Course Title and Number

Description of Course
Short and concise, giving enough detail to be useful

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) and their contact information and office hours (if applicable)
Web information including course homepage and instructor homepage

Course Objectives and Expected Learning Outcomes
What does the instructor/department expect the student to accomplish?
Relate to description
Lead to class topics
State intended learner outcomes in measurable terms
Courses included in a major or minor field of study should link course learning outcomes to undergraduate program assessments listed for your major (please see http://assessment.arizona.edu/academic_degree_programs)

Topics
Divide course into logical units
Flow from objectives
Flow from logical sequence

Course Format and Teaching Methods
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.

Required Texts
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, zip disks, drafting tools, etc.

Required/Recommended Knowledge
Basic/advanced knowledge or skills recommended for successful completion of the course.
List all course prerequisites and any courses that must be taken simultaneously with this course.

Grading Policy
University policy regarding grades and grading systems is available at:
http://catalog.arizona.edu/2014-15/policies/grade.htm

Grade Distribution for this Course:
A: please specify
B: please specify
C: please specify
D: please specify
E: please specify
Requests for incompletes (I) and withdrawal (W) must be made in accordance with university policies which are available at [http://catalog.arizona.edu/2014-15/policies/grade.htm#I](http://catalog.arizona.edu/2014-15/policies/grade.htm#I) and [http://catalog.arizona.edu/2014-15/policies/grade.htm#W](http://catalog.arizona.edu/2014-15/policies/grade.htm#W) respectively.

How many points assigned to each activity including relative percentage in relation to final grade, or Clarification of grade distributions for undergraduate and graduate Co-convened courses/graduate level requirements should be clearly described Components /assignments Weightings Evaluation criteria

**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.

**Honors Credit**

**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 contact and to sign the Honors Course Contract Request Form. The form is available at [http://www.honors.arizona.edu/documents/students/ContractRequestFrom.pdf](http://www.honors.arizona.edu/documents/students/ContractRequestFrom.pdf).

**Late Work Policy**

**Recommended language:** As a rule, work will not be accepted late except in case of documented emergency or illness. You may petition the professor in writing for an exception if you feel you have a compelling reason for turning work in late.

**Attendance Policy**

**Required language:** The UA’s policy concerning Class Attendance and Administrative Drops is available at: [http://catalog.arizona.edu/2014-15/policies/classatten.htm](http://catalog.arizona.edu/2014-15/policies/classatten.htm)


Absences pre-approved by the UA Dean of Students (or Dean designee) will be honored. See: [http://uhap.web.arizona.edu/chapter_7#7.04.02](http://uhap.web.arizona.edu/chapter_7#7.04.02)

**Recommended language:** Participating in 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 healthcare provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

**Assignment/Testing Schedule/Due Dates**

- Number of required exams and papers with description
- Readings
- Written assignments
- Required extracurricular activities
- *Instructors are strongly encouraged to require completion of at least 40% of the course grade points by week 8 of the semester. This is the standard established for tier 1 and tier 2 general education courses. A number of late change petitions are filed and granted to students each semester due to lack of assignments or lack of assignment evaluation prior to week 8.*

**Assignment Format**

Standards and/or guidelines required for submissions including format, materials etc.

**Bibliography**

- Current research and/or writings
- Access and availability

**Classroom Behavior**

**Recommended language:** To foster a positive learning environment, students may not text, chat, make phone calls,
play games, read the newspaper or surf the web during lecture and discussion. 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. Students who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

**Recommended 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 some learners. Therefore, people who prefer to use electronic devices for note-taking during lecture should use one side of the classroom.

**OR**

**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.

**Required language:** The Arizona Board of Regents’ Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one’s self. See: http://policy.arizona.edu/threatening-behavior-students.

**Notification of Objectionable Materials (if applicable)**

Although course content may be deemed offensive by some students, such materials are deemed important for the learning process. Students are not excused from interacting with such materials, but they are certainly encouraged to express well-formed opinions that express those objections and their reasons for them.

**Accessibility and Accommodations**

**Required language:** It is the University’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520-621-3268) to establish reasonable accommodations. For additional information on Disability Resources and reasonable accommodations, please visit http://drc.arizona.edu/.

If you have reasonable accommodations, 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.

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.

**Student 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://www.library.arizona.edu/help/tutorials/plagiarism/index.html.

**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 email to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student email addresses. This conduct may also constitute copyright infringement.

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

UA Non-discrimination and Anti-harassment policy: http://policy.arizona.edu/sites/default/files/Nondiscrimination.pdf
UA Academic policies and procedures are available at:
http://catalog.arizona.edu/2014-15/policies/aaindex.html
Student Assistance and Advocacy information is available at:
http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Confidentiality of Student Records

Required language:  http://www.registrar.arizona.edu/ferpa/default.htm

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.