your access to these materials through Canvas. If you choose to opt-out, you must do so by September 11, 2024. If you drop the course after September 11, 2024, email proof of dropping the course to textbook@virginia.edu and a refund will be issued to your student account. If you have any questions regarding the program, please email textbook@virginia.edu or call 434-924-1045.