# UNDERGRADUATE SYLLABUS TEMPLATE

## Course Number & Title

### Location and Times

Revisions to Nondiscrimination and Anti-harassment policy, and to Additional Resources for Students, approved by Faculty Senate, 12/8/20.

## 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://policy.arizona.edu/sites/default/files/uploads/Course-Learning-Outcomes.pdf)

## 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 a link to the Final Exam Regulations and Final Exam Schedule, <https://registrar.arizona.edu/faculty-staff-resources/room-class-scheduling/schedule-classes/final-exams>

## 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.

### Incomplete (I) or Withdrawal (W):

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.

## 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.

## Additional Resources for Students (recommended links)

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

**Campus Health**

<http://www.health.arizona.edu/>

Campus Health provides quality medical and mental health care services through virtual and in-person care.

Phone: 520-621-9202

**Counseling and Psych Services (CAPS)**

<https://health.arizona.edu/counseling-psych-services>

CAPS provides mental health care, including short-term counseling services.

Phone: 520-621-3334

**The Dean of Students Office’s Student Assistance Program**

<http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>

Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.

Email: [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu)

Phone: 520-621-7057

**Survivor Advocacy Program**

<https://survivoradvocacy.arizona.edu/>

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.

Email: [survivoradvocacy@email.arizona.edu](mailto:survivoradvocacy@email.arizona.edu)

Phone: 520-621-5767

## Confidentiality of Student Records (recommended)

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

## University-wide Policies link (required)

Links to the following UA policies are provided here, <https://academicaffairs.arizona.edu/syllabus-policies>: [Note- this abbreviated template does not include some of the recommended language included in the full syllabus template.]

* Absence and Class Participation Policies
* Threatening Behavior Policy
* Accessibility and Accommodations Policy
* Code of Academic Integrity
* Nondiscrimination and Anti-Harassment Policy
* Subject to Change Statement