ARHU SYLLABUS TEMPLATE 2016-17

Adapt this template to suit your style, but <u>please include all information listed in black</u>.

Directed notes for your consideration are in [blue brackets]
<u>NB: University policy states that this syllabus must be made available by the first day of class at the beginning of each semester.</u> Any changes to the syllabus thereafter must be announced and clearly represented with the date of the revision.

1. <u>Course Info</u>: [number and title; semester; meeting times]

2. <u>Contact info</u>: [Professor, Office, Office Hours, Phone, Email]

3. <u>Elms site or Course webpage</u>

4. <u>Required Texts and Technology</u> [include author, title, publisher, edition, ISBN (required). You may also suggest where students might procure the materials.]

5. <u>Pre- or co-requisites</u> [if applicable]

6. <u>Course Description</u>: [Course focus, format - lecture, discussion, etc.; major assignments and expectations; expected methods of communication outside the classroom.]

7. <u>Course Goals</u>: [Relevant skills, areas of knowledge, experiences, understandings, etc. that will be developed during the semester. It is best to cast these in terms of student skills and knowledge gained, e.g.: "*By the end of this course students can expect to be able to … relate, interpret, analyse, create…*" This section can also explain how the course fits into the rest of the program's curriculum. If this course will be part of Gen Ed, make sure your course goals reflect those Learning Outcomes.]

8. <u>Expectations and Grading Procedures</u>: [Provide specific weightings of assignments, exams, etc. that factor into the final grade, **and <u>provide a 2-3 sentence description of every major assignment so that expectations for student performance are clear,</u>** e.g., regarding format, length, and other criteria. Please note that you are not allowed to specify a separate % for attendance – this is best folded into participation, i.e., your absence policy can state: 'after the 3rd absence, your class participation grade will be affected as follows:…]

   x% class participation (describe your standards for determining this, and whether/how absences factor in)
   x% quizzes, in-class assignments, etc.(describe frequency, length, format)
   x% papers (format, length, other criteria)
   x% midterm exam (format, content, etc.)
   x% final exam (format, whether cumulative, etc.)

See undergraduate catalogue for description of grades, e.g., *A+, A, A-,* etc.:
http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1534

9. Communication about this course: Faculty and advisors use email to convey important information, and students are responsible for keeping their email address up to date, and must ensure that forwarding to another address functions properly. Failure to check email, errors in forwarding, and returned email are the responsibility of the student, and do not constitute an excuse for missing announcements or deadlines.

10. Emergency protocol: [Note the means by which the course will be continued if the university is closed for an extended period of time.]

11. Course Schedule [Include daily/weekly readings and due dates for major assignments and assessments, e.g.:

    Week: 1 – 09 – Introduction to Course

    Week 2 – 09/6-8 - The First Years
    - Screening: Lumière, Méliès, Porter, Linder (shorts)
    - Readings: Noel Burch, Life to Those Shadows, pp. 43-76; Susan Hayward, French National Cinema, pp. 68-80
    - FIRST Reflection Paper due (see elms discussion board for theme)

    [Please include the date for your Final Exam in your course schedule according to the Schedule of Classes: www.testudo.umd.edu   NB: All undergraduate courses are required to have final exams unless departmental permission is granted otherwise.]

    A student may seek to reschedule final examinations so that he or she has no more than three (3) examinations on any given day. It is the responsibility of the student to initiate the rescheduling or be responsible for taking the examination as originally scheduled.

12. Course Procedures and Policies

NB: A full list of course-related policies and relevant links to resources may be found at:
http://www.ugst.umd.edu/courserelatedpolicies.html

[The above website will be the official university 'one-stop' spot for checking policies, however, ARHU recommends listing these policies below, and drawing attention to them on the first day of class. Think of your syllabus as a contract between you and your students regarding expectations. It can help you to avoid misunderstandings or potential grievances.]

Attendance and Absences: [Absences from courses in which in-class participation forms a significant part of the work of the course, such as lab or discussion courses, shall be handled by instructors in accordance with the general policies of their academic units. Please make sure you understand the policy of your unit as you determine an attendance statement for your syllabus. Below is the official language of the UG catalog. Feel free to make this more concise and to insert your own attendance policy:]

Students are expected to attend classes regularly. Consistent attendance offers students the most effective opportunity to gain command of course concepts and materials. Events that justify an excused absence include: religious observances; mandatory military obligation; illness of the student or illness of an immediate family member; participation in university activities at the request of university authorities; and compelling circumstances beyond the student's control (e.g., death in the family, required court appearance). Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

Students claiming an excused absence must notify the course instructor in a timely manner and provide appropriate documentation. The notification should be provided either prior to the absence or as soon afterwards as possible. In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period. All other absences must be reported as soon as is practical. The student must provide appropriate documentation of the absence. The documentation must be provided in writing to the instructor by the means specified in this syllabus. [please insert your language in the syllabus here.]

The full university attendance/absence policy can be found here: http://www.ugst.umd.edu/courserelatedpolicies.html

Academic integrity: The UMD Honor Code prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents and forging signatures. On every examination, paper or other academic exercise not exempted by the instructor, students must write by hand and sign the following pledge:

> *I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment).*

Allegations of academic dishonesty will be reported directly to the Student Honor Council: http://www.shc.umd.edu

[You may add additional thoughts, e.g., "Students who engage in academic dishonesty in this course will receive no points for the assignment in question, and will be immediately reported to the Honor Council and Office of Judicial Programs for further action. There will be no warnings. Remember, cheating, plagiarism or other types of fabrication are never worth it." Definitions for plagiarism, fabrication, cheating, etc. can be found at: http://www.ugst.umd.edu/courserelatedpolicies.html]

Disability Support: Students with a documented disability should inform the instructors within the add-drop period if academic accommodations will be needed. NB: You are expected to meet with your instructor in person to provide them with a copy of the *Accommodations Letter* and to obtain your instructor's signature on the *Acknowledgement of Student Request* form. You and your instructor will plan together how accommodations will be implemented throughout the semester. To obtain the required Accommodation Letter, please contact Disability Support Service (DSS) at 301-314-7682 or dissup@umd.edu

Copyright notice: Class lectures and other materials are copyrighted. They may not be reproduced for anything other than personal use without written permission from the instructor. Copyright infringements may be referred to the Office of Student Conduct.

Academic accommodations for students who experience sexual misconduct:
[You may consider using the following text from the Faculty Handbook]
The University of Maryland is committed to providing support and resources, including academic accommodations, for students who experience sexual or relationship violence as defined by the University's Sexual Misconduct Policy. To report an incident and/or obtain an academic accommodation, contact the Office of Civil Rights and Sexual Misconduct at 301-405-1142. If you wish to speak confidentially, contact Campus Advocates Respond and Educate (CARE) to Stop Violence at 301-741-3555. As 'responsible university employees' faculty are required to report any disclosure of sexual misconduct, i.e., they may not hold such disclosures in confidence. For more information: http://www.umd.edu/ocrsm/

Diversity: [Feel free to compose your own statement, or see: http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1541

The University of Maryland values the diversity of its student body. Along with the University, I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate.

[Finally, remember to list any other policies relevant to your course, e.g., e*xpectations for students' use of electronic devices, laptops, eating and drinking during class, etc.* NB: *If you want a 'no laptops' rule it is suggested that you put in a proviso for students with learning disabilities who may need to rely on that medium for note-taking.]*

For information on elms, counseling, health, learning workshops, tutoring, writing help, student rights in undergrad courses, questions about graduation or add/drop/withdraw, please see http://www.ugst.umd.edu/courserelatedpolicies.html