

**----SYLLABUS TEMPLATE DRAFT----**

**Course Title**

Course Number, Section Number, Semester, Year

Days & Times

Location

**Instructor:**

Office:

Office Hours:

Office Telephone:

Email:

**Course Description:**

**Student Learning Outcomes:**

**Textbook & Course Materials:**

List required textbook(s), including author, edition and ISBN.

##

## Tentative Course Schedule

### Course Title Course Number-Section Semester- Year

 *(List the schedule for the semester. Include if, when and where the final exam will be administered.)*

| Week | Date | Topics, Assignments, Readings, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| Final Exam |  | Venue and Time  |

**Other Readings:**

**Grading:**

**Syllabus Change Policy:**

This syllabus is a guide for the course and is subject to change with advance notice.

**Academic Integrity:
What is academic dishonesty?**

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the University Community - students, faculty, and staff - share the responsibility to challenge and make known acts of apparent academic dishonesty.

Students have a responsibility to familiarize themselves with violations of the Code of Academic Integrity. Among these include:

Cheating

"Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise."

Fabrication

"Intentional and unauthorized falsification or invention of any information or citation in an academic exercise."

Facilitating Academic Dishonesty

"Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty."

Plagiarism

"Intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise."

For further clarification or information on the Code of Academic Integrity :
 <http://www.studenthonorcouncil.umd.edu/code.html>

**Students with Disabilities:**

The University is legally obligated to provide appropriate accommodations for students with disabilities. The campus' [Disability Support Services Office](http://www.counseling.umd.edu/DSS/) (DSS) works with students and faculty to address a variety of issues ranging from test anxiety to physical and psychological disabilities. If a student or instructor believes that the student may have a disability, they should consult with DSS (4-7682, email Dissup@umd.edu). Note that to receive accommodations, students must first have their disabilities documented by DSS. The office then prepares an Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors.

**Classroom Environment:**

*This section could be used to address appropriate classroom behavior.*

**Attendance Policy:**

[University policy](http://www.testudo.umd.edu/soc/atedasse.html) excuses the absences of students for illness, religious observances, participation in University activities at the request of university authorities and compelling circumstances beyond the student's control. Students who miss a single class for a medical reason are not required to provide medical documentation, but students who are absent more than once are responsible for providing various forms of documentation, depending on the nature of the absence. Course syllabi should specify the nature of the in-class participation expected and the effects of absences on students' grades. For more information, see [University Policy V-1.00G](http://president.umd.edu/policies/v100g.html) on Medically Necessary Absence.

**Extensions:**

*Information about consequences for late submission of assignments or exam related problems may be addressed here.*

**Emergency Preparedness:**

<http://www.umd.edu/emergencypreparedness/>

**CourseEvalUM:**

### Brief Project Overview

Course evaluations are a part of the process by which the University of Maryland seeks to improve teaching and learning. The University Senate approved the implementation of a standard, online, University-wide course evaluation instrument. Each course evaluation contains a set of universal questions, and some are supplemented by questions from specific colleges. Across the University, course evaluations are being administered through a web-based system dubbed CourseEvalUM. Students who leave no "Pending" evaluations in their Evaluation Dashboard each semester can view the aggregate results of a sub-set of universal items online.

Across the University, course evaluations are being administered through a web-based system dubbed CourseEvalUM. All information submitted to the Evaluation System is confidential. Instructors and academic administrators can only view summarized evaluation results after final grades have been submitted. Instructors and academic administrators cannot identify which submissions belong to which students. This standardized set of evaluation results provides the University with useful information on teaching and student learning across the campus.

For additional info see Student Fast Facts at:

https://www.irpa.umd.edu/Assessment/CourseEval/stdt\_faq.shtml