Syllabus Template

If your department or college uses their own template, you can use that template for your course.

Here is an example of a syllabus using a semantic structure or Styles in Word.

# Course Prefix, Course Title, Course Number, Semester/Year

## Course Description

Instructors will find the course description in the UCCS Academic Catalog. A statement about your specific approaches and insight sets the tone for the semester.

## Professor [Instructor]

* Office location
* Contact information: email, telephone - preferred?
* Office Hours: Days and times you will be available for appointments (either face to face or online)
* Professor/Student Interactions - examples of statements
* My preferred mode of communication is email/telephone/chat
* I will hold weekly online office hours by appointment through Microsoft Teams on Tuesdays/Thursdays from 7-9pm

## Faculty Response Time

“Normally, I respond to emails within 24 hours and grade assignments within 72 hours. I will keep you posted if my schedule has changed. I participate in all discussions and other collaborative assignments.”

## Teaching Philosophy

* Add your teaching philosophy in this area

# Course Objectives

List the course objectives that will lead students to the learning outcomes of the course. Use action verbs and measurable tasks to describe what students will learn through this course.

At the end of this course, the student will be able to:

1. Describe …
2. Discuss …
3. Calculate …

# Course Requirements

## Prerequisite Course(s) and Skills (if no prerequisites, state no prerequisites)

* Prerequisite 1 here
* Prerequisite 2 here

## Required Texts and Other Readings

* List required course texts and instructional materials. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed including publisher's information.
* NOTE: Posting of pdf files of copyrighted materials should be arranged through the library for database retrieval or scanning to ensure copyright compliance.
* source (library, a streaming service such as iTunes, Amazon, Netflix, etc.) for a nominal fee.
* Include a list all supplemental resources such as publisher's materials which students should utilize during the course and specify how and where to access them. Specify whether supplemental resources are required or optional.

### Required Course Materials

{Faculty to insert required materials.}

Course materials are available through TAAP (Textbook Affordability and Access Program). Log into [your portal](http://uccs.textbookx.com/) where you can review your personal value sheet to see if the TAAP membership benefits you. There is the option to TAAP out if the program does not fit your needs.

* Course materials can be picked up at the Campus Store unless you opted for a home delivery. Email uccs.edu/TAAP or access uccs.textbookx.com for more information.
* Email [shop@uccs.edu](mailto:shop@uccs.edu) for information regarding backordered items, TAAPing out, deadlines, returns, etc..
* Contact Esther Go, Akademos Account Manager, via email at [uccs@vitalsource.com](mailto:uccs@vitalsource.com) or Jesse Gilbert, Faculty Liaison, UCCS Campus Store, for issues with accessing digital course materials.

## Technology Requirements

Technology Requirements (including campus email account and access to Canvas and other tools, resources, and materials needed by the student for success in the course.)

Example: This course requires the use of a personal computer system; either Mac or PC. It may not be completed on a mobile device or a Chromebook. Review the [Personal Computing and Devices](https://oit.uccs.edu/services/personal-computing-and-devices) for more information about campus technology use and requirements.

## Technology Competencies

* Minimum technical skills (Skills expected of your students to be successful in your course. This could include using the learning management system, emails with attachments, creating documents in Word, copy and pasting, using a spreadsheet or presentation software)
* **Example:** You are expected to begin this course with basic computing skills that include using Canvas, Microsoft Word to write papers, accessing online research databases, and corresponding by campus e-mail. Knowledge of technology-supported multimedia, such as PowerPoint and other audio/video resources is a plus; Communication outside of class will be by campus e-mail. An idea: if your UCCS address is not your primary one, have emails from it rerouted to the one you check most often. You can find information on how to do this on the UCCS IT website.

# Course Structure

Explain how the course will be organized and delivered, as well as the expectations for their participation.

EXAMPLES: Weekly schedule and procedures:

* This course will be delivered entirely online through Canvas [and/or other software interfaces such as publisher site etc.]. There are no campus meetings.
* The units/weeks/modules start on Monday at midnight (12am) and end on Sundays at 11:59pm. All graded work is due at 11:59pm on Sunday, after which it is automatically marked late.
* The weekly course material will consist of video lectures, readings, links to internet resources, written assignments, tests and quizzes, etc.
* Interactivity among the class members is through discussions, group work, synchronous meetings etc. [ex: live online web conferencing such as Webex which can be recorded] which count as attendance

# Assignments

NOTE: The assignment names and due dates are automatically displayed in chronological order in the Canvas Syllabus page. Include a list of course assignments by category and with points. Attach rubrics to the assignments in the Canvas course.

