<<EDIT: Course Number and Name>>

<<EDIT: Semester/Year | Section Number | Credits: # | >>

## Instructor Information

Instructor: <<EDIT: add your name>>

Office Location: <<EDIT: add your office number and building>>

Office/Student hours: <<EDIT: include days and times, location if not your office; include information about how to contact you if online options are available (e.g., Zoom, Teams, email, etc.>>  
<<NOTE: Faculty Senate will discuss in Fall 2023 if the term "Student Hours" should be adopted; Student Senate passed a recommendation to change to Student Hours. For Fall 2023 feel free to use either term.>>

Office Phone: 608-785-#### <<EDIT: add office phone number>>

Email: <<EDIT: Add your @uwlax.edu email>>

## Course Description

<<EDIT: enter catalog description here>>

## Overview

<<EDIT: enter a course overview if different from course catalog description>>

## Prerequisites

<<EDIT: enter prerequisites here or state none>>

|  |  |  |
| --- | --- | --- |
| **Course Learning Outcomes** | **Major/Minor Outcomes** | **General Education or external standards Outcomes** <<EDIT: delete column if appropriate>> |
| By the end of this course, you will be able to: | By the end of this course, you will be able to: | By the end of this course, you will be able to: |
|  |  |  |
|  |  |  |
|  |  |  |

## Textbook and Materials

Textbook: <<EDIT: add textbook information with complete citation, note whether it is available from Textbook Rental or if it needs to be purchased.>>

Optional Materials: <<EDIT: add software, hardware, equipment, etc. note whether it needs to be purchased>>

## Course Format

*<<NOTE: Elect to include one of the following statements>>*

<<EDIT: This is a face-to-face course. You may be asked to reference materials or participate online through the learning management system. If that is the case, you will need your UWL NetID to login to the course from the [Canvas homepage](https://www.uwlax.edu/canvas).>>  
OR

<<EDIT: This course will be delivered entirely online through the learning management system, Canvas. You will need your UWL NetID to login to the course from the [Canvas homepage](https://www.uwlax.edu/canvas).>>

## Grading Policies

<<EDIT: modify as needed to describe how you calculate grades>>

Your overall grade consists of the following assessments, arranged by type and value.

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment | Points (per assignment) | # | Total % Final Grade |
| Item | Points each/Points total |  | % |
| Item | Points each/Points total |  | % |
| Item | Points each/Points total |  | % |
| Item | Points each/Points total |  | % |
| Item | Points each/Points total |  | % |
| Total Value | |  | 100% |

## Additional Requirements for Graduate Credit

<<SECTION NEEDED ONLY FOR SLASH COURSES -- EDIT: If you teach a “slash” course for graduate-level credit, explain the additional expectations and assignments required , as well as how additional requirements alter the grading calculations above. You can copy and paste the above chart and modify, if easier.>>

## Grading Scale

<<EDIT: modify as needed—delete Point Value column if not used>>

|  |  |  |
| --- | --- | --- |
| Letter Grade | Point Value | Percentage Equivalent |
| A |  | 93-100% |
| AB |  | 89-92% |
| B |  | 83-88% |
| BC |  | 79-82% |
| C |  | 70-78% |
| D |  | 60-69% |
| F |  | 59% - below |

## Late or Missed Assignments

<<EDIT: Explain how students should notify you if they may have missing or late work, including exams or other graded in-class work. Something like this “Assignments and exams are due on the dates indicated in the Course Schedule. For extenuating circumstances that impact your ability to meet deadlines or participate in class activities, you are responsible for alerting me as soon as possible.” >>

## Attendance and Participation

<<EDIT: Faculty Senate’s syllabus policy requires that you explain how attendance/absences will affect a student’s grade, and recommends that you explain how/whether students can make up missed work (above). Explain your expectations for participating in the course, whether it is online, in-person, or hybrid. If you grade class participation, indicate how participation differs from attendance and include participation in the grade calculation.>>

*<<NOTE:* ***For online courses****, define what “attendance” means, especially if you distinguish that from “participation.” Consider including information about strategies for online interactions and information about being successful learning online. Sample statements are found on* [*the syllabus guide*](https://www.uwlax.edu/catl/guides/syllabus-guide/#tm-264330)*.>>*

## Expectations for Graded Work

I provide students feedback and/or scores on assignments that require individualized grading before a further assignment of a similar format is due. Generally, I return work that requires individual feedback within 21\* days from the date the work was due. I will notify you if I am unable to grade the work within the 21-day timeframe, and will identify a revised return date. If you submit work after the due date, it may not be returned within 21 days.

The grades for any work that is graded electronically, such as scanned examinations, will be accessible to you within 7 days of the due date for the work. If you submit electronically graded work after the due date, it may not be accessible within 7 days.

Your graded coursework will be returned in compliance with FERPA regulations, such as in class, during my office hours, or via the course management system through which only you will have access to your grades.

