# Shared Common Core Syllabus Language

*NB: This material is offered to all Common Courses, but it is entirely up to each Course Coordinator whether s/he wishes to incorporate it into the syllabus for his/her course*

### *Engage~Experiment~Enjoy!*

## Course Participation

Participation in classes is an essential part of the learning process and is counted towards the final grade. Regular participation in lectures, tutorials, seminars, field trips, and online activities is of vital importance throughout the whole semester.

## Academic Honesty & Plagiarism

Plagiarism is the use of other people's ideas without acknowledging the source. Note I said ideas. Changing words around does not absolve you from acknowledging the source. Despite what you may have been told elsewhere, you should avoid paraphrasing. Do your source the credit of using his/her own words. Learn how to skillfully blend quotations into your own sentences. Always use quotation marks. Always include the page number (if there is one) in any citation.

The university has high expectations for ethical conduct among students. Students must always pursue academic honesty in their studies, as this is a condition for authentic learning and creative intellectual contributions. Committing the following (including but not limited to) dishonest behaviour is *unacceptable* in any circumstances:

- Plagiarism (i.e. use of other people's work without proper acknowledgement);
- Submitting an assignment that is not the student's own work, including the use of prior students' work
- Forgery of any document or certificate

Please be reminded that disciplinary actions in connection with the violation of academic honesty may result in serious consequences such failing the assignment or the course, suspension of study, withdrawal of academic awards, and, potentially, discontinuation of studies at the University. Plagiarism may be handled by the individual teacher or reported to the University Disciplinary Committee.

*Resources:*

The HKU website on Plagiarism: https://tl.hku.hk/plagiarism/
The Library's Plagiarism Site: https://learning.hku.hk/courses/course-v1:HKU+Library+ILT01/about
Turnitin: https://lib.hku.hk/turnitin/about.html

# Mutually Respectful Speech and Practice

Mutually respectful behaviour is expected in all classrooms, other learning environments on campus and during field work, and in evaluations of the courses. This insures that the highest quality of learning occurs for all students and staff. Disruptive classroom behaviours—for example, coming late or leaving early; inappropriate use of digital devices; talking with your neighbors to the detriment of others' learning—will be addressed by the instructor.

The *Common Core Principles of Dialogue* include, but are not limited to:

Listen actively;

Speak only when you see fit;

Share only as much as you would like to;

Confusion is fine;

Ask for clarifications;

Practice, Practice, Practice;

Support each other!

Dialogue is a dynamic process that engages us in deep listening, an articulation of ideas and feelings, and a shared space of reciprocal trust. It results in a deeper understanding and agreeing to continue to talk.

# Inclusion and Diversity

The university abides by the principle of creating an inclusive environment for all its community members regardless of race, ethnicity, age, gender, religion, sexual preferences, abilities, and other minority categories. The use of appropriate language to avoid discriminating against or stereotyping a certain group of people, or individuals, is especially emphasized for all student work across all media of communication.

CEDARS: https://wp2.cedars.hku.hk/fye/equality-diversity-and-sustainability/
Equal Opportunity Office: https://www.eounit.hku.hk/en/

# The Use of Inclusive Language and Practices Across Communication Media:

For practical tips on the use of inclusive language, please see:
https://tl.hku.hk/2018/07/use-of-inclusive-language-in-academic-work-a-guideline-for-undergraduate-and-taught-postgraduate-students/. When making presentations and visual materials, please make every attempt to include communication styles that maximize access for all students, including the hearing and visually impaired.

Web Accessibility: https://www.its.hku.hk/services/infosys/web/accessibility

**SEN (Special Educational Needs) Students**: The Center of Development and Resources for Students (CEDARS) is the one-stop shop for students with any special needs: https://www.cedars.hku.hk/cope/sen

## Use of Computers and Digital Devices in Courses

The disruptive use of computers, phones, and other digital devices that impinges your own and others learning experience has become a prevailing problem in classrooms around the world and this course has specific rules about the proper use or not use of these technologies.

(Option A) This course is a computer and mobile free zone. In principle, computers, cell phones, smartphones, and other electronic devices are prohibited during the lectures, since, in this course we will be practicing the art of being actively present, observing, listening, speaking and participating together in the course activities. You are encouraged to bring a notebook for taking notes during the course and writing down key points from each lecture.

(Option B) You may use your computer and digital devices only for the purpose of learning in the classroom as specified by your teacher.  During the time when these technologies are not required, you should put them down and away so as to focus your attention on classroom activities.

(Option C): All devices are allowed.

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature from another person, whether peers or staff, when:

- The conduct is made as a term or condition of an individual's employment, education, living environment or participation in a University community.
- The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in a University community.
- The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile or offensive environment for that individual's employment, education, living environment, or participation in a University community.

*Examples of Sexual Harassment Behaviour*

- Physical: inappropriate touching, groping, kissing, fondling
- Verbal: e.g. offensive sexual remarks, jokes, name-calling
- Non-verbal offensive gestures
- Graphic: display of sexual materials/pictures (e.g. on screen, in an office room/dorm room), except for teaching purposes
- Textual: in any written form, including digital messaging

- Coercive behavior or sexual coercion: use of threat for sex

*What to do when you or others wonder if you are being sexually harassed?*

- Decide whether you or the person suspected of being harassed want to remain anonymous or not
- Consider the frequency and types of sexual harassment
- See if you or the other person have evidence to back up the claim (*it's ok if you don't!*)
- *Report* to CEDARS Counseling/Human Resources Office/Faculty Dean/Department Head/Teacher/Director or Equal Opportunity Unit (EOU) at HKU
- If unsure, speak to a staff person from the Equal Opportunity Unit at HKU: https://www.eounit.hku.hk/en/
- *Don't stay silent!*

*HKU Sexual Harassment Prevention App*

- P-SHOC, an app-based course developed by a multi-disciplinary team at The University of Hong Kong, aims at educating students about how to identify and respond to sexual harassment on campus.
- It is now available at Google Play/App Store: #PSHOC
- iOS: http://bit.ly/pshocios
- Android: http://bit.ly/pshocandroid