Course Title and Number (include any cross-listings or co-convened courses)

Description of Course
Short and concise, giving enough detail to be useful; may want to include a warning of course content that may be deemed offensive by some students. When appropriate, students will be required to sign a release stating that they will not take pictures or record material without explicit permission from the instructor; and even if permission is given, will not post any pictures or recordings on any public or social media.

Course Units

Term Course Typically Offered

Course Attributes
Does the course meet the requirements for Tier one, Tier two, or Diversity?

Prerequisites/ Required/ Recommended Knowledge (for Tier 2 courses only)
Basic/advanced knowledge or skills recommended for successful completion of the course.

Locations and Times
Location and time classes will be held, by section- where applicable

Instructor Information
Name
Office Location
Telephone number
E-mail address
Office Hours/“Open Door Policy”
Teaching assistants (if applicable)
Web information including course homepage and instructor homepage

Course Objectives
What does the instructor/department expect the student to accomplish?
Relate to description
Lead to class topics

Learning Outcomes
Which of the General Education Learning Outcomes does this class align with?
Provide evidence of that alignment.

Writing Requirement
All general education courses require minimum amounts of writing. One of these writing assignments must have a re-write opportunity.
Describe what writing assignments are required and how they meet the minimum standards of the general education program.
Are critical thinking skills required?

Teaching Format/ Course Methodology
What methodologies will be used? Lecture only, lecture and lab combination, studio, online, etc.
SUGGESTED COURSE SYLLABUS CONTENT AND FORMAT

Required Texts
List both required and recommended texts, books, articles, etc.
Delineate required versus optional
Availability: Purchased, library reserve or class handouts

Required or Special Materials
Special tools or supplies needed: graphing calculator, zip disks, drafting tools

Assessment
How will student outcomes be assessed?

Grading Policy
How many points assigned to each activity including relative percentage in relation to final grade, or
Grading scale including what points constitute what letter grade, or
Clarification of grade distributions for non-honors and honors students
Components /assignments
Weightings
Evaluation criteria
Late work policy
Incomplete work policy
Academic integrity/responsibilities
Does the grading policy meet the general education 40% rule by the 8th week of classes (or by the
middle of the semester for non-traditionally offered classes)?

Topics/ Assignment/ Testing Schedule/ Due Dates
(Clearly identify graded work submissions here)
Divide course into logical units
Flow from objectives
Flow in logical sequence
Number of required exams and papers with description
Readings
Written assignments
Assignment Format
Standards and/or guidelines required for submissions including format, materials etc.
Required extracurricular activities (Field Trips, etc)

Bibliography (if applicable)
Current research and/or writings
Access and availability

Honors credit
Include a grading scale as per above that is specific to honor students. Also, include a description
of how the experiences of non-honors and honors students will be differentiated in addition to
information on how this requirement/experience figures in the grading scheme.

Attendance Policy
Have a clear and understandable policy concerning the effect of attendance on grades. All holidays
or special events observed by organized religions will be honored for those students who show
affiliation with that particular religion. It is University Policy that pre-approved absences by the UA
Dean of Students (or Dean designee) will be honored.
THE UNIVERSITY OF ARIZONA
University-Wide General Education Committee
SUGGESTED COURSE SYLLABUS CONTENT AND FORMAT

**Classroom Behavior**
Policy regarding use of cell phones/pagers

**The Arizona Board of Regents' Student Code of Conduct**
[http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct](http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct), ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self.

**Notification of Objectionable Materials (if applicable)**
Cell phones, pagers, computers, etc.

**Special Needs and Accommodations Statement**
Students who need special accommodation or services should contact the Disability Resources Center, 1224 East Lowell Street, Tucson, AZ 85721, (520) 621-3268, FAX (520) 621-9423, email: uadrc@email.arizona.edu, [http://drc.arizona.edu/](http://drc.arizona.edu/). You must register and request that the Center or DRC send me official notification of your accommodations needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate. *The need for accommodations must be documented by the appropriate office.*

**Student Code of Academic Integrity**
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/codeofacademicintegrity](http://deanofstudents.arizona.edu/codeofacademicintegrity)

**Confidentiality of Student Records**
[http://www.registrar.arizona.edu/ferpa/default.htm](http://www.registrar.arizona.edu/ferpa/default.htm)

**Subject to Change Statement**
Information contained in the course syllabus may be subject to change with advance notice, as deemed appropriate by the instructor.