# Syllabus

# Course Number, Section and Title

##### UNIQUE NUMBER

###### Semester

Class Mode: [In-person, hybrid, online]

Class Meets: [Time, Days, and Location]

# Teaching Team

|  |  |
| --- | --- |
| **Instructor** | **TA** |
| Pronouns:Email:Office:Office hours:Phone: | Pronouns:Email:Office:Office hours:Phone: |

# Course Description

### University Catalog Course Description

[Paste description from [course catalog.](https://registrar.utexas.edu/catalogs)]

### Pre-requisites for the course

[What courses, and if applicable course grades, are required to enroll in the course. This should be consistent with the course catalog. Remove this section if it does not apply to your course.]

### What will I learn?

MAIN SKILLS AND ATTITUDES TO BE DEVELOPED

[List skills that align with professional practice in the field]

### learning outcomes

[Make use of [CATE online resources](https://moody.utexas.edu/centers/center-advancing-teaching-excellence/design-your-course) as a refresher to craft effective, aligned learning outcomes or make a consultation appointment if you are unfamiliar with the process.]

1. LO1
2. LO2
3. LO3

### Flag courses

[Instructors teaching courses that carry one or more of the Skills and Experience Flags are requested to include a statement about the Flag(s) in their syllabus. Suggested wording for these statements may be found [here](https://ugs.utexas.edu/flags/faculty-resources/teaching/syllabus).

### How Will I Learn?

### How to succeed in this course

Your success in this class is important to me. We all learn differently, and everyone struggles sometimes. You are not, ever, the only one having difficulty! If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we will develop strategies to meet both your needs and the requirements of the course. I also encourage you to review student resources available through [Moody Cares](https://moody.utexas.edu/diversity/student-resources) and I am happy to connect you with a person or Center if you would like.

### TEACHING MODALITY INFORMATION

[State the course modality and clearly explain how class meetings will be conducted. Modalities could include fully online (asynchronous or a combination of synchronous/asynchronous learning), in-person (requires in-person attendance), or hybrid (online plus optional in-person class time). If there will be no alternative to in-person attendance, other than normal emergency accommodations, note this clearly (some in-person course instructors choose to post course recordings, and students get confused and think everyone is required to do so). If the course has multiple formats—e.g., lecture, lab and discussion, group learning projects and/or presentations—these should be explained.]

### Communication

The course Canvas site can be found [here](https://utexas.instructure.com/). If you want to communicate with me outside of class, please email me through the Canvas Inbox. You are responsible for ensuring that the primary email address you have recorded in the university [directory](https://directory.utexas.edu/) is the one you will check for course communications because that is the email address that Canvas uses.

### Asking for help

[How best to access or ask questions of the instructor (and teaching assistants) outside of class time? How will office hours be conducted?]

### Diversity, Equity and Inclusion

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed, and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns.
DISABILITY & ACCESS (D&A)

[This is required syllabus content, with [wording options provided at this page](https://diversity.utexas.edu/disability/critical-ways-faculty-can-support-all-students-with-disabilities/?utm_campaign=DDCE-SSD-ProfEM1-Aug21-EML&utm_medium=email&utm_source=Eloqua#syllabus-statement). Note that instructors should not use the syllabus to limit in any way a student’s right to receive or deliver an accommodation letter or to request accommodation. Concerns about a particular student’s situation may be discussed with the director of D&A.]

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Disability & Access (D&A). Please refer to the [D&A website](https://diversity.utexas.edu/disability/) for more information. If you are already registered with D&A, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

### Course Requirements and Grading

### Required Materials

### [A list of required and recommended course materials, such as textbooks, image collections, audio and audiovisual materials, software, supplies, articles, chapters, and excerpts as appropriate, identified by author, title, and publisher.]

While you are a student at The University of Texas at Austin, you have free access to the Microsoft 365 suite of applications. Applications available include Word, Excel, PowerPoint, Outlook, OneNote, Teams, and more! To get started, log in to your university account from the [University's Microsoft 365 webpage](https://office365.utexas.edu/) using your **eid**@my.utexas.edu email. From there you will be able to explore all M365 applications and opportunities available to you now!

Websites: <https://office365.utexas.edu/> , <https://office365.utexas.edu/students-and-microsoft-365>

### Required Devices

### [Any devices, especially computers or other electronic devices, that are needed to succeed in the course.]

### Classroom expectations

**Class attendance** [State your expectations for attendance with the rationale. Explain the consequences for not attending if there are any. If participation is included in the course grade, you should also list it in the assignments under “Grading for this Course” below.]

**Class participation** [What do you mean by this and how they can succeed? If participation is included in the course grade, you should also list it in the assignments under “Grading for this Course” below.]

**Behavior expectations** [State the guidelines and ground rules for appropriate behavior. You can reference a class-specific code of conduct (some instructors ask students to write this during the first week of class) or, more formally and officially, Section 11-400 of the Institutional Rules in the GIC.]

**Professional Standards** [List and describe any professional standards that apply in your school or to the subject being studied in your course.]

