*Note: this syllabus is not a contract. It is subject to further change or revision, to best realize the educational goals of the course. Revisions will be announced in class or in course materials online with appropriate prior notice.*

**TITLE of COURSE**

**Prefix and Number**

**Semester, Year**

Line Number:

**Course Meetings:** Time and days (credit hours)

**Instructor:**

Office:

Contact Info:

Office Hours:

**Teaching Assistant:**

Office:

Contact Info:

Office Hours:

**Course Description:**

1-2 paragraphs

**Course Goals:**

**Learning Outcomes: (customize)** By the end of this course, each student will have demonstrated that they are able to:

* Xxxx
* Xxxx

Learning outcomes indicate what students will gain from the course, as opposed to what the instructor wishes to accomplish. In specifying the outcomes address specific tasks, fields of knowledge, methodologies, techniques and so on, at a level of expectation appropriate to the course content. For example: “Students completing course X will be able to…..” The number of outcomes varies widely, depending on program requirements, external accreditation and the specific nature of the course.

***Examples of learning outcomes:***

**ENGLISH COURSE**

Upon successful completion of this course:

* Students will have learned a variety of rhetorical theories and analysis methods.
* Students will be conversant with key figures, events, and discourse practices within the environmental movement and understand the connections of those practices to environmental and other civic debates in society at large.
* Students will have gained proficiency in Web and other research strategies and in analytical writing methods.

**JUSTICE STUDIES COURSE**

Upon successful completion of this course:

* Students will develop an in-depth understanding on how cultural diversity changes and broadens conventional understanding of justice.
* Students will grasp major concepts and theories, and critically evaluate the strengths and weaknesses of competing analyses and policy propositions in reconciling cultural diversity and democratic justice.
* Students will articulate their own views on the major issues addressed in class through presenting evidence and arguments, and be able to justify their own conclusions.
* Students will cultivate and improve upon critical-thinking, writing, and presentation skills in general.

**Pre-requisites/Co-requisites/Anti-requisites:**

Be sure to list the actual prefix and course number. For example, “Prerequisite: ABC 123 with a C or better. Credit for [this course] or [another course].”

**Required Course Texts/ Readings: (customize)**

**Course Format: (customize)**

Seminar, lecture, discussion, lab. What type of work will students be doing, e.g. tests, quizzes, term papers, etc?

**Coursework (customize)**

Final grades for the course will be assigned on basis of the following:

Put in a percentage breakdown of course requirements, e.g.

* Participation 10 pts or 10 %, based on ??
* Quiz # 1 20 pts or 20 %
* XXX
* XXXX

(*Participation scores should be spelled out clearly in terms of how they will be scored/assessed such as class attendance, arriving on time, participation in discussion, no use of cell phones/computers, no talking in class, being respectful of others, etc.*)

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades.

**Final Grades** **(customize)** [We suggest you include a grading schedule. *There is no fixed requirements* at ASU for these grade/letter equivalents – this one given below is the rubric that students seem most familiar with and CLAS/CAPC seems to like the best. If you are going to use the +/- system you should outline what percentage will constitute a A+, A, A-, B+, etc. NOTE: ASU has no C-; also]

A 90-100 Excellent

B 80-89.9 Good

C 70-79.9 Average

D 60-69.9 Passing

E <60 Failure

XE Failure due to Academic Dishonesty

Or:

A-/ A/ A+ 89.5-92.4/ 92.5-97.4/ 97.5-100 Excellent

B- /B/ B+ 79.5-82.4/ 82.5-87.4/ 87.5-89.4 Good

C/ C+ 69.5-77.4/ 77.5-79.4 Average

D 59.5-69.4 Passing

E <60 Failure

XE Failure due to Academic Dishonesty

**Extra Credit (customize)**

There will be no extra credit opportunities assigned for this course.

**Incompletes**

A mark of "I" (incomplete) is given by the instructor when you have completed most of the course and are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the [Request for Grade of Incomplete form](http://students.asu.edu/forms/incomplete-grade-request) (<http://students.asu.edu/forms/incomplete-grade-request>).

**Late Assignments (customize)**

Any policy on late assignments, e.g., “Unexcused late assignments will not be accepted.  Excuses for an assignment must be made an approved in advance of the due date of the assignment.  Requests for excuses must be written, either on paper or email, and approval must be obtained, either by an email reply or by having the paper excuse signed. In order to get credit, with the late assignment you must turn in a copy of the email approval or signed written excuse.”

**Grade Appeals**

ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see <http://catalog.asu.edu/appeal>.

**Course Policies (customize)**

List specific policies for the class (e.g., cell phone and laptop use in class).

