Instructor Information

Name
Office Location
Student Hours
Office Telephone
Email

Course Information

List any prerequisites here.

Course Description and Purpose

Why are this course and its content important to you, the instructor? Why should it matter to your students?

Learning Objectives

List learning objectives here. Objectives should be clear, concise, and measurable.

Textbooks and Materials

*Textbooks: title, author(s), publisher, year, ISBN, price, purchase options*

Indicate whether the book is readily available in an audiobook or alternate format for accessibility.

Classroom Behavior and Expectations

Participation

List any specific requirements for participation and attendance and explain the grading criteria of students’ classroom behaviors.

Expectations

Explain your expectations of students as well as what students can expect from you. Consider listing these as commitments as to reflect each party’s ownership of shared expectations.

Grading

Explain and list all the grading criteria and grading methods (such as curving, dropping the lowest grade, averaging, and extra credits).

Assignments

Describe all assignments in brief, indicating each type of assignment’s value and your late policy. Be sure to link each assignment back to the learning objectives of the course to provide consistent and explicit expectations. If possible, create embedded hyperlinks to respective assignment sheets that have more information.

Written Assignments *(grade weight for this category)*
Indicate the type of writing to occur (genre and tone) and how it should be formatted (font, font size, page layout, citation style, etc.), as well as how it should be turned in.

**Exams (grade weight for this category)**
Explain the date(s) and format of any exams or tests in the course. Consider allowing more than one kind of format for major assignments to accommodate students with varied learning styles and/or disabilities. “This assignment connects to the xyz learning goals of the course.”

**Homework, Lab Work, Etc. (grade weight for this category)**
Specify where and how the work is to be done and how many of these assignments there are.

**Extra Credit**
Indicate here whether or not you accept extra credit assignments, including the parameters of such work and its purpose.

**Course Calendar**
Provide a clear list of assignments and work to be done during the course, complete with dates and noted deadlines. Separate your course by units or by weeks of the semester. Do not use a table for this information unless you know how to format the table in an accessible way. If you use a colored font to indicate emphasis, be sure that you are not relying on color alone to indicate important information because that will not be accessible to students who are colorblind.

When changes in the schedule occur, discuss these as a class, and make a revised version of the course calendar available both digitally and as a hard copy to ensure that all students are using the most up-to-date version.

**University-wide recommended syllabus statements**
***The policies below should be reviewed each semester prior to sharing your syllabus to ensure that the most recent version of the policy is included.***

**Covid-19 Code of Conduct**
To protect your health and safety, the health and safety of instructors and staff, and the health and safety of your peers, all students must understand and adhere to the University’s [Covid-19 Code of Conduct](#). Students are encouraged to review the code of conduct regularly to stay up to date on the current code. **Optional text if meeting with students in person:** The course instructor reserves the right to refuse to allow any student into the classroom who does not adhere this code of conduct.

**Time Commitment**
While the exact time commitment for the class will vary individually and over the course of the semester, I recommend that you budget approximately three out-of-class hours for every class hour to complete the reading, assignments, homework, and project. I have designed the class so that it should be feasible to satisfactorily complete the requirements with approximately twelve hours per week of time commitment. If you are spending more time than this on a regular basis I encourage you to check in with me.
Accommodation Statement
Wesleyan University is committed to ensuring that all qualified students with disabilities are afforded an equal opportunity to participate in, and benefit from, its programs and services. To receive accommodations, a student must have a disability as defined by the ADA. Since accommodations may require early planning and generally are not provided retroactively, please contact Accessibility Services as soon as possible.

If you have a disability, or think that you might have a disability, please contact Accessibility Services in order to arrange an appointment to discuss your needs and the process for requesting accommodations. Accessibility Services is located in North College, rooms 021/218, or can be reached by email (accessibility@wesleyan.edu) or phone (860-685-2332).

Religious Observances
Faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments, or required assignments/attendance. If this applies to you, please speak with me directly as soon as possible at the beginning of the term.

Classroom Behavior
Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, color, culture, religion, creed, politics, veteran’s status, sexual orientation, gender, gender identity and gender expression, age, ability, and nationality. Class rosters are provided to the instructor with the student’s legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. For more information, see the policies on the student code.

Discrimination and Harassment
Wesleyan University is committed to maintaining a positive learning, working, and living environment. Wesleyan will not tolerate acts of discrimination or harassment based upon Protected Classes or related retaliation against or by any employee or student. For purposes of this Wesleyan policy, "Protected Classes" refers to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. Individuals who believe they have been discriminated against should contact the Office for Equity and Inclusion at 860-685-4771. The responsibility of the University Members has more information.

Honor Code
All students of Wesleyan University are responsible for knowing and adhering to the Honor Code of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council – Office of Student Affairs. Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). The Office of Student Affairs has
Title of Course

more information.