**Course Number, Section and Title**

**UNIQUE NUMBER**

**Semester**

**Class Meets:** *Time, Day(s), and Location*

|  |  |
| --- | --- |
| **Instructor:**  **Pronouns:**  **Email:**  **Phone:** | **Office:**  **Office Hours:** |
| **Teaching Assistant:**  **Pronouns:**  **Email:**  **Phone:** | **Office:**  **Office Hours:** |

**Course Description**

**University Catalog Course Description**

## What will I learn?

### Main skills and attitudes to be developed

### Learning Outcomes

## How will I learn?

## Pre-requisites for the course

## How to succeed in this course

**Course Requirements**

## Required Materials



## Required Devices

## Classroom expectations

## Assignments

#### Assignment 1 *(Outcome Alignment)*

Description (% of grade)

#### Assignment 2 *(Outcome Alignment)*

Description (% of grade)

## Grading for this Course

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.** |  |  |
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| **3.** |  |  |
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| **4.** |  |  |
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| **5.** |  |  |
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| **6.** |  |  |
| **7.** |  |  |
| **8.** |  |  |

**Course Outline**

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at

[https://utexas.instructure.com.](https://utexas.instructure.com/) Check this site regularly and use it to ask questions about the course schedule.

**Changes**to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Date | Day | Class Topic | Out of class activities |  | Assignments due |
| 1 |  |  |  |  |  | |
| **Unit 1:** | | | |  |  |  |
| 2 |  |  |  |  |  | |
|  |  |  |  |  |  | |
| 3 |  |  |  |  |  | |
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| 4 |  |  |  |  |  | |
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| 5 |  |  |  |  |  | |
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| 6 |  |  |  |  |  | |
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| 7 |  |  |  |  |  | |
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| --- | --- | --- | --- | --- | --- | --- |
| **Unit 2:** | | | |  |  |  |
| 8 |  |  |  |  |  | |
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| 9 |  |  |  |  |  | |
|  |  |  |  |  |  | |
| 10 |  |  |  |  |  | |
|  |  |  |  |  |  | |
| 11 |  |  |  |  |  | |
|  |  |  |  |  |  | |
| 12 |  |  |  |  |  | |
|  |  |  |  |  |  | |
| **Unit 3:** | | | | | | |
| 13 |  |  |  |  |  |  |
|  |  |  |  | |  |
| 14 |  |  |  |  |  |
|  |  |  |  |  |  |
| 15 |  |  |  |  |  |
|  |  |  |  |  |  |

**Policies**

**Classroom Statements and Policies**

**Land Acknowledgment**

I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what is now 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.

Optional follow-up:

*Land Engagements and/or Commitments*

In recognition of the ongoing and cumulative challenges faced by Indigenous Peoples in Central Texas and globally, we call upon The University of Texas at Austin:

* To repatriate the ancestral remains held by the Texas Archeological Research Laboratory to their Indigenous descendant communities and Native lands.
* To commit to the active recruitment and material support of Native American and Indigenous students, who currently comprise fewer than 0.2% of UT Austin’s student body.
* To support the transition of the Program in Native American and Indigenous Studies into a Center.
* To establish a protocol of research and study on Tribal or Native lands, and to foster an ethics and practice of engaged scholarship, with and for Indigenous peoples and communities, locally and internationally.

**Statement on Learning Success**

Your success in this class is important to me. We will all need to be adaptable because we all learn differently. 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’ll develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT. Many are listed on this syllabus, but I am happy to connect you with a person or Center if you would like.

**Statement on Flexibility**

In acknowledgement of COVID 19 and its impact on the University of Texas at Austin community, this course will reaffirm one of the core values here at UT Austin: responsibility. Our responsibility to ourselves and each other is to put our humanity in the forefront of our academic pursuits. With that being said, this semester I commit to being adaptable in this time of great need, which is reflected in the course policies below around attendance, grading, and assignments/exams.

If you experience any hardships such as illness, accident, family crisis please know that these policies may be amended and therefore you should communicate with me as soon as you feel comfortable doing so. If for any reason you do not feel comfortable discussing with me, please visit [Student Emergency Services.](https://deanofstudents.utexas.edu/emergency/) For additional campus resources, please visit [protect.utexas.edu](https://protect.utexas.edu/).

#### Personal 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, gender variance, and nationalities. Class rosters are provided to the instructor with the student’s legal name, unless they have added a “preferred name” with the Gender and Sexuality Center, which you can do so here: <http://diversity.utexas.edu/genderandsexuality/publications-and-resources/>. 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 gender pronouns you use (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 <https://utexas.instructure.com/courses/633028/pages/profile-pronouns>.

**Grading Policies**

As I hope you can see, flexibility is built into the assignments to support your success in this course. If you miss a smaller assignment or don’t do as well on your earlier journal entries, your grade will not be impacted significantly. Consequently, the final grades are firm, and no additional curve is available.

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| --- | --- | --- |
| Grade | Cutoff | Points needed |
| A | 94% | 940 |
| A- | 90% | 900 |
| B+ | 87% | 870 |
| B | 84% | 840 |
| B- | 80% | 800 |
| C+ | 77% | 770 |
| C | 74% | 740 |
| C- | 70% | 700 |
| D | 65% | 650 |
| F | <65% | <650 |

#### Late work and grade periods

No late assignments will be accepted. However, this semester each student will have an “End of the week” grace period for two (2) assignments to be used at your discretion. “End of the week” is defined as Saturday at 9pm, so as long as you submit the assignment before that time, you will have used one of your two allotted “end of the week” grace periods and no points will be taken for lateness.

