[Course Number and Title]

[Department/school offering the course], [Term], [Year]

|  |  |
| --- | --- |
| Instructor [Instructor Name] Phone [Phone or Department Phone] Email [Email] Website [Optional: Website or LinkedIn profile] Office Location [Building, Room, if available] Office Hours [Hours, Days, Method] | Course Description [Paste the official description of the course here and add any additional information specific to the section you teach. For the official catalog description, [search the undergraduate course catalog](https://psmobile.pitt.edu/app/catalog/listCatalog).] Course Prerequisites [Insert prerequisites or note if N/A] Course Objectives Students who successfully complete this course will be able to:   1. [Insert 3 to 5 specific, measurable statements indicating what students will know or be able to do upon completion of the course. Use [Bloom’s taxonomy verbs](http://www.fresnostate.edu/academics/oie/documents/assesments/Blooms%20Level.pdf) to indicate the cognitive level of course objectives. Learning objectives should describe observable behaviors. Avoid using verbs like “understand” or “know” as these are not observable.] 2. [Learning objective] 3. [Learning objective] 4. [Learning objective] 5. [Learning objective]  Required Course Texts and Materials Include both texts and any technology tools that students may need to purchase:   * Course materials: [textbooks, videos, course reserves etc. and information on what is required and how to obtain/access the materials] * Technology Tools**: [**webcam or smart phone with camera, specific software] |

# Communication, Course Structure, and Participation

This course will take place in the [Canvas learning management system](https://canvas.pitt.edu/). Please use [**insert preferred method of communication**] to get in touch with me. Note the course title, number, and section in the subject line of messages or emails. I will reply to inquiries within [**insert time frame (48 hours recommended)**].

Course content, which includes lectures, readings, videos, activities, and assessments, is organized in modules by **[week/unit/chapter – indicate module design**]. In order to be successful in this course, I recommend planning to log into the Canvas course shell [**number**] times each week and checking your University of Pittsburgh email [**number**] times each week. Course work should take you approximately [**xx**] hours per week. For information about navigating and using Canvas, refer to the tutorials posted in the course shell and the [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents).

# Assignments Submission and Grading

[**Revise as needed. You may need to add additional information unique to your course (e.g., your role in online discussions; amount of time students will need to prepare for each assignment; policies for grace periods or extensions, if permitted.**] All assignments are due by [**insert time**] Eastern Standard Time (EST) on the dates listed on the course schedule. All assignments should be submitted electronically through Canvas.

[**Insert penalties for submitting late work.**] All exams and assignment dates are given on the course schedule. Please mark your calendar accordingly. Make-up exams will be given on a case-by-case basis only in exceptional cases and at the instructor’s discretion. Please be aware that proper documentation must be provided in these instances. Please be aware that make-up exams may differ in both content and format.

If you experience technology difficulties, you are responsible for contacting the [University Help Desk](https://www.technology.pitt.edu/247-it-help-desk) to resolve problems. Technology difficulties or illness without an official medical excuse does not excuse late work.

## ***Assignments***

Detailed assignment descriptions and grading tools are posted in the Canvas course shell. Your course grade will be calculated as follows:

|  |  |
| --- | --- |
| [Assignment title] | [Percentage value of total] |

[Brief assignment description]

|  |  |
| --- | --- |
| [Assignment title] | [Percentage value of total] |

[Brief assignment description]

|  |  |
| --- | --- |
| [Assignment title] | [Percentage value of total] |

[Brief assignment description]

|  |  |
| --- | --- |
| [Assignment title] | [Percentage value of total] |

[Brief assignment description]

## **Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[100%]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade Scale [sample--may vary per school, department, or instructor]**

A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B-= 80-82, C+=77-79, C = 73-76, C-= 70-72, D+ = 67-69, D = 63-66, D-= 60-62, F < 6

Course Policies

# *Academic Integrity Policy [Required]*

Students in this course will be expected to comply with the University of Pittsburgh’s Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

To learn more about Academic Integrity, visit the [Academic Integrity Guide](http://pitt.libguides.com/academicintegrity/) for an overview of the topic. For hands-on practice, complete the [Academic Integrity Modules tutorial on Canvas](https://canvas.pitt.edu/courses/41990). You will be prompted to sign up with your Pitt ID and password.

[**Add specific repercussions** (like earning a 0 on the exam or assignment or for the course) for failure to adhere to policy. Dietrich School instructors, please see the [Academic Integrity Statement on the DSAS website here](https://www.as.pitt.edu/fac/teaching/academic-integrity-statement-syllabi).]

# *Disability Services Policy [Required]*

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union, (412) 648-7890, [drsrecep@pitt.edu](mailto:drsrecep@pitt.edu), (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodation for this course.

# *Statement on Classroom Recording*

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student’s own private use.

# *Copyright Notice*

Course materials may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to University policy and procedures, prohibit unauthorized duplication or retransmission of course materials. See [Library of Congress Copyright Office](https://www.copyright.gov/) and the [University Copyright Policy](https://pitt.libguides.com/copyright/pittpolicies).

# *Accessibility*

Canvas is ADA Compliant and has fully implemented the final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Please note that, due to the flexibility provided in this product, it is possible for some material to inadvertently fall outside of these guidelines.

# *Equity, Diversity, and Inclusion*

The University of Pittsburgh does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity or other factors as stated in the University’s Title IX policy. The University is committed to taking prompt action to end a hostile environment that interferes with the University’s mission. For more information about policies, procedures, and practices, visit the [Civil Rights & Title IX Compliance web page](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance).

[**Note to instructor:** **Revise as needed**.] I ask that everyone in the class strive to help ensure that other members of this class can learn in a supportive and respectful environment. If there are instances of the aforementioned issues, please contact the Title IX Coordinator, by calling 412-648-7860, or e-mailing [titleixcoordinator@pitt.edu](mailto:titleixcoordinator@pitt.edu). Reports can also be [filed online](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/report-form). You may also choose to report this to a faculty/staff member; they are required to communicate this to the University’s Office of Diversity and Inclusion. If you wish to maintain complete confidentiality, you may also contact the University Counseling Center (412-648-7930).

# *Nonstandard Grades (G Grade)*

The “G” grade is applied only when students who have been attending a course and making regular progress are prevented from completing the course by circumstances beyond their control, such as a major medical emergency. These grades will only be given in very rare, documented circumstances governed by the current University G Grade Policy. Students in CGS Online classes will be asked to complete a G-Grade Contract with their instructor.

# *Religious Observances*

The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. As your instructor, I am committed to providing equivalent educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If at all possible, please contact me (your course coordinator/s) within the first two weeks of the first class meeting to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.

# *Turnitin [Required if using Turnitin]*

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the respective reference database solely for the purpose of detecting plagiarism of such papers. Use

of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.

COURSE SCHEDULE

See the [University of Pittsburgh Academic Calendar](https://www.registrar.pitt.edu/calendars) for important dates like the final dates to add and drop or withdraw from courses.

All assignments are due at [insert time] on the dates noted.

The course schedule is subject to change if I determine that changes will improve your learning experience. If I change the course schedule, I will notify you well in advance and post a new copy of the course schedule immediately.

|  |  |  |
| --- | --- | --- |
| Week/Date | Topics/Activities | Homework Due/Due Dates |
| 1: |  | Assignment title due on month/date |
| 2: |  |  |
| 3: |  |  |
| 4: |  |  |
| 5: |  |  |
| 6: |  |  |
| 7: |  |  |
| 8: |  |  |
| 9: |  |  |
| 10: |  |  |
| 11: |  |  |
| 12: |  |  |
| 13: |  |  |
| 14: |  |  |