**XYZ 2000-001**  
**ENTER YOUR COURSE NAME IN THIS   
SPACE**

MWF 11:00 – 11:50  
3 credits

Summer 2021

Prof. XXXXX YYYYY

Office: XXXXXX

Office hours: MWF 11-12

Telephone: 561-297-XXXX

Email: [zzzzz@fau.edu](mailto:zzzzz@fau.edu)

TA name xxxxxx xxxxxxxxx

***All students in face-to-face classes are recommended to wear face coverings during class and at other times while indoors. Taking these measures supports the safety and protection of the FAU community. Students experiencing flu-like symptoms (fever, cough, shortness of breath), or students who have come in contact with an infected person should immediately contact FAU Student Health Services*** *(*[*561-297-3512*](tel:561-297-3512)*).*

*COVID-19 Statement*

Office xxxxxxxx

Office hours MWF xx:xx – xx:xx

Telephone 561-297-xxxx

Email xxxxxx@fau.edu

**Course Description**

The course description should be consistent with the description found in the University Catalog.

Note here if the course is part of the Intellectual Foundations Program (IFP), an IFP Thematic Cluster, and/or if it is designated as Writing Across the Curriculum (WAC).

**Instructional Method**

Please include here a brief statement about the Instructional Method and the expectations for student attendance in your class. Example: This class is designated as “Video Stream: Attendance Optional.” Class sessions will be recorded live, and a limited number of students may attend in person as long as social distancing protocols can be maintained. Other students will view class sessions remotely in Canvas.

**Prerequisites/Corequisites**

**Course Objectives/Student Learning Outcomes**

Provide the students an understanding of what they will be expected to learn as a result of successfully completing the course.

**Course Evaluation Method**

Include a breakdown of the graded course components and their weight in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). Students are entitled to know how they are progressing in a course based on the individual grades received. If you have a policy about how unexcused class absences will affect the final grade, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a “D-“).

**Course Grading Scale**

Include a breakdown of the graded course components and their weight in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). Students are entitled to know how they are progressing in a course based on the individual grades received. If you have a policy about how unexcused class absences will affect the final grade, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a “D-“).

**Policy on Makeup Tests, Late Work, and Incompletes (if applicable)**

If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student’s final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of Incomplete (“I”) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. If your college has elaborated on this policy, state so here.

**Special Course Requirements (if applicable)**

State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.

**Classroom Etiquette Policy (if applicable)**

If you have a particular policy relating to student behavior in the class, such as relating to tardiness or on the use of electronic devices in the classroom, state so here. Recognizing the unique relationship between faculty and student and adhering to the principles of academic responsibility, any such policies must be reasonable, non-discriminatory and not impede the educational mission.

**Policy on the Recording of Lectures (optional)**

Because of a new Florida Statute in 2021, the following model language is suggested for inclusion in course syllabi, at the discretion of individual faculty:

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University’s Student Code of Conduct and/or the Code of Academic Integrity.

**Attendance Policy**

*Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.*

**Counseling and Psychological Services (CAPS) Center**

*Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to* [*http://www.fau.edu/counseling/*](http://www.fau.edu/counseling/)

**Disability Policy**

*In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU’s campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at* [*www.fau.edu/sas/*](http://www.fau.edu/sas/)*.*

**Code of Academic Integrity**

*Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see* [*University Regulation 4.001*](http://wise.fau.edu/regulations/chapter4/Reg_4.001_5-26-10_FINAL.pdf)*.*

If your college has particular policies relating to cheating and plagiarism, state so here or provide a link to the full policy—but be sure the college policy does not conflict with the University Regulation.

**Required Texts/Readings**

To reduce costs for our students, we strongly encourage you to explore the adoption of open educational resources (OER), textbooks and other materials that are freely accessible. We also encourage you to clearly state in the syllabus if course materials are available on reserve in the Library.

**Supplementary/Recommended Readings (if applicable)**

**Course Topical Outline**

Include a breakdown of topics covered (generally, by class day or by week), deadlines for course assignments/requirements, and dates of exams, quizzes, papers, and completion of readings. The *Provost’s* *Policy and Procedure: Definitions of a Credit Hour* needs to be followed in developing out-of-class assignments*.*