Example:

## Analysis Paper – 100 Points

A scholarly comparison paper of at least two instructional design models, including compare and contrast the models based on the specific grading criteria.

## Discussions –200 Points

Five discussion group activities will serve as a “sandbox” – the discussion is graded only as participation, but the forums are there only for participants to share their ideas and get support from the instructor and their fellow learners.

## Capstone Project and Presentation–100 Points

A “Capstone” deliverable which includes a final encapsulation of all of the previous deliverables into a presentation that captures the essence of the course and enable the learner to tell a clear, cogent story of their course design to fellow course designers.

# Grading Policy

* Grades will be posted in Canvas within \_\_\_\_\_ [days] after the assignment due date.
* Writing intensive courses focus on improving your writing skills, so all class members will be participating in peer review of revisions to receive full credit.
* Work will be accepted only while the assignment/test/quiz is still open in Canvas.
* Assignments should be uploaded using the assignment link in Canvas; please do not email them to the instructor.
* All online exams will require Respondus Lockdown Browser/Respondus Monitor (proctoring). See Pre-course setup module for download and instructions.

## Use of AI

**For instructors who wish to embrace AI**

The use of AI tools, including ChatGPT, is permitted in this course for students who wish to use them. You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited, using quotation marks or other appropriate indicators of quoted material when appropriate, in order to stay within university policies on academic honesty.

**For instructors who wish to allow limited use of AI**

The use of AI tools, including ChatGPT, is permitted in this course for specific assignments only. When the use of the tool is allowed, it will be explicitly noted in the assignment directions. You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited, using quotation marks or other appropriate indicators of quoted material when appropriate, in order to stay within university policies on academic honesty.

**Citing generative AI content for specific referencing styles**

* [MLA](https://style.mla.org/citing-generative-ai/)
* [APA](https://apastyle.apa.org/blog/how-to-cite-chatgpt)
* [Chicago](https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html)

## Faculty Note: For more information regarding AI use on campus visit [AI in Academics](https://frc.uccs.edu/teaching_resources/ai_in_academics) webpage and [Artificial Intelligence at UCCS](https://oit.uccs.edu/artificial-intelligence).

## Weighted Assignments

| Assignments and points | Points total | Final Weighted Percentage |
| --- | --- | --- |
| Four Written Assignments @ 100 pts | 400 | 30% |
| Five multiple-choice tests @ 20 pts | 200 | 20% |
| Five Reflection Journals @ 50 pts | 250 | 20% |
| Four Discussion forums @ 100 pts | 400 | 30% |
| Total | 1250 | 100% |

## Communication and Interaction Policies

* Participate in all online activities in the course as listed in the syllabus unless they make prior arrangements.

* Commit to spending a minimum of \_\_\_\_hours per week to complete the requirements for the course.
* Check UCCS email daily for updated messages sent via Canvas by the professor, and reply to these messages when appropriate
* Practice “Netiquette" and civility for online discussions, written work, email, and all forms of communication.
* Submit all assignments through Canvas by the stated deadline.
* Know the policies and procedures for late work or missed assignments.
* Ask for help

# Student Services and Support

## Disability Services

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to register with Disability Services and provide them with documentation of your disability. They will work with you to determine what accommodations are appropriate for your situation. To avoid any delay, you should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to me. Please contact [Disability Services](https://disability.uccs.edu/) for more information about receiving accommodations at Main Hall Room 324, 719-255-3354 or [dservice@uccs.edu](mailto:dservice@uccs.edu).

## Military and Veteran Students

If you are a military student with the potential of being called to military service or training during the semester, you are encouraged to contact your UCCS course instructor no later than the first week of class to discuss the class attendance policy. Please see the [Veteran and Military Affairs](https://military.uccs.edu/) website for more information.

