Instructions

The *Course Syllabus Template* will assist you in creating strong, effective syllabi for your honors courses. The template contains all suggested policies outlined by the Office of Legal Affairs (OLA). According to OLA, “By including such policies in the syllabus, faculty members can clearly set forth their expectations for classroom behavior, and students will be duly notified of those expectations at the outset of the course” (*Office of Legal Affairs*, 2016, para. 1).
COURSE NUMBER: ________________________
COURSE TITLE: ________________________
INSTRUCTOR EMAIL: ____________________
OFFICE HOURS: ________________________
CLASS TIME/LOCATION: ____________________

CATALOG DESCRIPTION

- Include the proposed or current University Catalog description of the course.

COURSE PREREQUISITES and/or CO-REQUISITES

COURSE OBJECTIVES

- List the objectives of the course in terms of learning outcomes and the knowledge, skills, and/or dispositions that students will develop and be able to demonstrate in the course.
- Begin objectives with a leader such as, *Upon completion of the course, the student will be able to:*

COURSE SCHEDULE

- Describe or outline the subject matter topics covered in the course
- Attach a semester calendar with a topical outline of course content.

COURSE ASSIGNMENTS/ACTIVITIES

- Describe or list the kinds of instructional assignments and activities used to achieve course objectives.
- Describe the purposes and expectations of all required community experiences.

COURSE EVALUATION

- Describe or list methods and criteria for evaluating students' achievement of course objectives.
- Describe how course assignments will be evaluated.
REQUIRED TEXTS & READINGS

- List probable textbooks, supplemental readings, software, and/or resources.
- Include a bibliography of important references relevant to the course.

CLASS POLICIES
(Describe expectations for each of the following. Refer to the Office of Legal Affairs website for suggested wording.)

- Attendance Policy
- Student Behavior Policy (cell phones, laptops, etc.)
- Online Student Course Evaluation Process (procedures for mid-term and final course evaluations)

CAMPUS POLICIES AND SERVICES
(Refer to the Office of Legal Affairs website for additional policies that you may wish to add)

- **Academic Integrity and Plagiarism:** Students have the responsibility to know the requirements of and abide by the UNCC Code of Student Academic Integrity. This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor, and are binding on the students. Academic evaluations in this course include a judgment that the student’s work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be expelled from UNCC. The normal penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases the course grade is reduced to F. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty to the course instructor.

- **Title IX:** UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 687-0311); (2) Student Health Center (studenthealth.uncc.edu, 687-7400); or (3) Center for Wellness Promotion (wellness.uncc.edu, 687-7407). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

- **Disability Services:** Students with documented disabilities who need accommodations with regard to assignments and/or exams should inform the instructor at the beginning of the semester. Students with disabilities are encouraged to visit disability services (http://ds.uncc.edu, Fretwell 230, 704-687-0040).

- **Multicultural Resource Center:** This center offers a host of multicultural programs providing expanded learning opportunities for students while honoring the unique diversity present at UNC Charlotte and the greater Charlotte community. (http://mrc.uncc.edu, Student Union Room 210, 704-687-7121).
• **Academic and Personal Support:** If you find yourself struggling with this course, please make an appointment to meet with the instructor and/or seek academic support before it is too late. (See Academic Excellence/Tutorial Services; [http://ucae.uncc.edu/](http://ucae.uncc.edu/), Colvard 2300, 704-687-7837)

• **Religious Holidays:** Students who observe religious holidays that happen to fall during class time will be asked to fill out and submit a Religious Holiday Observance Form before the census date for the semester, preferably during the first week of class. Students will not be penalized for being absent from class in observance of a religious holiday as long as they have notified the instructor of their absence via the Religious Holiday Observance Form the first week of class. (See NC General Assembly approved law codified as NCGS116-11(3a).) This form falls under the guidelines of the Honor Code. Any fabrication or dishonest statement will be considered a violation of the honor code and will be referred to the Academic Integrity Board.

• **Preferred Gender Pronoun:** This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

• **Inclement Weather Policy:** In the event of inclement weather, the Office of Public Relations will contact radio and television stations in the area should it be necessary to close the University. There is also a University Inclement Weather Line at 704-687-1900. I will follow whatever the University decides with respect to class cancellation. The Honors College advises students to use their best judgment as to conditions in their area.

***The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be announced in class and posted on Canvas***