**\*\* EXPANDED SYLLABUS TEMPLATE \*\***

**[Course Number and Name]**

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

[Meeting Days], [Time – Time]; [Room]

**Instructor:**

**Email:**

**Phone Number:**

**Office Hours:**

**Office Location:**

**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 and Objectives**

[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…

• …

• …

• …

**Course Requirements**

[This section should include the major expectations and activities for the course that are essential to earning credit and on which grading is based.]

* [example] Attendance and participation – 15%
* [example] Homework assignments – 30%
* [example] Four exams – 40%
* [example] Final Project – 15%

**Grading Scale**

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

**University Policies**

Updated mandatory policies regarding the ADA Act, Safety at the U, Addressing Sexual Misconduct, and Academic Misconduct can be viewed at: <https://cte.utah.edu/instructor-education/syllabus/institutional-policies.php>

**Course Policies**

(These are optional and can be included and/or edited to fit course needs. For more information see: <https://cte.utah.edu/instructor-education/syllabus/optional-additions.php> )

* *Attendance Policy*

Given the nature of this course, attendance is required and adjustments will only be permitted as required by [Policy 6-100, Section III.O](https://regulations.utah.edu/academics/6-100.php#a.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.

* *Individual Department Policies*

Some programs and departments have discipline-specific requirements for their syllabi. Be sure to consult with your department and find out if there is a template or set of guidelines you are required to use.

* *Teaching Methodology*

Are there specific teaching and learning methods to be used in this course?

* *Course Materials and Readings*

Where can students find/purchase these materials? What are the expectations for readings (e.g., completed before class, after class)?

* *Course Specific Policies*

Do you have course specific policies such as those regarding submission of late work, use of technology, etc.?

* + AI & Academic Honesty
  + Canvas Time Zone Notice
  + Course Material Copyright Notice
* *Content-Specific Information*
  + Content Warning
  + Content Accommodations
  + Critical Discourse

## **Detailed Course Schedule**

[Provide a schedule for major examinations, course readings, and assignment due dates.]

**Date Topic/Discussion Readings Due Dates:**

***Week 1:*** Course Introduction HW#1 Due Jan.10

***Week 2:*** Topic 2 HW #2 Due Jan .17

***Week 3:*** Topic 3

***Week 4:*** Exam 1 In Class

***Week 5:*** Topic 4 HW #3 Due…

***Week 6:*** Topic 5 HW #4 Due…

***Week 7:*** Topic 6 HW #5 Due….

***Week 8:*** Exam 2 In Class

***Week 9:*** Topic 7 HW #6 Due…

***Week 10:*** Topic 8 HW #7 Due…

***Week 11:*** Topic 9 HW#8 Due…

***Week 12:*** Exam 3 In Class

***Week 13:*** Topic 10 HW#9 Due…

***Week 14:*** Topic 11 HW#10 Due…

***Week 15:***  Topic 12 In Class

***Week 16:*** Final Project Presentations Due in class

***Finals Week:*** Final Exam 4/26, in class

**Additional Optional Information for Syllabi**

(this section includes additional information that instructors may want to provide for students. For more information, see: <https://cte.utah.edu/instructor-education/syllabus/optional-additions.php> )

* *Drop/Withdrawal Policy*

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](https://registrar.utah.edu/academic-calendars/index.php).

* *Mandatory Reporting for Sexual Harassment*

[Responsible employees](https://sexualassault.utah.edu/reporting/mandatory-reporters/) are required under University policy to inform the [Office of Equal Opportunity](https://oeo.utah.edu/) (OEO) of all reports of discrimination or sexual misconduct. Some employees (e.g. campus security authorities, those classified as confidential) are not required to report to OEO, but may have other reporting obligations. [Learn more about how the OEO reporting process functions.](https://oeo.utah.edu/faq/mandatory-reporting.php))

* *Title IX Accommodations for Pregnant Students*

Pregnant and parenting students are protected through Title IX from discrimination in educational settings. Students may request reasonable modifications through the Title IX Office as a result of pregnancy or pregnancy-related conditions.

For further support, please contact:

### Title IX Coordinator & Office of Equal Opportunity and Affirmative Action

  801-581-8365  
  [oeo.utah.edu](https://oeo.utah.edu/)  
  135 Park Building  
  201 Presidents' Cir.  
  Salt Lake City, UT 84112

* *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.

* *Indigenous Land Acknowledgement*

The University of Utah has both historical and contemporary relationships with Indigenous peoples. Given that the Salt Lake Valley has always been a gathering place for Indigenous peoples, we acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homelands of the Shoshone, Paiute, Goshute, and Ute Tribes and is a crossroad for Indigenous peoples.

The University of Utah recognizes the enduring relationships between many Indigenous peoples and their traditional homelands. We are grateful for the territory upon which we gather today; we respect Utah’s Indigenous peoples, the original stewards of this land; and we value the sovereign relationships that exist between tribal governments, state governments, and the federal government. Today, approximately 60,000 American Indian and Alaska Native peoples live in Utah. As a state institution, the University of Utah is committed to serving Native communities throughout Utah in partnership with Native Nations and our Urban Indian communities through research, education, and community outreach activities.

* *Student Wellness*

Your personal health and wellness are essential to your success as a student. Personal concerns like stress, anxiety, relationship difficulties, depression, or cross-cultural differences can interfere with a student’s ability to succeed and thrive in this course and at the University of Utah. Please feel welcome to reach out to your instructor or TA to handle issues regarding your coursework.

For helpful resources to manage your personal wellness and counseling options, contact:

Counseling Services

801-581-6826  
 [counselingcenter.utah.edu](https://counselingcenter.utah.edu/)  
  Student Services Building  
  201 South 1460 East, Rm 426  
  Salt Lake City, UT 84112

Center for Student Wellness

  801-581-7776  
  [wellness.utah.edu](http://wellness.utah.edu/)  
  2100 Eccles Student Life Center  
  1836 Student Life Way  
  Salt Lake City, UT 84112

* *Student Support at the U*

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://studentaffairs.utah.edu/) for updated information.

* *Basic Needs Collective*

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 difficulties 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: [basicneeds.utah.edu](https://basicneeds.utah.edu/).