**UNDERGRADUATE SYLLABUS TEMPLATE**

**Course Number & Title**

**Location and Times**

*Revisions to* ***Course Objectives/Expected Learning Outcomes, Absence/Class Participation Policy, and Accessibility/Accommodations*** *approved by Faculty Senate, 11/5/18.*

**Description of Course** (recommended)

Short and concise, giving enough detail to be useful

**Course Prerequisites or Co-requisites** (recommended)

List all course prerequisites and any courses that must be taken simultaneously with this course.

**Instructor and Contact Information** (required)

Instructor name, office location, telephone number, e-mail address

Office Hours/“Open Door Policy”

Teaching assistants (if applicable) and their contact information and office hours (if applicable)

Web information, including course home page, instructor home page, and D2L information

**Course Format and Teaching Methods** (recommended)

Lecture only, lecture and lab combination, seminar, studio, small-group activities or group projects, experiential or service-learning, in-class discussion, web-delivered content or assessment, etc.

**Course Objectives** (required)

Course objectives describe what the instructor plans to cover in the course. The objectives should be related to the Course Catalog description and the scheduled topics.

**Expected Learning Outcomes** (required)

Learning outcomes describe what a student should know or be able to do upon completing the course, based on knowledge/skills gained. Outcomes are stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education). Resources:

* [OIA learning outcome guide](http://assessment.arizona.edu/sites/default/files/Branding%20learning%20outcomes%20and%20action%20verbs%20update%2011.2014.pdf)
* [OIA program outcomes](http://assessment.arizona.edu/academic_degree_programs)
* [Resource from San Francisco State University](https://ueap.sfsu.edu/sites/default/files/assets/docs/student_learning_outcomes.pdf)

**Absence and Class Participation Policy** (required)

**Required language**: The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>

**Required language**: The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.

**Required language**: Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>

Recommended language: *[This may be edited to fit a particular course. Note, however, that faculty may not require students to provide documentation of health-related issues in order to have an absence excused.]* Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings.Absences may affect a student’s final course grade. If you anticipate being absent, are unexpectedly absent, or are unable to participate in class online activities, please contact me as soon as possible. *To request a disability-related accommodation to this attendance policy, please contact the Disability Resource Center at (520) 621-3268 or**drc-info@email.arizona.edu**.* If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is located in the Robert L. Nugent Building, room 100, or call 520-621-7057.

**Makeup Policy for Students Who Register Late** (recommended)

Statement on whether students who register after the first class meeting may make up missed assignments/quizzes and the deadline for doing so

**Course Communications** (recommended)

Means by which online communication will be conducted (e.g., official UA e-mail address, D2L)

**Required Texts or Readings** (required)

List both required and recommended texts, books, articles, etc.; delineate required versus optional.

Availability: purchased, library reserve, or class handouts and D2L

**Required or Special Materials** (required, if applicable)

Special tools or supplies needed: graphing calculator, thumb drives, drafting tools, etc.

**Required Extracurricular Activities** (required, if any)

Explain field trips, service-learning projects, etc., with the expected time commitment.

**Assignments and Examinations: Schedule/Due Dates** (required)

Number of required papers and assignments, with description

Number of quizzes and exams

Recommended language: Policy on revision and resubmission of assigned papers, with appropriate deadlines.

**Final Examination or Project** (required)

The date and time of the final exam or project, along with links to the Final Exam Regulations, <https://www.registrar.arizona.edu/courses/final-examination-regulations-and-information>, and Final Exam Schedule, <http://www.registrar.arizona.edu/schedules/finals.htm>

**Grading Scale and Policies** (required)

Specify the grade distribution for the course. University policy regarding grades and grading systems is available at <http://catalog.arizona.edu/policy/grades-and-grading-system>

Provide a detailed explanation of the methods of evaluation and how the final grade will be calculated, including components/assignments, weightings, evaluation criteria, explanation of how late work will be graded, and description of extra-credit opportunities.

**If the course is a 400/500**: Include a grading scale (as per above) that is specific to graduate students. Also include a description of how the experiences of undergraduate and graduate students will be differentiated in addition to information on how this requirement/experience figures in the grading scheme.

**Requests for** **incomplete (I) or withdrawal (W)** must be made in accordance with University policies, which are available at <http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete> and <http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal> respectively.

**Dispute of Grade Policy** (recommended): Provide the acceptable time period for disputing a grade on a paper, project, or exam.

**Honors Credit** (recommended, if applicable)

Recommended language: Students wishing to contract this course for Honors Credit should email me to set up an appointment to discuss the terms of the contract. Information on Honors Contracts can be found at <https://www.honors.arizona.edu/honors-contracts>.

**Scheduled Topics/Activities** (required)

List topics in logical units in a weekly/daily schedule, including assignment due dates and exam dates.

**Bibliography** (recommended)

Current research and/or writings, along with access and availability

**Classroom Behavior Policy** (required)

Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Additional recommendations depending on instructor preferences: Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

Alternate language for those who want to restrict computers and laptops to an area of the classroom: Some learning styles are best served by using personal electronics, such as laptops and iPads. These devices can be distracting to other learners. Therefore, students who prefer to use electronic devices for note-taking during lecture should use one side of the classroom.

Alternate recommended language for those who do not wish to permit laptops in the classroom: The use of personal electronics such as laptops, iPads, and other such mobile devices is distracting to the other students and the instructor. Their use can degrade the learning environment. Therefore, students are not permitted to use these devices during the class period.

**Threatening Behavior Policy** (required)

**Required language:** The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

**Notification of Objectionable Materials** (recommended)

Recommended language, if applicable: This course will contain material of a mature nature, which may include explicit language, depictions of nudity, sexual situations, and/or violence. The instructor will provide advance notice when such materials will be used. Students are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.

**Accessibility and Accommodations** (required)

**Recommended language is provided on the Disability Resource Center website:** <http://drc.arizona.edu/instructors/syllabus-statement>**.**

**Code of Academic Integrity** (required)

**Required language:** Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

Recommended language: The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

Recommended language: *Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor’s express written consent*. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

**UA Nondiscrimination and Anti-harassment Policy** (required)

**Required language:** The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Recommended language: Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

**Additional Resources for Students** (recommended links)

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Student Assistance and Advocacy information is available at <http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>

**Confidentiality of Student Records** (recommended)

<http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa>

**Subject to Change Statement** (required)

**Required language:** Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.