**Course**: **e-mail**:

**Term**: **Office**:

**Office Hours**: **Sections:**

**Course Description: [**Describe the course subject matter, course-level, and pre-requisites. You may include some of the reasons for course content’s importance.]

**Course Learning Outcomes**: [Student learning objectives at the individual course level are specific statements that describe what students are expected to **know**, **think**, and/or be **able to do** by the end of the semester in a particular course.

In articulating your course’s learning objectives, we ask you to consider whether your course (particularly lower division general education courses) addresses one or more of the institution’s General Education learning objectives, which are to enhance

* + oral and written communication
	+ mathematical reasoning
	+ critical thinking/analytical reasoning
	+ ethical reasoning

A 500-level course having both undergraduate and graduate enrollees must include an explanation of the different requirements and learning objectives for the two levels of students.]

**Course Texts**: [State required texts.]

**Course Schedule and Major Dates**: [Reading assignments, other assignments, and exams should be noted on a course schedule or calendar.]

**Course Grading**: [This section should explicitly state the grading assessments, percent distributions, plus/minus grading, and grading scale used in the course. It is recommended that you state a clear policy regarding late work (including any penalties) and extra-credit.] Here are examples:

Grading Assessments: Grading scale:

Assignment 1 xx% A 93-100

Assignment 2 xx% A- 90-92 Test 1 xx% B+ 87-89

Test 2 xx% B 83-86

Assignment 3 xx% B- 80-82

Final Test xx% C+ 77-79

 C 73-76

 C 70-72

 D 65-69

 F 64-below

The grading scale does not have to follow the example above. If participation counts toward the final grade, state how much it will count and how you will assess it.

State your policy toward late work. Explicitly state your expectations for advanced notification, late work penalties, and opportunities for make-up work. State your policy toward extra-credit.]

The instructor’s grading policies should include a clear statement explaining whether and how plus/minus grading will be used in the class (particularly, the C- grade). Please refer to: [Credits and Grades (ACA.AR.200.003)](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647554)

**Statement of University Policies: Syllabi should include statements of University policies:**

**Attendance Policy**:

It is each instructor’s responsibility to determine an attendance policy that best promote learning in the course. The attendance policy for this class is as follows:

[Faculty are encouraged to explicitly state and explain the rationale for the attendance policy. Please review the University Guidelines for best practices: [Guidelines for Attendance Policies (ACA.AR.200.004)](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11527112)]

Students must attend the first meeting of every course for which they are registered, unless they obtain prior departmental approval. Without such approval, a student who is absent from the first class meeting may be dropped from that class by the dean of the school or college with the responsibility for the course.

 The University requires instructors to verify the attendance/participation of students in ALL courses within the first two weeks of the semesters (and within a comparable time period for half terms and intersessions). This requirement is to bring the institution into compliance with US Department of Education requirements.

**Academic Misconduct (including plagiarism):**

According to the University of Mississippi Academic Conduct and Discipline policy, “[t]he University is conducted on a basis of common honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the University are regarded as particularly serious offenses.” The applicable full UM policy regarding [Academic Conduct and Discipline](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=1081769) should be consulted by any student concerned with academic misconduct or plagiarism. The Policy includes the procedures for addressing alleged academic misconduct. Students must maintain the expectations of student conduct described in the *M Book*.

[Instructors may include language clarifying what academic dishonesty and plagiarism means in the context of your course.]

**Disability Access and Inclusion**:

The University of Mississippi is committed to the creation of inclusive learning environments for all students. If there are aspects of the instruction or design of this course that result in barriers to your full inclusion and participation, or to accurate assessment of your achievement, please contact the course instructor as soon as possible. Barriers may include, but are not necessarily limited to, timed exams and in-class assignments, difficulty with the acquisition of lecture content, inaccessible web content, and the use of non-captioned or non-transcribed video and audio files. If you are registered with SDS, you must log in to your Rebel Access portal at <https://sds.olemiss.edu/rebel-access-portal> to request approved accommodations. If you are NOT registered with SDS, you must complete the process to become registered. To begin that process, please visit our website at <https://sds.olemiss.edu/apply-for-services>.

**Last Week Policy:** The University has also adopted a statement about the Wednesday through Friday of the week before Finals Week. According to this statement, faculty are not to give major exams (constituting more than 10% of the final grade) in undergraduate courses during these three days. This prohibition does not apply to lab courses and writing intensive courses, where term papers or major project reports are due at the end of the semester. Instead, the policy is intended to apply to cases where the last exam would be similar in nature to the final exam.

[Examinations and Last Week (ACA.AR.200.002)](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647552)

**Here are some suggested sample statements of class policies to be included on your syllabus. These statements are suggestions. As course instructor, you may add, cut, or modify any of these sample statements. You do not need to include these on your syllabus, but they may be useful to clarify class expectations.**

**Example of a Statement about University-Recognized Exceptions for Attendance.** You may wish to include a statement about exceptions to Attendance:

“If a student is attending UM with a scholarship requiring course absences (e.g, athletics, band), the following exception applies. Students will not be penalized for University-required absences alone, as long as the student presents to the instructor by the end of the course drop/add period an official letter from the scholarship-issuing program declaring the required absences for the entire semester.

Students suffering traumatic hardships (hospitalization, emergency service, etc.) should promptly consult section VI of the M-Book for procedures on contacting the Dean of Students.

A student with a disability approved by SDS requiring a modification of the attendance policy should notify their instructor. This modification is approved on a class-by-class basis.

**Example of a Statement about Tardiness.** You may wish to include a statement about how class tardiness will be addressed:

“Please make every attempt to be in class on time. If you cannot make it on time for some reason, arriving late is preferable to not arriving at all. It is, however, a distraction to the class when a student enters the room late. The first instance of tardiness will be overlooked; a second instance will result in a meeting with me outside of class, and further instances may result in reductions to unit grades based upon what we agree to in our meeting. If you arrive more than 15 minutes late, you will be marked absent, though you are welcome to join in the day’s work.”

**Examples of a Statement about Cellular phones, iPods, and texting devices.** You may choose to include a statement such as:

“Cellular phones, ipods, and other texting devices may occasionally be used in class to check information; however, as a general practice, turn off your phone and store it in your backpack or somewhere else by the time class begins. The instructor reserves the right to collect a cellphone for the duration of the class period if it becomes a regular distraction.”

**Example of a Statement about University Writing Center, etc . . .** You may wish to include a statement such as:

“One of the best ways to improve your writing is to work with writing consultants at one of the University's Writing Centers. On the Oxford campus, the Writing Center is on the 3rd floor of Lamar Hall and online. Writing consultants will work with any student writer working on any project in any discipline. To learn more about Writing Center locations, hours, scheduling and services, please go to <http://rhetoric.olemiss.edu/writing-centers/>.”