

*Instructors can replace this header with the Logos of their respective Departments at : <https://images.uh.edu/gallery3/logos/>

**This is a placeholder for an editable Google drawing. Instructors may use this to create course banners (optional).*



Table of Contents

- [Instructor Contact](#)
- [Course Information](#)
- [Course Materials](#)
- [Technology](#)
- [Assessments](#)
- [Course Policy](#)
- [University Policy](#)

Instructor Contact

Picture:	 <i>*(optional) instructors may put a profile picture</i>
Instructor Name	
Email and Phone Number	
Office Hours and Location	
Teaching/ Lab Assistant:	
TA e-mail:	

Course Information

Course Title/Section:	
Course Meeting Days, Times, and Location:	
Class Delivery Method	
Course Catalog Description:	
Course Pre/Co Requisites:	
Course Student Learning Outcomes (goals):	
General Education Statement:	

Course Materials

Required Course Textbooks:	
Required Course Materials:	
Supplemental/Optional Course Materials:	

Technology *(If applicable, explain the needed course technologies. If there are none, delete this item.)

Technology Requirements for Course:	
Technology Skills Required for Course:	

Technology Support:	Student assistance for Blackboard can be found by visiting http://www.uh.edu/blackboard/help/, calling 713-743-1411, or emailing support@uh.edu. Software or hardware can be purchased at the UH Bookstore or UH CougarByte Discount website (http://www.cougarbyte.com/). Students may also contact NSMIT support at support@nsm.uh.edu or go to the website at http://nsm.it.uh.edu/ to access the live chat. Additional UH computer labs are available all over campus. Learn more by visiting http://www.uh.edu/infotech/services/facilities-equipment/comp-labs/
----------------------------	---

Course Policy

Course Attendance Policy:																									
Course Participation/Contribution:																									
Student expectations and etiquette (*required only in hybrid/online courses):																									
Course Calendar/Schedule:																									
Create a course schedule which students can add to their Google calendars (optional)																									
*Instructors can access both Google sheets by clicking on the links provided. Instructors may also input values directly in the sample provided as well.																									
Course Schedule 0/5 completed <table><tr><th>✓</th><th>Date</th><th>Task</th><th>Homework</th></tr><tr><td>week 1</td><td>1/8</td><td>Class Introduction</td><td></td></tr><tr><td>week 2</td><td>1/10</td><td>Cells</td><td></td></tr><tr><td>week 3</td><td>1/15</td><td>Viruses</td><td></td></tr><tr><td>week 4</td><td>1/17</td><td>Bacteria</td><td></td></tr><tr><td>week 5</td><td>1/8</td><td></td><td></td></tr></table>		✓	Date	Task	Homework	week 1	1/8	Class Introduction		week 2	1/10	Cells		week 3	1/15	Viruses		week 4	1/17	Bacteria		week 5	1/8		
✓	Date	Task	Homework																						
week 1	1/8	Class Introduction																							
week 2	1/10	Cells																							
week 3	1/15	Viruses																							
week 4	1/17	Bacteria																							
week 5	1/8																								
*Instructors may select the appropriate dates from the calendar. In an empty cell, first input a desired date to be able to access the calendar.																									

Instructor name- Course date

Syllabus link: *shortened url can be given to students

**I (instructor name) reserve the right to adjust this syllabus at any time during the semester.*

Assessments

Course Assessments and Requirements:

Course Grading Policy:

Assignment	Weight or Points	Due Date
Assignment 1	##	
Assignment 2	##	
Assignment 3	##	
Assignment 4	##	
Assignment 5	##	
Exam 1	#	
Exam 2	#	
Total	100% or total points	

Instructor Grading and Feedback Response Time:

Exam/ Test dates: [Create a list students can add to their Google calendars](#) (optional)

Example: *This Google sheet works the same way as the Class Schedule Google sheet

Test/ Exam Dates *Course Number

Week	✓	Date	Task
------	---	------	------

Week 1		8/15	Syllabus Quiz
--------	--	------	---------------

Week 2		8/17	Test 1
--------	--	------	--------

Week 3		8/22	Test 2
--------	--	------	--------

Week 4		8/24	Exam 1
--------	--	------	--------

Course Grading scale : (Example)

Final Overall Score	Letter Grade
92.0-100	A
90.0-91.9	A-
88.5-89.9	B+
82.0-88.4	B
80.0-81.9	B-
78.5-79.9	C+
72.0-78.4	C
70.0-71.9	C-
68.5-69.9	D+
62.0-68.4	D
59.9-61.9	D-

Instructor name- Course date

Syllabus link: *shortened url can be given to students

*I (instructor name) reserve the right to adjust this syllabus at any time during the semester.

