

Neag School of Education
Template for Syllabi

Please use the following as a guide for what to include in a new or updated syllabus submitted for review by the Neag C&C Committee.

Course Name and Number (ask your department chair for a number if submitting a new course).

Contact information and office hours - List your classroom, office and office hours (or have a placeholder if not yet know). Also provide all applicable contact information (phone numbers, email addresses, etc.). If you plan to use the email tools in HuskyCT or another platform include this information.

Course Description - Provide a detailed description of the course that includes an overview of the course's purpose, overall goals, major topics covered, and any other relevant information. The description should include more details than just the short course catalog copy. The audience for the description includes students but also involves UConn reviewers outside of Neag and possibly accreditation reviews for certain programs.

Course Goals and Objectives - Include specific course goals and student-learning objectives; these goals and objectives should be articulated for your students (in a paragraph or a few sentences and a bulleted list) in your syllabus. The goals should follow from the course description and be aligned with course assessments and activities.

Possible Connections to Neag framework, Teacher Education Core Practices, Discipline Specific Standards FOR COURSES TAUGHT AS PART OF THE IB/M OR TCPCG PROGRAMS – syllabi should include how the course/course goals connect to the Neag framework, the teacher education core practices, and if relevant, content area standards.

FOR COURSES NOT PART OF TEACHER EDUCATION – As appropriate please include connections to any relevant frameworks/standards from your field/discipline/accreditation agency.

Required Materials - Articulate all materials (texts, articles, clickers, software, etc.) students will need to complete the course. Be specific and include all potential readings, etc.

Assignments and Assessments - The more detail you provide in these areas, the more informed and prepared your students will be. All major assignments and assessments must be described in-depth including what is expected, due dates, percentage each assignment/assessment counts as part of the final grade, and any other relevant information/support/guiding questions. The assignments/assessments should clearly align with course goals/objectives.

Weekly Schedule – Provide a draft weekly schedule with potential topics/readings/assignments. The week by week topics/readings/assignments should explicitly connect to course goals/objectives. As you develop your schedule for the semester, always refer to the academic schedule. Also be mindful of religious holidays: Instructors are strongly encouraged to make reasonable accommodations in response to student requests to complete work missed by absence resulting from observation of religious holidays. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. It makes sense to identify the schedule on your syllabus as “tentative” or “subject to change” and to discuss with students how they will be notified of schedule changes.

****Course Catalog Description** (this is a short sentence or two description that will not be on the syllabus but will be used for the University Course Catalog once submitted).

Required Policy Statements - Please include these specific policies in your syllabus; the language provided is suggested but the exact language used is up to the instructor:

- **Grading Criteria** - Include a grade conversion chart on your syllabus. For example, A=93-100, A-=90-92, B+=87-89, etc. Also note that, according to UConn policy, the following grade points per credit shall be assigned to grades: A, 4.0; A-, 3.7; B+, 3.3; B, 3.0; B-, 2.7; C+, 2.3; C, 2.0; C-, 1.7; D+, 1.3; D, 1.0; D-, 0.7; F, 0.
- **Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships:** *The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate Romantic relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate Romantic relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. (More information is available at <http://policy.uconn.edu/?p=2884>.)*
- **Sexual Assault Reporting Policy**—Please add this statement: *To protect the campus community, all non-confidential University employees (including faculty) are required to report assaults they witness or are told about to the Office of Diversity & Equity under the Sexual Assault Response Policy. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. (More information is available at <http://sexualviolence.uconn.edu/>.)*
- **Academic Integrity Statement** – Add a statement such as this: *This course expects all students to act in accordance with the Guidelines for Academic Integrity at the University of Connecticut. Because questions of intellectual property are important to the field of this course, we will discuss academic honesty as a topic and not just a policy. If you have questions about academic integrity or intellectual property, you should consult with your instructor. Additionally, consult UConn's [guidelines for academic integrity](#).*
- **Students with Disabilities** - The Center for Students with Disabilities(CSD) at UConn provides accommodations and services for qualified students with disabilities. If you have a documented disability for which you wish to request academic accommodations and have not contacted the CSD, please do so as soon as possible. The CSD is located in Wilbur Cross, Room 204 and can be reached at (860) 486-2020 or at csd@uconn.edu. Detailed information regarding the accommodations process is also available on their website at www.csd.uconn.edu.
- **Makeup Work for Legitimate Absences** - Note that UConn does not have an attendance policy (except in relation to the final exam); you are encouraged to allow students to make up work for excused absences. Provide a statement that indicates to students how to make-up missed or late work.