### Assignments

The following table represents how you will demonstrate your learning and how we will assess the degree to which you have done so.

|  |  |  |
| --- | --- | --- |
| Assignments | Points Possible | Percent of Total Grade |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

Late Work and making up missed work

[Description of your policies around late work, e.g., late work is not accepted, or late work is accepted subject to an x-point grade reduction for every hour late, etc. And a description of your policies and procedures around makeup assignments for missed work.]

Absences

[Describe if and how attendance will be used in determining the course grade, as well as any policies that apply to absences in your course.]

Use of a Curve

[Description of your practice regarding curving of grades.]

Equitable accommodation

**[Specify** policies such as dropping one or two assignment/quiz grades for any reason, or the option for taking a cumulative make-up exam if one exam is missed for any reason.]

Extra Credit

[Description of your policies: e.g., if you provide opportunities for extra credit, how is it awarded?]

+/- Gradng Policy

[Disclose whether or not +/- grades will be used for the final class grade.]

Grade Breaks

|  |  |
| --- | --- |
| Grade | Cutoff |
| A | 94% |
| A- | 90% |
| B+ | 87% |
| B | 84% |
| B- | 80% |
| C+ | 77% |
| C | 74% |
| C- | 70% |
| D+DD- | 67%64%60% |
| F | <60% |

### Course Outline

All instructions, assignments, readings, rubrics and essential information will be on the [Canvas website.](https://utexas.instructure.com/) Check Canvas regularly. **Changes** to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement. It is your responsibility to note these changes when announced, and I will do my best to ensure that you are notified of changes with as much advance notice as possible.

[Syllabus must include all major course requirements and assignments, along with the dates of exams and assignments that count for 20% or more of the class grade. Also, recall that [per the General Information Catalog](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/examinations/) no exam counting for more than 30% of the final course grade may be given during the last week of class, or during no-class days/reading days preceding the final exam period.]

Feel free to use the Complete column to track your progress.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Date | Day | Class Topic | Assignments/Activities | Date Due | Complete |
| 1. |  |  |  |  |  |  |
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# Course Policies and Disclosures

### ACADEMIC INTEGRITY EXPECTATIONS

Students who violate University rules on academic misconduct are subject to the student conduct process and potential disciplinary action. A student found responsible for academic misconduct may be assigned both a status sanction and a grade impact for the course. The grade impact could range from a zero on the assignment in question up to a failing grade in the course. A status sanction can range from probation, deferred suspension and/or dismissal from the University. To learn more about the academic integrity standards, tips for avoiding a potential academic misconduct violation and the overall conduct process, please visit the Student Conduct and Academic Integrity website. Anyone can report a violation using this [public incident report form](https://utexas-advocate.symplicity.com/public_report/index.php/pid030924).

[It is strongly recommended that you outline any individual expectations for assignment completion- including parameters around group work, authorized resources, citation requirements, etc. in the assignment directions. Clear and detailed expectations not only reduce the likelihood of a possible violation, but they also aid the Student Conduct team in holding students accountable that fail to adhere to the assignment directions.]

### CONFIDENTIALITY OF Class RecordingS

[If class recordings that include student [personally identifiable information](https://studentprivacy.ed.gov/content/personally-identifiable-information-pii) are to be made, UT Legal has indicated that the following disclosure should be included in the syllabus and wherever recordings are posted.]
Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

### Getting Help with technology

Students needing help with technology in this course should contact the [ITS Service Desk,](https://its.utexas.edu/contact) Moody College Technology Services located on the 3rd floor of CMA or by phone at 512-471-1199.

### content warning

### Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course will include topics that some students may find offensive and/or traumatizing. I’ll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

### [Best practice discussions around content warnings also suggest including tags or other warnings on the Course Outline (above) next to the assigned material.]

### Sharing of Course Materials is Prohibited

[Anyone concerned about the unauthorized sharing of their course materials through online sites should add the following statement to their syllabus. Including this statement regarding the posting and/or use of your course content by students establishes a proactive directive to students that is helpful to the office of [Student Conduct and Academic Integrity](https://deanofstudents.utexas.edu/conduct/facultyresources.php) in administering the conduct process should the material be posted in opposition to your written directive.]

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](https://deanofstudents.utexas.edu/conduct/) in the Office of the Dean of Students. These reports can result in initiation of the student conduct process and include charge(s) for academic misconduct, potentially resulting in sanctions, including a grade impact.

### Religious Holy Days

By [UT Austin policy](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/), you must notify me of your pending absence as far in advance as possible of the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### names and pronouns

Class rosters are provided to the instructor with the student’s legal name, unless they have added a “chosen name” with the registrar’s office, which you can do so [here.](https://utdirect.utexas.edu/apps/ais/chosen_name/) I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the pronouns you have asked to be used for you (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit [this site](https://utexas.instructure.com/courses/633028/pages/profile-pronouns). Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender identity & expression, and nationalities. More resources available on the [Gender and Sexuality Center’s website.](http://www.utgsc.org)

### land acknowledgment

### I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.

# University Resources for Students

DISABILITY & ACCESS (D&A)

[This required syllabus content is repeated from above. It may be included in either place, or both.]