<59.9	F
Final Score	Letter Grade

Late/Missing Work Policy:	
---------------------------	--

Institutional Policies

Course evaluations: Course evaluations are an important part of our efforts to continuously improve the learning experience at UH. Toward the end of the semester, you will receive a link to evaluations and are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymous evaluations.

Academic Honesty - Students are expected to abide by the university's academic honesty policy in all matters concerning this course. In particular, **plagiarism**, "Representing as one's own work the work of another without acknowledging the source," whether intentional or unintentional, will not be tolerated. Please read the University of Houston Graduate Catalog to review the [academic honesty policy](#).

ADA Disabilities Statement - When possible, and in accordance with 504/ADA guidelines, we will attempt to provide reasonable academic accommodations to students who request and require them. Please contact the [Justin Dart Jr. Student Accessibility Center](#) at ext. 3-5400 or JDCenter@central.uh.edu for more assistance.

Incompletes - Incompletes are not available as alternatives for students who fall behind. University of Houston guidelines regarding an incomplete grade state that the grade of "I" is a conditional, temporary grade given *when the student is passing a course but, for non-academic reasons beyond the student's control, has not completed a relatively small part of his or her requirements* by the end of the academic term or summer session. Please refer to your departmental website for more information on the **NSM Incomplete Grade Agreement**.

Counseling and Psychological Services (CAPS) - Students who are having difficulties managing stress, adjusting to college, or who just need someone to talk to, can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments. Conversely, no appointment is necessary for the "Let's Talk" program, a drop-in consultation service available at convenient locations and hours around campus. Information on this program can be found at http://www.uh.edu/caps/outreach/lets_talk.html

UNIVERSITY OF HOUSTON SYLLABUS LANGUAGE: FALL 2021

Required Language for Courses with a Face-to Face Component

Face Covering Policy

To reduce the spread of COVID-19, the University strongly encourages everyone (vaccinated or not) to wear face coverings indoors on campus including classrooms for both faculty and students.

Presence in Class

Your presence in class each session means that you:

- Are NOT exhibiting any [Coronavirus Symptoms](#) that makes you think that you may have COVID-19
- Have NOT tested positive or been diagnosed for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see [Student Protocols](#) for what to do if you experience symptoms and [Potential Exposure to Coronavirus](#) for what to do if you have potentially been exposed to COVID-19. Consult the (select: [Undergraduate Excused Absence Policy](#) or [Graduate Excused Absence Policy](#)) for information regarding excused absences due to medical reasons.

Required Language for All Courses

COVID-19 Information

Students are encouraged to visit the University's [COVID-19](#) website for important information including on-campus testing, vaccines, diagnosis and symptom protocols, campus cleaning and safety practices, report forms, and positive cases on campus. Please check the website throughout the semester for updates.

Vaccinations

Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](#), consult with their health care provider. The University strongly encourages all students, faculty and staff to be vaccinated.

Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student](#)

[Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and note taking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Syllabus Changes

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible (*specify how students will be notified of changes*).

Recommended Language

Resources for Online Learning

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Blackboard; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

UH Email

Please check and use your CougarNet email for communications related to this course. To access this email, [login](#) to your Microsoft 365 account with your CougarNet credentials.

Webcams

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on (*state when webcams are required to be on and the academic basis for requiring them to be on*). (Example: Webcams

must be turned on during exams to ensure the academic integrity of exam administration.)

Honor Code Statement

Students may be asked to sign an honor code statement as part of their submission of any graded work including but not limited to projects, quizzes, and exams: “ *I understand and agree to abide by the provisions in the (select: [University of Houston Undergraduate Academic Honesty Policy](#)_, [University of Houston Graduate Academic Honesty Policy](#)_. I understand that academic honesty is taken very seriously and, in the cases of violations, penalties may include suspension or expulsion from the University of Houston.*”

Helpful Information

Coogs Care: <https://www.uh.edu/dsaes/coogscare/>

Laptop Checkout Requests:

<https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop>

Student Health Center: <https://www.uh.edu/healthcenter/>