**Absences (customize)**

The conditions under which assigned work or tests can be made up, including:

* *The instructor’s general policy on attendance/absences.*
* *Information on excused absences related to religious observances/practices that are in*

 *accordance with* [*ACD 304–04*](http://www.asu.edu/aad/manuals/acd/acd304-04.html) *“Accommodations for Religious Practices.”*

* *Information on excused absences related to university sanctioned events activities that*

 *are in accord with* [*ACD 304–02*](http://www.asu.edu/aad/manuals/acd/acd304-02.html) *“Missed Classes Due to University-Sanctioned Activities.”*

**Student Standards**

Students are required to read and act in accordance with university and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308: <https://students.asu.edu/srr>

**Expected classroom behavior (customize)**

Each syllabus must include a statement on expected classroom behavior (this can vary depending upon the nature of the class). *Here is one example:*

*Classroom behavior: Be sure to arrive on time for class. Excessive tardiness will be subject to sanctions. Under no circumstances should you allow your cell phone to ring during class. Any disruptive behavior, which includes ringing cell phones, listening to your mp3/iPod player, text messaging, constant talking, eating food noisily, reading a newspaper will not be tolerated. The use of laptops (unless for note taking), cell phones, MP3, IPOD, etc. are strictly prohibited during class.*

**Policy against threatening behavior**

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

**Academic Integrity**

*Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal.  For more information, see* [*http://provost.asu.edu/academicintegrity*](http://provost.asu.edu/academicintegrity)*.*

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others’ work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently.  If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Note: Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else’s work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

**Prohibition of Commercial Note Taking Services**

In accordance with [ACD 304-06 Commercial Note Taking Services](http://www.asu.edu/aad/manuals/acd/acd304-06.html), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes.  Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

**Student Support and Disability Accommodations**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations](http://www.asu.edu/aad/manuals/ssm/ssm701-01.html). Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](http://www.asu.edu/aad/manuals/ssm/ssm701-02.html) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: <http://www.asu.edu/studentaffairs/ed/drc/>

If you are a student in need of special arrangements for we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services.

**Drop and Add Dates/Withdrawals**

Please refer to the [academic calendar](https://students.asu.edu/academic-calendar) on the deadlines to drop/withdraw from this course.  Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](http://www.asu.edu/aad/manuals/ssm/ssm201-08.html),  [Medical/Compassionate Withdrawal](http://www.asu.edu/aad/manuals/ssm/ssm201-09.html) and [Drop/Add and Withdraw](https://students.asu.edu/drop-add).

**Email Communications**

All email communication for this class will be done through your ASU email account. Your email communications should be [professional](http://m.wikihow.com/Email-a-Professor?fb_action_ids=10151180669260679&fb_action_types=og.likes&fb_source=other_multiline&action_object_map=%5B10150208209879799%5D&action_type_map=%5B%22og.likes%22%5D&action_ref_map=%5B%5D) and succinct. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email contact the [help desk](https://contact.asu.edu/).

**Campus Resources**

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

* Tutoring: <https://studentsuccess.asu.edu/student-services/tutoring>
* Counseling Services: <http://students.asu.edu/counseling>
* Financial Aid: <http://students.asu.edu/financialaid>
* Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
* Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
* Career Services: <http://students.asu.edu/career>
* Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>

For more information about the School of Human Evolution and Social Change, including our degree programs, research opportunities and advising information, please go to: <https://shesc.asu.edu>. Our advisors are always willing to discuss career and guidance options with you.

**Notes on Letters of Recommendation: (customize or delete)**

Please be aware that I receive many requests from students to write letters of recommendation and therefore have set down these guidelines. Students should only request a letter of recommendation if s/he meets the following minimum criteria.

* Has taken *more than* one in-person (upper-division) class with me if it is lecture, or have taken *one intensive* smaller class such as a seminar, lab, or practicum class with me (note: I do not write letters for students who take online classes with me)
* Received A or A+ in a 300 or 400 level cours(es) taken me
* Has spoken with me directly outside of class about career/academic goals

Note that if you meet these minimums it doesn’t mean that I will agree to write you a letter. When asking for a letter of recommendation you MUST allow *more than two weeks* notice and provide me with the following. Everything listed here must be in *one* email.

* Unofficial Transcript
* Resume or CV
* Any application materials that are pertinent (e.g. personal statement/statement of purpose; answers to application questions; scholarship/job description; a paragraph stating why you are applying for X if you don’t have a personal statement/answers to application questions; etc.).
* The information of to whom and where the letter is to be sent (e.g. email address or if it needs to be sent via the US Postal Service you must provide me with a stamped and addressed envelope).
* Clearly stated deadline of when the letter is due.

If I agree to write a letter of recommendation I will only be able to summarize your academic performance in my class(es) and will not be able to speak to any factors that have not been accessed in class. Lastly, if I agree to write you a letter, *you agree* to the following.

* You will let me know the outcome. This is important to me as I will want to know what is happening with you and to keep track of any positive outcomes. Also, this means a lot to me (and anyone else you request letters from).
* You agree to check with me before putting my name down on any subsequent applications (don’t just assume you can keep putting my name down if I have only agreed to write one letter for you).

**Schedule of Readings and Assignments (customize)**

Week by week (or day by day) outline of lectures/lab topics, readings and assignments or other landmark events.

**Citations for Assigned Readings (customize)**

List out citations for readings

**Title IX**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity.  Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited.  An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university.  If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

**Policy on Sexual Discrimination**

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](https://www.asu.edu/aad/manuals/acd/acd401.html#discrimination), [harassment](https://www.asu.edu/aad/manuals/acd/acd401.html#harassment), and [retaliation](https://www.asu.edu/aad/manuals/acd/acd401.html#retaliation) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence.  ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

**Copyrighted materials**

A warning to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.