

(Updated 07/31/2024)

Course designator, number, and full title

Course Information

Course description Number of credit hours Course details about location, day, and time
Prerequisites (previous courses, knowledge, and skills) General Education
requirements satisfied (if applicable)

Course Delivery Method

Mode of Instruction

In-person
Online
Hybrid/Blended
Hyflex
Split-Delivery
Distance Synchronous Learning

Time Options

Asynchronous Synchronous Hybrid

Digital Services, Hardware, Software

Learning Management System (i.e. Brightspace), Web or Video Conferencing Service (i.e. Google Meet, Zoom), Video Recording/Sharing Service (i.e. Kaltura), Collaboration and Communication Services (i.e. Google Drive and Docs), Library and eReserve Service, Required Hardware and Software (and access arrangements if relevant), Generative AI services.

Faculty Information

Name & Title, Phone numbers, e-mail address Office address, where applicable Office hours, or how to request an appointment Link to virtual office hours, when applicable

Instructional Materials and Methods

[Textbook title(s) and other required course materials.]

[List of references and reserve materials, and where they can be accessed.]

[Describe any non-traditional teaching methods used in the course and indicate anything that goes beyond traditional classroom or online course experience, especially those that should be scheduled in advance.]

Course Goals:

[Indicate what will be learned in the course. Goals should be stated as broad, generalized statements.]

Instructional Objectives:

[Think of these objectives as the tools that you will use in your course to ensure that the course goals are being reached.]

Student Learning Outcomes

[Using specific statements, describe the knowledge, skills and dispositions that students are expected to learn through their successful completion of the curriculum.]

Grading and Course Expectations

[List the grading criteria for the assessments in your course.]

[List the components of final course grade and how much each component is worth (or weighted).]

[List your expectations for student engagement, in the class and beyond. Indicate when factors other than the listed assessments will have an impact on the grade (ie attendance, active participation, field trips).]

[Indicate grading scale for the course.]

Course Schedule:

[The course schedule should indicate the following:

- Meeting dates and times
- Topics
- Assignments
- Tests or Quizzes
- Other Assessments
- Due dates
- Breaks in the academic calendar
- If and when a final exam will take place
- The last day to hand in work]

Course Policies

[List your requirements for attendance and class participation.]

[Indicate your policies on late or incomplete assignments, make-up work, the ability to retake and reschedule exams, and extra credit.]

[Some faculty find it helpful to include a statement on classroom civility.]

[You may also wish to include a statement about inclusive or non- sexist language.]

[Any other policies you have for your course can be listed here as well.]

Campus Policies

Academic Honesty Statement:

Academic honesty is very important. It is dishonest to cheat on exams, to copy term papers, to submit papers written by another person, or generated by software or systems without the explicit approval of the instructor, to fake experimental results, or to copy or reword parts of books or articles into your own papers without appropriately citing the source. Students committing or aiding in any of these violations may be given failing grades for an assignment or for an entire course, at the discretion of the instructor. In addition to any academic action taken by an instructor, these violations are also subject to action under the University of Maine Student Conduct Code. The maximum possible sanction under the student conduct code is dismissal from the University.

Please see the [University of Maine System's Academic Integrity Policy](#) listed in the Board Policy Manual as Policy 314.

Students Accessibility Services Statement

[This should be customized to include the instructor's name]: If you have a disability for which you may be requesting an accommodation, please contact Student Accessibility Services, 139 Rangeley Rd, um.sas@maine.edu, 581.2319, as early as possible in the term. Students may begin the accommodation process by submitting an [accommodation request form](#) online and uploading documentation. Once students meet with SAS and eligibility has been determined, students submit an online request with SAS each semester to activate their approved accommodations. SAS creates an accessibility letter each semester which informs faculty of potential course access and approved reasonable accommodations; the letter is sent directly to the course instructor. Students who have already been approved for accommodations by SAS and have a current accommodation letter should meet with me (the instructor of the course) privately as soon as possible.

Course Schedule Disclaimer (Disruption Clause):

In the event of an extended disruption of normal classroom activities (due to COVID-19 or other long-term disruptions), the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.

Observance of Religious Holidays/Events:

The University of Maine recognizes that when students are observing significant religious holidays, some may be unable to attend classes or labs, study, take tests, or work on other assignments. If they provide adequate notice (at least one week and longer if at all possible), these students are allowed to make up course requirements as long as this effort does not create an unreasonable burden upon the instructor, department or University. At the discretion of the instructor, such coursework could be due before or after the examination or assignment. No adverse or prejudicial effects shall result to a student's grade for the examination, study, or course requirement on the day of religious observance. The student shall not be marked absent from the class due to observing a significant religious holiday. In the case of an internship or clinical, students should refer to the applicable policy in place by the employer or site.

Sexual Violence Policy

[There are two versions of this statement. You must include either the long version or the short version in your syllabus.]

Long Version:

Sexual Discrimination Reporting

The University of Maine is committed to making campus a safe place for students. Because of this commitment, if you tell a faculty or staff member who is deemed a “responsible employee” about sexual discrimination, they are required to report this information to Title IX Student Services or the Office of Equal Opportunity.

Behaviors that can be “sexual discrimination” include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. Therefore, all of these behaviors must be reported.

Why do teachers have to report sexual discrimination?

The University can better support students in trouble if we know about what is happening. Reporting also helps us to identify patterns that might arise – for example, if more than one person reports having been assaulted or harassed by the same individual.

What will happen to a student if a teacher reports?

An employee from Title IX Student Services or the Office of Equal Opportunity will reach out to you and offer support, resources, and information. You will be invited to meet with the employee to discuss the situation and the various options available to you.

If you have requested confidentiality, the University will weigh your request that no action be taken against the institution’s obligation to provide a safe, nondiscriminatory environment for all students. If the University determines that it can maintain confidentiality, you must understand that the institution’s ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, may be limited. There are times when the University may not be able to honor a request for confidentiality because doing so would pose a risk to its ability to provide a safe, nondiscriminatory environment for everyone. If the University determines that it cannot maintain confidentiality, the University will advise you, prior to starting an investigation and, to the extent possible, will share information only with those responsible for handling the institution’s response

The University is committed to the well-being of all students and will take steps to protect all involved from retaliation or harm.

If you want to talk in confidence to someone about an experience of sexual discrimination, please contact these resources:

For *confidential resources on campus*: **Counseling Center: 207-581-1392** or **Northern Light Primary Care, University of Maine: at 207-581-4000**. *Confidential Resource Advisor: 207-571-5372 (call or text)*. Or see the [Confidential Resource Advisor website](#) for a complete list of services and resources (open in a new window).

For *confidential resources off campus*: **Rape Response Services: 1-800-871-7741** or **Partners for Peace: 1-800-863-9909**.

Other resources: The resources listed below can offer support but may have to report the incident to others who can help:

For *support services on campus*: **Title IX Student Services: 207-581-1406**, **Office of Community Standards: 207-581-1406**, **University of Maine Police: 207-581-4040** or **911**.

[Visit the Title IX Student Services website at umaine.edu/titleix/](http://umaine.edu/titleix/) for more information.

Short Version:

Sexual Discrimination Reporting

The University of Maine is committed to making campus a safe place for students. Because of this commitment, if you tell a faculty or staff member who is deemed a “responsible employee” about an experience of sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct or any form of gender discrimination involving members of the campus, they are required to report this information to Title IX Student Services or the Office of Equal Opportunity.

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