Optional policy statements related to the topics below may also be useful:

- **Final Exam Policy:** *In accordance with UConn policy, students are required to be available for their final exam and/or complete any assessment during the time stated. If you have a conflict with this time you must obtain official permission to schedule a make-up exam with the Office of Student Support and Advocacy (OSSA). If permission is granted, OSSA will notify the instructor. Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the assessment schedule, and oversleeping are not viable reasons for rescheduling a final.*
- **Copyright**—The Office of the Attorney General in Storrs advises that instructors include an assertion of copyright in their syllabi and suggest the following language: *My lectures, notes, handouts, and displays are protected by state common law and federal copyright law. They are my own original expression and I've recorded them prior or during my lecture in order to ensure that I obtain copyright protection. Students are authorized to take notes in my class; however, this authorization extends only to making one set of notes for your own personal use and no other use. I will inform you as to whether you are authorized to record my lectures at the beginning of each semester. If you are so authorized to record my lectures, you may not copy this recording or any other material, provide copies of either to anyone else, or make a commercial use of them without prior permission from me.*
- UConn Mental Health Services
- UConn Equity, Diversity, Equal Employment Opportunity, and Affirmative Action
- **Use of Personal Electronic Devices in the Classroom** – Sample statement:
Students are encouraged to use any technology, including their laptops, cell phones, and tablets, in a professional manner to facilitate their participation during class. Appropriate professional use of technology includes taking notes, looking up curriculum guidelines, and using Google Docs with your group, among others. Students should refrain from using technology for any non-class purposes (e.g., checking social media, email, texts, other internet sites) during class in order to actively engage with others and respect the learning process, peers, and instructor. Since non-professional technology use will greatly hamper our ability to meet course objectives, students who choose to not follow this policy may lose the privilege of using technology for professional purposes. A great portion of the evaluation of students' professionalism addresses this policy. Students' professionalism grade will decrease one letter grade for every class session they choose to use technology for non-professional reasons. Students should let the instructor know of any situations where use of a cell phone is urgent (e.g., family emergency) or timely (e.g., job related situation), all of which are permissible.
- Appropriate Student Use of Class Notes and Course Materials
- **Attendance Policy and Participation** - UConn has a unique attendance policy: You are required to describe the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student's grade. However, if a student were absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student's absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations. Students should contact their instructor with any questions.
- **Communication Policy** - How and when should students contact you? When can you be expected to reply to an email? How formal should the language in email messages be? What should students call you?
- **Plagiarism Policy** – consider including a statement on plagiarism guidelines and consequences.
- **Student Conduct Code** - You may want to note that students are expected to conduct themselves in accordance with UConn's Student Conduct Code and possibly include an excerpt

**** Note that while these are the required elements for Neag, GEOC (General Education Oversight Committee) has a set of requirements: <http://geoc.uconn.edu/geoc-guidelines/> (for example GEOC has requirements for W and Q courses) and there are also suggested templates for online courses: <https://drive.google.com/file/d/0BxXnYkYexQcPbzRUX2lFWkVGZW8/view?pli=1>**

While we believe the Neag requirements align with GEOC and online course requirements, faculty need to check the above websites for additional requirements. GEOC approves all general education 1,000 and 2,000 level classes plus Q and W courses.

The purpose of this template is to provide support for the design and redesign of courses. If you have specific needs/requirements for a course or program we are happy to work with you to make modifications that meet any special needs as well as Neag requirements. Please contact the C&C Committee Chair with any questions and for assistance.