*<<NOTE: You may indicate a number of days that is appropriate to your teaching in your syllabus. There is no reason to promise that work will be returned by the next class period even if that is your habit. Give yourself a cushion in terms of expectations. However, in terms of good practice, 21 days would be the absolute latest students should traditionally receive graded feedback. The key element here is the return of work prior to a similar assignment being due.>>*

## Course Outline and Schedule

Please note that the timing of activities and topics listed below may change. I will give you timely notice of any major changes in the syllabus by these processes:

<<EDIT: explain how you will notify of a change in schedule, e.g., through email, on Canvas, in class, or some combination of methods.>>

*<<NOTE:* [*Extended Wellness Weekend*](https://www.uwlax.edu/records/dates-and-deadlines/#tab-244902)*: October 13-15, 2023 --- Friday, October 13 class meetings are to be canceled, with the significant exceptions of labs and other once-per-week (Friday-only) classes. No due dates for exams, papers, and other assignments on any of the three days and on Monday, October 16. Also exempted from this policy are graduate/clinical programs and performances, exhibits, etc. for which there are contractual obligations. This was approved by Faculty Senate last year; contact*[*senate@uwlax.edu*](mailto:senate@uwlax.edu)*if you have questions.>>*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Dates | Topics/Unit | Course Resources/Readings | Instructional Activities/Assignments | Due Dates | Linked Learning Objectives |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# UWL Syllabus Policy Information & Statements

*<<NOTE: Do NOT EDIT any of these statements. If you want the full text of each statement in your syllabus, you can copy/paste them from this website:* [*Syllabus Information website*](https://www.uwlax.edu/info/syllabus/)*. You can choose to ADD to the academic integrity and misconduct statement only. The required language directs students to the overarching applicable policy in the catalog and the student handbook which helps students understand the consequences of cheating as defined by* [*state statute*](https://docs.legis.wisconsin.gov/code/admin_code/uws/14/04/1/)*and signals that you as the* [*instructor must file a written report*](https://docs.legis.wisconsin.gov/code/admin_code/uws/14/06/3/) *of an offence serious enough to affect the grade on the assignment (or more). The process defined by the statute helps our Student Affairs colleagues to track repeat offenders. Some instructors also find it a good deterrent to cheating. Most instructors want to provide a fuller articulation of the expectation for academic integrity.>>*

UWL encourages students to know the campus’ important policies and statements which can be found on the [Syllabus Information website](https://www.uwlax.edu/info/syllabus/).

* [Academic integrity and misconduct](https://www.uwlax.edu/info/syllabus/#tm-111037)
* [Classes during inclement weather](https://www.uwlax.edu/info/syllabus/#tm-261340)
* [Religious accommodations](https://www.uwlax.edu/info/syllabus/#tm-111043)
* [Sexual misconduct](https://www.uwlax.edu/info/syllabus/#tm-111041)
* [Student course and faculty-related concerns, complaints, and grievances](https://www.uwlax.edu/info/syllabus/#tm-111060)
* [Student survey on instruction (LENS)](https://www.uwlax.edu/info/syllabus/#tm-264115)
* [Students with accommodation needs](https://www.uwlax.edu/info/syllabus/#tm-111053)
* [University class attendance policy](https://www.uwlax.edu/info/syllabus/#tm-264137)
* [Veterans, active military, and military-connected](https://www.uwlax.edu/info/syllabus/#tm-111056)

Individual instructors will articulate course requirements and any additional policies in the course syllabus and/or on a Canvas site associated with the course. UWL also encourages students to take advantage of the campus’ many and varied [student success resources](https://www.uwlax.edu/info/campus-life/).

# UWL Policies & Supports

*<<<NOTE: Here are some additional statements you can include in your syllabus. It is highly recommended that all gateway courses include the Pro@UWL statement.>>>*

## PRO@UWL (Progress Report Online via Navigate)/Student Success Policy

If I notice that you are experiencing difficulties early in the semester (e.g., low assignment scores or limited participation), I may provide you feedback through Navigate, UWL's success system, and you will receive notification indicating that I have entered feedback. I encourage you to meet with me and/or utilize helpful campus resources listed on [UWL’s Student Success website](https://www.uwlax.edu/info/student-success).

## Course Access

Access to course materials in Canvas may cease after the term ends. If you wish to archive materials for your personal records or portfolio you should do so as you progress through the course. As a general rule, you should always save local copies of course-related work. To avoid disasters, you should also save important files to external media or cloud storage.

## Inclusive Excellence

[UWL’s core values include](https://www.uwlax.edu/chancellor/mission/) “Diversity, equity, and the inclusion and engagement of all people in a safe campus climate that embraces and respects the innumerable different perspectives found within an increasingly integrated and culturally diverse global community." If you are not experiencing my class in this manner, please come talk to me about your experiences so I can try to adjust the course if possible.

## Name/Pronouns

## I will do my best to address you by a preferred name or gender pronoun that you have identified. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. UWL has a [preferred name policy](https://www.uwlax.edu/records/name-in-use/) and [UWL’s Pride Center](https://www.uwlax.edu/pride-center/) is available for additional assistance.

## Academic Success and Overall Health

At UWL, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you or someone you know is experiencing mental health concerns,​or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling & Testing Center (CTC). To learn more, visit [CTC’s website](https://www.uwlax.edu/counseling-testing/) or call 608-785-8073.

## Technical Support

For tips and information about Canvas visit the [UWL Canvas Guide for students](https://www.uwlax.edu/info/canvas/students/); this site also links to the 24/7 Canvas support. Check your [browser compatibility with Canvas](https://community.canvaslms.com/docs/DOC-10720-67952720329). If you are having Canvas login issues or need general computer assistance, contact the [Eagle Help Desk](https://www.uwlax.edu/its/client-services-and-support/eagle-help-desk/).