Course Number, Title, & Title

**Instructor’s Name**
Office: Office Location
Phone: Phone Number
Email: Email Address
Office Hours: Time and Location
Instructor’s Webpage

**Course Information**
Semester, Year
Meeting Day(s), Time(s)
Class Location
Course Web Page

**Teaching Assistant’s Name (if applicable)**
Office: Office Location
Phone: Phone Number
Email: Email Address
Office Hours: Time and Location

**Course Description**
Include a clear description of the course and any fees associated with the course. Include the official university description. Connect course themes and topics to the discipline. Explain the relevance of the content and the course.

**Prerequisites (if needed)**
List any pre-requisite skills needed or courses students must take before enrolling in this course.

**Required Materials**
List any required texts and additional materials needed. Use a full citation and state where the texts/materials can be purchased. List any optional texts if used. List alternate ways the students can access the text(s).

**Course Requirements & Grading**
Identify the assignments students need to complete as part of the course. Include the date assignments are due and the number of points each assignment is worth. Indicate the numerical ranges for each letter grade. Indicate the numerical ranges for each letter grade. A statement from you as to what it takes to earn a good grade in the course is encouraged.

**Tentative Class Schedule**
Provide an outline of the content of the course with dates for readings, assignments, midterms, quizzes, labs, exams, etc. Be clear about the topics that will be covered each day in class and what the students should do in advance of class. Include UI add/drop dates.
Attendance
Indicate your personal policy and the consequences of missing classes. Address what the student should do if a class is missed including absences due to grief and bereavement.

Missed or Late Work
Include your policy on late or missed assignments (e.g., homework, labs, exams). Define clear expectations and consequences. Also include your policy on making-up missed assignments (e.g., homework, tests, labs).

Learning Objectives & Expectations
List course objectives that state specifically what students will be able to do by the end of the course and how well they need to do it. Objectives should be written with action verbs and should be easily measurable.

General Course Policies
Indicate your policy for (1) addressing students questions via emails, (2) students arriving late/leaving early, (3) use of cell phones/computers in class, (4) technology issues, (5) class participation/preparedness.

Academic Dishonesty
Include your personal policy on academic dishonesty and/or include the UI value statement on Academic Integrity for Students (below):

The University of Idaho expects students to engage in academic activities with high standards of honesty and integrity. Honesty is a fundamental value of learning and the educational process. The university promotes activities that instill high standards of academic integrity, civility and citizenship. For additional information, see Academic Integrity – Student Guide at: http://www.uidaho.edu/~media/Files/orgs/Academic%20Affairs/Independent%20Study/2013/Academic%20Integrity%20Flyer.ashx
Security and Civility
Include a personal statement about student behavior and security and/or the University of Idaho policies on these matters.
Cornell Univ statement: “We understand that our members represent a rich variety of backgrounds and perspectives. The _____ program/department is committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members to:

- share their unique experiences, values and beliefs
- be open to the views of others
- honor the uniqueness of their colleagues
- appreciate the opportunity that we have to learn from each other in this community
- value each other’s opinions and communicate in a respectful manner”

*Provide a link or reference to the UI policy on these matters.*

Disabilities & Accommodations
Include a statement regarding UI students with disabilities policy.
Univ of Minn statement: “The University of Minnesota is committed to providing equitable access to learning opportunities for all students. Disability Services (DS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact DS at 612-626-1333 to arrange a confidential discussion regarding equitable access and reasonable accommodations.

If you are registered with DS and have a current letter requesting reasonable accommodations, please contact your instructor as early in the semester as possible to discuss how the accommodations will be applied in the course.

For more information, please see the DS website, [https://diversity.umn.edu/disability/](https://diversity.umn.edu/disability/).

*Include link to UI disability policies and services.*

Personal Emergencies
Include your policy for health emergencies and other emergencies. Define procedures for communicating with the students and submitting assignments.

**Nondiscrimination**
Include a UI statement for nondiscrimination.

*Include the link to the UI nondiscrimination policy.*

**Privacy – FERPA**
A brief statement describing FERPA requirements for protecting the privacy of student information. Include a link to the UI FERPA policy.