Counseling and Mental Health Center (CMHC)

We all benefit from support during times of struggle. Know you are not alone. If you are experiencing signs of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other concern impacting your well-being – you are strongly encouraged to connect with CMHC. The Counseling and Mental Health Center is located on campus and provides a wide variety of mental health services to UT students including crisis services, counseling services with immediate support and well-being resources. Additionally, CARE Counselors are located within each of the academic schools and colleges. These counselors are familiar with the concerns that are unique to their unit’s students. For more information on CMHC, visit [the website](https://cmhc.utexas.edu/) or call 512-471-3515. The CARE counselor for Moody College is Abby Simpson (abigail.simpson@austin.utexas.edu).

University Health Services (UHS)

Your physical health and well-being are a priority. University Health Services is the on-campus medical facility providing high quality medical care and patient education to UT students. Services offered include general medicine, specialty clinics including the gynecology clinic, sports medicine, nutrition services, allergy, immunization and travel health and physical therapy, an urgent care, a 24/7 nurse advice line, and a lab and radiology services. For additional information, visit the [website](https://healthyhorns.utexas.edu/) or call 512-471-4955.

Sanger Learning Center

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit [the website](https://ugs.utexas.edu/slc) or call 512-471-3614 (JES A332).

Moody Writing Support Program

Even the best writers sometimes struggle when learning the unique language of communication professionals. Whether you’re writing your first news story or advertising copy or you’re polishing a screenplay, the [Moody Writing Support Program](http://moody.utexas.edu/moodywriting) can help boost your skill while providing encouragement to succeed. You can schedule a one-on-one session with a qualified writing coach from your department to brainstorm ideas, polish skills or work on problems.

Student Emergency Services (SES)

Student Emergency Services in the Office of the Dean of Students helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, you can work with Student Emergency Services. SES will document your situation and notify your professors. Additional information is available [here](https://deanofstudents.utexas.edu/emergency/) or by calling 512-471-5017.

### UT OUTPOST

The [UT Outpost](https://deanofstudents.utexas.edu/emergency/utoutpost.php) provides a food pantry to address food insecurity on campus, as well as a career closet to make sure every Longhorn has access to professional clothing for job and internship interviews.

# Important Safety Information

If you have concerns about the safety or behavior of fellow students, TAs or professors, contact BCCAL (the Behavior Concerns and COVID-19 Advice Line) [here](https://safety.utexas.edu/behavior-concerns-advice-line) or by calling 512-232-5050. Confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

Carrying of Handguns on Campus

Texas’ Open Carry law expressly prohibits a licensed to carry (LTC) holder from carrying a handgun openly on the campus of an institution of higher education such as UT Austin. Students in this class should be aware of the following university policies:

* Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](https://www.utexas.edu/campus-carry#ac).
* Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
* It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
* Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

### TITLE IX DISCLOSURE

[If this disclosure is included in the syllabus, the [Title IX office has specificed the following wording](https://utexas.app.box.com/s/ti9rsvgcvxqtor9eekvj6itfc2xquh5v/file/606865228465).]
Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as [Senate Bill 212](https://titleix.utexas.edu/sb212)) requires all employees of Texas universities, including faculty, report any information to the [Title IX](https://titleix.utexas.edu/) [Office](https://titleix.utexas.edu/) regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, written forms, applications, one-on-one conversations, class assignments, class discussions, or third-party reports) must report it to the [Title IX Coordinator](https://utexas-gme-advocate.symplicity.com/titleix_report/index.php/pid191906). Before talking with me, or with any faculty or staff member about a Title IX related incident, please remember that I will be required to report this information.

Although graduate teaching and research assistants are not subject to Texas Education Code, Section 51.252, they are [mandatory reporters](https://titleix.utexas.edu/mandatory-reporters) under federal Title IX regulations and are required to report [a wide range of behaviors we refer to as sexual misconduct,](https://titleix.utexas.edu/what-is-title-ix) including the types of misconduct covered under Texas Education Code, Section 51.252. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. The Title IX Office has [developed supportive ways](https://titleix.utexas.edu/support-resources) and compiled [campus resources](https://titleix.utexas.edu/helpful-handouts) to support all impacted by a Title IX matter.

If you would like to speak with a Case Manager for Support and Resources, who can provide support, resources or academic accommodations, in the Title IX Office, please email. A Case Manager can also provide support, resources and accommodations for pregnant, nursing, and parenting students.

For more information about reporting options and resources, visit [the website](http://www.titleix.utexas.edu/) or contact the Title IX Office via email or call 512-471-0419.

### campus safety

The following are recommendations regarding emergency evacuation from the [Office of Campus Safety](https://safety.utexas.edu/), 512-471-5767,

* Students should sign up for Campus Emergency Text Alerts at the page linked above.
* Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
* Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
* Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
* In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
* For more information, please visit the [Office of Emergency Management](https://emergencymanagement.utexas.edu/).