



## SYLLABUS

### Course Number & Title

### General Education Study Area/Category

### Location and Times

#### Description of Course (recommended, not required)

Short and concise, giving enough detail to be useful

#### Instructor and Contact Information

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, not required)

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 and Expected Learning Outcomes

What does the instructor/department expect the student to accomplish?

Relate objectives and outcomes to General Catalog description and class topics.

State intended learning outcomes in measurable terms.

Which of the four General Education Program Outcomes are introduced, practiced, or assessed? (Think Critically, Communicate Effectively, Use Information Effectively, Understand and Value Differences)

#### Absence and Class Participation Policy

**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>

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>.

Absences preapproved by the UA Dean of Students (or dean's designee) will be honored. See <http://policy.arizona.edu/employmenthuman-resources/attendance>.

**Recommended language:** 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. Students who miss class due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

## **Makeup Policy for Students Who Register Late (recommended, not required)**

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, not required)**

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

## **Required Texts or Readings**

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**

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

## **Required Extracurricular Activities (if any)**

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

## **Assignments and Examinations: Schedule/Due Dates**

Number of required papers and assignments, with description

Number of quizzes and exams

**Recommended, not required:** Policy on revision and resubmission of assigned papers, with appropriate deadlines.

## **Writing Requirement (Required for General Education courses)**

All Tier One and Tier Two General Education Courses are writing intensive (<http://gened.arizona.edu/content/writing-component>). Explain how this writing requirement is to be fulfilled in the course, including the opportunity to revise and resubmit at least one assignment.

## **Final Examination or Project**

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?audience=students&cat1=10&cat2=31>, and Final Exam Schedule, <http://www.registrar.arizona.edu/schedules/finals.htm>

## **Grading Scale and Policies**

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.

**General Education Tier One and Tier Two courses** must follow the "40% rule," which means that students will complete at least 40% of the grade-points by the end of the 8<sup>th</sup> week of classes (or equivalent for longer or shorter terms).

**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, not required): Provide the acceptable time period for disputing a grade on a paper, project, or exam.

### **Honors Credit** (Required for General Education Courses)

All Tier One and Tier Two courses must be available for Honors credit. If the course does not have a stand-alone Honors section, the requirements to fulfill an Honors contract should be listed. Honors contract information is available at <https://www.honors.arizona.edu/honors-contracts>.

### **Scheduled Topics/Activities**

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

### **Bibliography** (recommended, not required)

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

### **Classroom Behavior Policy**

**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 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, not required)

**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 language:** At the University of Arizona we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation.

If our class meets at a campus location: Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

## Code of Academic Integrity

**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:** 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, not required)

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

## Subject to Change Statement

**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.