

Syllabi must contain all elements of ACD 304-10:
<https://public.powerdms.com/ASU/documents/1541231>

SUB NUM

Course Title

Course Description

Enrollment Requirements

Contact information

Instructor:

Email:

Phone:

Office hours:

Office location:

Course Overview (optional) This is a more extensive version of the catalog description that expands on the course content and goals, and amplifies key points of methodology, clinical or theoretical approach. Course themes and special requirements may be provided.)

Course Objectives Course objectives describe what a faculty member will cover in a course. They are generally more broad than student learning outcomes. Course objectives can be duplicated text from the course description. Only faculty with disciplinary expertise should identify the course objectives.

Expected Learning Outcomes Learning outcomes indicate what students are expected to gain from the course, as opposed to what the instructor wishes to accomplish. Address specific tasks, fields of knowledge, methodologies, techniques, etc., at a level of expectation appropriate to the course content. For example: "Students completing course X will be able to..." The number of outcomes per course varies widely, depending on program requirements, external accreditation, and the specific nature of the course. Properly written outcomes are observable and measurable.

General Studies Gold Syllabus Statement (For courses with General Studies Gold designations): Include the relevant [General Studies Gold Syllabus statement](#) for the course.

Assignments/Exams List any required assignments, examinations, projects, papers, etc. Describe the types of assignments and their number and frequency (e.g., number of pages per semester of critical writing; average hours spent in laboratory work). Include a brief explanation of discipline-specific assignments such as collaborative projects. Descriptions should clarify such things as length and format of papers, structure of projects, nature of exams, and how they correlate with learning outcomes.

When possible, include:

- Weight of each assignment or exam
- Kinds of papers or projects, format, due dates
- Reading assignments, due dates
- Rewrite and make-up policies
- Acceptability of handwritten work

- Grading criteria
- Policy on late assignments

Readings, Activities, Special Materials List any required texts (including things such as podcasts or films), as well as any special materials (calculators, lab supplies, etc.) and extracurricular activities or fieldwork that will be required of the student.

Grade Policies Include a specific grading scale or rubric of the course's grade policies (e.g., how many points or what percentage constitutes each letter grade). This detail helps provide clarity and avoid grade disputes. Points should add up correctly and all grades listed must be offered at ASU. Grading scale is checked for numerical errors/typos; however, faculty are free to determine their own grading scale.

Schedule or Itinerary Outline the structure of the course (e.g., weekly meetings, modules, online, hybrid), and include some form of itinerary or timeline to provide a sense of how the course will be paced, when readings will be discussed, when assignments are due, and when exams will be given. If the student "self-paces," please indicate the criteria or guidelines you wish your students to follow.

Instructor's General Absence Policy Provide the instructor's general absence policy (aside from the Accommodation for Religious Practices and Missed Classes Due to University-Sanctioned Activities). Include the conditions under which assigned work and/or tests can be made up. If a course is intended to be taught online, this may simply be a participation rule.

Expected Classroom Behavior Describe policies regarding expected classroom behavior (e.g., use of cell phones, recording devices). If a course is intended to be taught online, this may be a policy regarding netiquette.

ASU Policies

For the following sections, recommended text is provided if the instructor or academic unit has not already provided specific language for each policy.

Accommodation for Religious Practices

Recommended text: The university community should, in all its activities, be sensitive to the religious practices of the various religious faiths represented in its student body and employees. Faculty are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances. For more information, visit <https://public.powerdms.com/ASU/documents/1541225>)

Missed Classes Due to University-Sanctioned Activities

Recommended text: Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. Normally, the made-up work will be due on the class day immediately after the absence. Absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the coursework required during the period of the absence. For more information, visit <https://public.powerdms.com/ASU/documents/1557490>)

Academic Integrity/Anti-Plagiarism Policy *Recommended text:* Academic honesty is expected of all students in any materials intended to be used for an academic evaluation, including, but not limited to: all examinations, papers, presentations, laboratory work, academic transactions, and records. The possible sanctions for academic integrity violations include but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal. For more information, see <http://provost.asu.edu/academic-integrity>.

Plagiarism of any kind will not be tolerated. Students must take the exams independently without assistance from other students. Students may not submit papers written by persons other than themselves.

Disruptive, Threatening, or Violent Behavior

Recommended text: In the classroom and out, students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual, available at <https://public.powerdms.com/ASU/documents/1560490>)

Disability Accommodation

Recommended text: If you are a student with a disability and have need of assistance or special accommodations, contact Student Accessibility and Inclusive Learning Services (SAILS) <https://eoss.asu.edu/accessibility>. Students requesting accommodations for a disability must register with SAILS, and must submit appropriate documentation to the instructor from SAILS. For more information, please review the policy at <https://public.powerdms.com/ASU/documents/1560607>)

Copyright

Recommended text: Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. For more information, see the Computer, Internet, & Electronic Communications Policy at <https://public.powerdms.com/ASU/documents/1540286>)

Instructor's Copyrighted Material (Optional) The instructor may want to state that the course content, including lectures, are copyrighted materials. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304-06, "Commercial Note Taking Services" for more information). The instructor may want to place on each page (or online equivalent) of all instructional materials provided or made available to students the following statement: "THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED."

Prohibition Against Discrimination, Harassment, and Retaliation (*Note: This text must be included and not edited*)

Title IX is a federal law that provides that no person be excluded on the basis of sex from

participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs>

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

Additional Recommended or Optional Sections

Civil Discussion (optional)

Sample options for syllabus language:

In this course, you will hone your reasoning through discussion and shared inquiry. All of us benefit when we can think out loud together in confidence that we'll give each other the benefit of the doubt, critique ideas rather than the individuals voicing them, and refrain from sharing course conversations outside the classroom.

Please come to class prepared to engage in discussion. Sharing questions, ideas, and interpretations is important to this course. Please critique ideas rather than people, and be cordial with each other as we experiment with philosophies, positions, and interpretations with which we may or may not agree. My expectation is that discussions will not be recorded or shared outside the class.

I hope that you actively engage in class; your education and that of your classmates will benefit. The materials we will study lend themselves to multiple perspectives, and we will discuss ideas, questions, and interpretations openly and respectfully. Our classroom is a community, and we should all be confident that discussions will not be shared outside of it.

Generative AI Policies [Sample syllabus language for Generative AI](#)

Content Warning (optional) Notification, if appropriate, warning students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor, unit chair or director.