**[Course Number and Name]**

[Spring/Summer/Fall] Semester 20[XX]

[Meeting Days], [Time – Time]; [Room]

**Instructor:**

**Email:**

**Phone Number:**

**Office Hours:**

**Office Location:**

**Zoom/IM/Canvas Conference Office Hours:**

[It’s good practice to identify your preferred method of contact/communication.]

**Required Materials**

[List references for books and other materials for the course here.]

**Course Description**

[The description should be from the course catalog; for courses that are special topics your department should approve the description. Here you should also indicate whether the course meets a GE requirement, what the pre/co-requisites are, and how many credit hours the course is too.]

**Course Outcomes**

[Learning outcomes should be phrased with active terminology. Ensure these learning outcomes map to course assessments, so you can measure student success in attaining these.]

By the end of this course, you will be able to:

• …[example] identify the six major components of…

• …

• …

• …

**Teaching and Learning Methods**

[Briefly list how you envision running this course. How will you teach this course – mostly lecture, discussions, exploring case studies, experiential learning, problem-based learning, etc.? How do you want students to be engaged? You might also insert a brief paragraph reflecting your teaching philosophy here.]

*Attendance & Punctuality:* [According to University policy, “***Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting”***(PPM, Policy 6-100III-O)].

**Course Policies**

[Policies vary from course to course; here are some possible categories. Also, this can address faculty and student responsibilities – so you can add expectations about work outside of class, your grading turn around time, etc. – general expectations for instructor and students.]

*Participation:*

*Food & Drink:*

*Electronic Devices in Class:*

*Canvas*:

*Etc.:*

**Assignments**

[You can provide entire summary/details of assignments here or provide brief overview and elaborate in class, on handouts, or in Canvas.]

Assignment Title [Repeat as necessary for each assignment.]

Description, details, due dates, etc.

**Grading Policy (Evaluation Methods & Criteria)**

[Depending on your approach – percentages, numeric values, scale you will use, any details about curves, etc.]

## **Course Schedule**

[List the agenda for the semester including when and where the final exam will be held.]

**Date Topic/Discussion Reading**

***Week 1:***

Mon Jan 7 Course Introduction and

Syllabus/Schedule Review

Wed Jan 9 Important Definitions for the Course Chapter 1

***Week 2:***

***Week 3:***

***Week 4:***

***Week 5:***

***Week 6:***

***Week 7:***

***Week 8:***

***Week 9:***

***Week 10:***

***Week 11:***

***Week 12:***

***Week 13:***

***Week 14:***

***Week 15:***

***Week 16:***

***Finals Week:***

Note: This syllabus is meant to serve as an outline and guide for our course. Please note that I may modify it with reasonable notice to you. I may also modify the Course Schedule to accommodate the needs of our class. Any changes will be announced in class and posted on Canvas under Announcements.

**University Policies**

[The following statements are **required** on every course syllabus.]

1. ***The Americans with Disabilities Act***. The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability & Access, 162 Olpin Union Building, (801) 581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in

an alternative format with prior notification to the Center for Disability & Access.

* ***If in-class attendance is a necessary component of the course for pedagogical reasons (e.g., laboratories, studios, or artistic training), state it explicitly.***

***Use this standard language: “****Given the nature of this course, attendance is required and adjustments will only be permitted as required by Policy 6-100(III)(O). If you need to seek an ADA accommodation to request an exception to this attendance policy due to a disability, please contact the* [*Center for Disability and Access*](https://disability.utah.edu/) *(CDA). CDA will work with us to determine what, if any, ADA accommodations are reasonable and appropriate.*

[*recommended addendum*] In compliance with ADA requirements, some students may need to record course content. Any recordings of course content are for personal use only, should not be shared, and should not be made publicly available. In addition, recordings should be destroyed at the conclusion of the course.

1. ***University Safety Statement.*** The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit <https://safeu.utah.edu>
2. ***Addressing Sexual Misconduct***. Title IX makes it clear that violence and harassment based on sex and gender (which Includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information.  If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 383 South University Street, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066.  For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776.  To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).
   1. [recommended addendum] **Lauren’s Promise**: Lauren’s Promise is a vow that anyone – faculty, staff, students, parents, and community members – can take to indicate to others that they represent a safe haven for sharing incidents of sexual assault, domestic violence, or stalking. Anyone who makes Lauren’s Promise vows to: 1.) listen to and believe those individuals who are being threatened or experiencing sexual assault, dating violence or stalking; 2.) represent a safe haven for sharing incidents of sexual assault, domestic violence, or stalking; and 3.) change campus culture that responds poorly to dating violence and stalking. By making Lauren’s Promise, individuals are helping to change campus cultures that respond poorly to dating violence and stalking throughout the nation.
3. ***Academic Misconduct Statement.*** It is expected that students adhere to University of Utah policies regarding academic honesty, including but not limited to refraining from cheating, plagiarizing, misrepresenting one's work, and/or inappropriately collaborating. This includes the use of generative artificial intelligence (AI) tools without citation, documentation, or authorization. Students are expected to adhere to the prescribed professional and ethical standards of the profession/discipline for which they are preparing. Any student who engages in academic dishonesty or who violates the professional and ethical standards for their profession/discipline may be subject to academic sanctions as per the University of Utah’s Student Code: <https://regulations.utah.edu/academics/6-410.php>

[The following statements **are encouraged** by the Martha Bradley Evans Center for Teaching Excellence for every syllabus. It is up to the instructors to determine if it is appropriate for their class.]

1. *[recommended]* **Dignity *Statement .*** I stand in support of compassion, dignity, value-of-life, fair treatment, belonging, and justice for all individuals regardless of color, race/ethnicity, sexual orientation, religion, language, socioeconomic status, ability, gender, gender identity or expression, immigration status, or any type of marginalization. I stand in support of making our society more fair and compassionate for all individuals. I stand against discrimination in all its various forms.
2. *[recommended]* ***Drop/Withdrawal Policies.*** Students may drop a course within the first two weeks of a given semester without any penalties. Students may officially withdraw (W) from a class or all classes after the drop deadline through the midpoint of a course. A “W” grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade “W” is not used in calculating the student’s GPA. For deadlines to withdraw from full-term, first, and second session classes, see the U's Academic Calendar.
3. *[recommended]* Other important information to consider including:
   1. Student Code: <http://regulations.utah.edu/academics/6-400.php>
   2. Accommodation Policy (see Section Q): <http://regulations.utah.edu/academics/6-100.php>
4. *[recommended]* ***Supports for Students.*** Your success at the University of Utah is important to all of us here! If you feel like you need extra support in academics, overcoming personal difficulties, or finding community, the U is here for you. Please refer to the [Student Support Services page for the U](https://www.utah.edu/students/services.php) for updated information.
5. [*recommended*] ***Basic Needs Student Support Statement***. Success at The University of Utah includes learning about and using available resources. The [Basic Needs Collective](https://basicneeds.utah.edu/index.php) (BNC) is a coordinated resource referral hub. They educate about and connect students to campus and community resources to help them meet their basic needs. As a central location for resource referrals related to food, housing, health insurance, managing finances, legal services, mental health, etc., any student experiencing difficulty with basic needs is encouraged to contact them. Drop into their office located in the Union basement or schedule with them online for an in-person or virtual visit through their webpage: <https://basicneeds.utah.edu/>.