## **Student Wellbeing (Option 1)**

{Note to faculty: Choose one of the Student Wellbeing options).

UCCS is committed to facilitating the proactive wellbeing of all students. If you are unsure if you need assistance, free online mental health screenings can be found [on the Mental Health webpage](https://recwellness.uccs.edu/health-services/services/mental-health). We welcome and encourage students to contact the following on-campus services for assistance regarding their physical, mental, and fitness needs:

* Wellness Center Health Services: 719-255-4444
* Campus Recreation: 719-255-7515

If you are struggling with your sense of belonging or diversity, equity, and inclusion challenges on campus, please consider reaching out to MOSAIC & the LGBTQ+ Resource Center. MOSAIC is located at University Center 110, 719-255-3319.

Other resources include:

* National Suicide Prevention Lifeline at 800-273-8255, or text HELLO to 741741
* [Colorado Crisis Services](https://www.pikespeaksuicideprevention.org/) at 844-493-8255, or text TALK to 38255
* For emergencies contact UCCS Public Safety at 719-255-3111, or call 988 or 911

## **Student Wellbeing (Option 2)**

Mental health challenges can interfere with academic performance. The source of symptoms might be related to your course work; if so, please speak with me. However, problems with other parts of your life can also contribute to decreased academic performance. If you are unsure if you need assistance, free online mental health screenings can be found [on the Mental Health webpage](https://recwellness.uccs.edu/health-services/services/mental-health).

If you are experiencing a mental health emergency (i.e., you do not feel physically safe), call:

* UCCS Public Safety at 719-255-3111 or call 988 or 911
* National Suicide Prevention Lifeline at 800-273-8255 or text HELLO to 741741
* [Colorado Crisis Services](https://www.pikespeaksuicideprevention.org/) at 844-493-8255, or text TALK to 38255

Remember, we care about your wellbeing, so if you are struggling (even if this is *not* an emergency) please reach out for help.

For confidential mental health services, visit the Wellness Center located inside the Gallogly Recreation and Wellness Center. Phone: 719-255-4444. Hours: Monday – Friday 8 a.m. – 5 p.m.

## Student Wellbeing (Option 3)

As a college student, there may be times when stressors interfere with your academic performance or negatively impact your daily life. If you or someone you know is experiencing mental health challenges at UCCS, please contact the Wellness Center about their confidential services. The Wellness Center is located inside the Gallogly Recreation and Wellness Center. Phone 719-255-4444. Hours: Monday – Friday 8 a.m. – 5 p.m.

Other resources include:

* National Suicide Prevention Lifeline at 800-273-8255 or text HELLO to 741741
* [Colorado Crisis Services](https://www.pikespeaksuicideprevention.org/) at 844-493-8255, or text TALK to 38255
* For emergencies contact UCCS Public Safety at 719-255-3111 or call 988 or 911

## Responsible Reporting: Institutional Equity / Title IX Statement

**The Office of Institutional Equity (OIE)** administers the University of Colorado (CU) Sexual Misconduct policy (including Title IX), the UCCS Discrimination and Harassment Policy, and the CU Conflict of Interest in Cases of Amorous Relationships Policy. All UCCS faculty and staff, including student employees, are considered “responsible employees” and *must* report any suspected or known conduct that may be in violation of these policies (“prohibited conduct”) directly to the OIE. This reporting requirement exists to support the safety of our campus community, and there is no statute of limitations. Prohibited conduct includes unwanted verbal or physical conduct that is sexual in nature, or based on a protected class (such as, gender, race, veteran status, disability, etc.). You may review the Applicable Policies and OIE’s Resolution Procedures [on OIE website](https://equity.uccs.edu/). While reporting prohibited conduct to the OIE is required by UCCS employees, participation in an OIE resolution process though the OIE is voluntary. Confidential reporting, and access to medical and mental health services, are available to students through the UCCS Wellness Center at 719-255-4444.

## Technology Support

There is a pre-course setup that can be added to your course shell with instructions for students for setting up your computer and student tutorial videos for Canvas. More help is available through the Help link at the bottom of the global navigation in the Canvas course (black nav bar at the far left of the window).