*(For example: The assignment is due Tuesday at noon. If you turn it in that Tuesday at 1:00pm, you will have used one of your “end of the week” grace periods. Similarly, if you turn it in on Friday at 3:00pm you will have used one of these grace periods.)*

#### Absences

Being present is critical to achieving our goals for this course. You are welcome to utilize one (1) class absence during the semester as needed without explanation to me. In this case, you will be allowed to make up assignments or participation points you may have missed during this session. In addition to participating in synchronous meetings, you can earn participation points through assignments and asynchronous discussions. However, please keep in mind that if you miss multiple classes, you will begin to see a dip in your attendance and participation points.

If you are absent on the day that your team meets, you are responsible for providing your team with the necessary information to compensate for your absence. *It is crucial to keep in communication with your team members; you are responsible for letting both us and your team know if you cannot make it to a class*.

*Excused Absence***:** Absences will be considered excused if they are for religious holidays or extenuating circumstances due to medical or family emergencies. If you plan to miss class due to observance of a religious holiday, please let us know at least two weeks in advance. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with us for details or arrangements.

*If you have to be absent, use your resources wisely*. Ask your team and other classmates to get a run-down and notes on any lessons you miss. If you find there are topics that we covered while you were gone that raise questions, you may come by during office hours or schedule a meeting to discuss. Email specific questions you have in advance so that we can make the most of our time. “What did I miss?” is not specific enough.

#### University Resources and Supports for Students

#### *Services for Students with Disabilities*

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 Services for Students with Disabilities (SSD). Please refer to SSD’s website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, 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.

*Counseling and Mental Health Center*

The [Counseling and Mental Health Center](https://cmhc.utexas.edu/index.html) serves UT’s diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students’ well-being, academic and life goals. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515.

If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

*The 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  <http://www.utexas.edu/ugs/slc> or call 512-471-3614 (JES A332).

*BeVocal*

BeVocal is a university-wide initiative to promote the idea that individual Longhorns have the power to prevent high-risk behavior and harm. At UT Austin all Longhorns have the power to intervene and reduce harm. To learn more about BeVocal and how you can help to build a culture of care on campus, go to: [https://wellnessnetwork.utexas.edu/BeVocal](http://wellnessnetwork.utexas.edu/BeVocal).

*Wellbeing Resources*

[Longhorn Wellness Center](https://www.healthyhorns.utexas.edu/healthpromotion.html) resources for self-care

[Virtual Mindfulness and Stress Reduction Activities](https://cmhc.utexas.edu/stress-reduction.html)

*Undergraduate Writing Center*: <http://uwc.utexas.edu/>

*Libraries*: <http://www.lib.utexas.edu/>

*ITS*: <http://www.utexas.edu/its/>

*Student Emergency Services*: <http://deanofstudents.utexas.edu/emergency/>

*UT University Health Services:* <https://healthyhorns.utexas.edu/>

#### Important Safety Information

***COVID-19 Update:*** While I will post information related to the contemporary situation on campus, you are encouraged to stay up-to-date on the latest news as related to the student experience. <https://protect.utexas.edu/>

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCCAL (the Behavior Concerns and COVID-19 Advice Line): 512-232-5050. Your call can be anonymous. If something doesn’t feel right – it probably isn’t. Trust your instincts and share your concerns.

The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

Occupants of buildings on The University of Texas at Austin campus are required to 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.
* Link to information regarding emergency evacuation routes and emergency procedures can be found at:

[www.utexas.edu/emergency](http://www.utexas.edu/emergency)

***Title IX Reporting***

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, unprofessional or inappropriate conduct of a sexual nature, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When unprofessional or inappropriate conduct of a sexual nature occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university’s [relevant policies](https://titleix.utexas.edu/relevant-polices/).

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, report any information to the Title IX Office 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, writing assignments, class discussions, or one-on-one conversations) must be reported. **I am a Responsible Employee and** **must report any Title IX related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu). For more information about reporting options and resources, visit <http://www.titleix.utexas.edu/>, contact the Title IX Office via email at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), or call 512-471-0419.

Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as unprofessional or inappropriate conduct of a sexual nature, including the types of conduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

**Emergency Evacuation Procedures**

The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

#### University Policies

#### **Academic Integrity**

Each student in the course is expected to abide by the University of Texas Honor Code: “As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.” You are responsible for understanding UT’s Academic Honesty and the University Honor Code which can be found at the following web address: <https://deanofstudents.utexas.edu/conduct/standardsofconduct.php>

**Plagiarism is taken very seriously at UT** and is subject to academic disciplinary action, including failure of the course**.**To learn more about what plagiarism is and how to avoid it, see the [Avoiding Plagiarism tutorial](https://guides.lib.utexas.edu/c.php?g=539686&p=8083280) developed by the UT Libraries in partnership with the Writing Flag program and Student Judicial Services.

#### Q Drop Policy

If you want to drop a class after the 12th class day, you’ll need to execute a Q drop before the Q-drop deadline. Under Texas law, you are only allowed six Q drops while you are in college at any public Texas institution. For more information about Q drops in general, see: <http://www.utexas.edu/ugs/csacc/academic/adddrop/qdrop>. For

**COVID-19 Updates**

For the most up to date information on learning during COVID-19, including guidance about safety, cloth masks in classrooms, and classroom guidelines, see <https://protect.utexas.edu/learning/>.