* For 24/7 Canvas Student Support, 844-802-9230
* For issues with logging in or your UCCS e-mail account or campus wireless, contact the UCCS Help Desk 719-255-4357 or [Contact the Help Desk online.](https://oit.uccs.edu/get-help)
* [Canvas Support Live Chat](https://cases.canvaslms.com/apex/liveagentchat) - you do not have to be logged in to Canvas to access the hotline or chat.

## UCCS Academic Support Services

Access to a range of University academic support services is available via the Canvas user interface (Note to faculty: The UCCS Student Resources Module in the Online/Hybrid Template which may be added to your course – submit a request to frc@uccs.edu).

## UCCS Student Services & Resources

Access to a range of University student support services is available via the Canvas user interface (Note to faculty: UCCS Student Resources Module in the Online/Hybrid Template which may be added to your course – submit a request to frc@uccs.edu). If you need access to these services, please contact the [Academic Services and Support](https://www.uccs.edu/experience/academic-services-support).

## [The Excel Centers](http://www.uccs.edu/excel/index.html)

The UCCS Excel Centers include the Language and Social Sciences Center, the Mathematics Center, the Communication Center, the Science Center, and the Writing Center. These five academic centers are designed to provide critical academic and individual support to all students in the University in all major academic areas, both within and beyond the classroom. All Excel Centers offer [online services by appointment.](https://excel.uccs.edu/)

## Kraemer Family Library

Library skills are essential to your success as a college student. Librarians are available to help students select and locate appropriate books, articles, and other resources needed to complete course assignments. Research help is available in person at the Reference Desk, by phone at 719.255.3295, and through email or chat via the [Library’s website](https://kfl.uccs.edu/).

# Course and Institutional Policies

In addition to the course policies, all UCCS students are also expected to know and comply with policies set by the campus and the Regents of the University of Colorado. The most important include:

## Attendance, Preparation, and Participation

Students are expected to maintain high standards of ethical and professional conduct. This includes being adequately prepared, contributing to class discussions, submitting high caliber work, and representing your own work fairly and honestly. You must actively engage in class and group work to maximize your learning in this course.

## Professional Behavior

Professional behavior is necessary for you to be a successful member of a learning community. Please monitor your participation in class discussions and group work and find ways to contribute intelligently to the discussion without silencing others. All written assignments must be computer generated unless otherwise indicated by the professor. Professional behavior will be expected in your future teaching/counseling career and is often the hallmark of career success.

## UCCS Student Code of Conduct

The purpose of the [Student Code of Conduct](https://www.uccs.edu/dos/student-conduct) is to maintain the general welfare of the university community. The university strives to make the campus community a place of study, work, and residence where people are treated, and treat one another, with respect and courtesy.

## UCCS Student Rights & Responsibilities

The Colorado General Assembly implemented the [Student Bill of Rights](http://catalog.uccs.edu/content.php?catoid=4&navoid=120#CO_Student_Bill_Rights) (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have rights.

## UCCS Academic Honor Code

UCCS has an ongoing commitment to maintain and encourage academic integrity. Therefore, the university has created a set of [standards of academic honesty](http://catalog.uccs.edu/content.php?catoid=4&navoid=120#Acad_Honor_Code) and procedures governing violations of these principles.

## Confidentiality

Under no circumstances will students disclose individual student or teachers’ names during whole class discussions. Please remember to respect the confidentiality of all participants, schools, and/or organizations.

## Withdrawal from Course

You may choose to withdraw from your class. Please note the last date for withdrawal without instructor/dean's approval is [enter date here]. Please email prior to your withdrawal as I am concerned about your progress in this course.

# Course Schedule

A course schedule should include the topics or module, dates, assignments including exams or quizzes with due dates and a course schedule. Post detailed instructions on weekly assignment and readings in Canvas.

NOTE: The assignment names and due date are automatically displayed in chronological order in the Canvas Syllabus page.

|  |  |  |  |
| --- | --- | --- | --- |
| Module/ Week | Topic | Readings, activities | Assessments/Assignments |
| Module 1 8/21 to 8/27 | Getting Started | Pre-course Setup | Introductions discussion board |
| Module 2 8/28 to 9/3 |  |  | Journal 2 - |
| 3 |  |  |  |
| 4 |  |  |  |
| etc. |  |  |  |