Sample syllabi from the Teaching Exemplars Network at UConn
General recommendations for syllabi from Institute for Teaching and Learning

- **Course name & number**
  - If an undergraduate course, be sure the course number corresponds to the [new numbering system](#).

- **Number of credit hours**
  - 3 credit course = 45 hours of class time
  - 2 credit course = 30 hours of class time
  - 1 credit course = 15 hours of class time
  - Note: There is no formal standard for the number of hours outside of class per credit hour, per Faculty Senate C & C.

- **Department**
- **Semester & Year**
- **Day, time, location of class**
- **Contact information** (instructor name, email, phone number, office location)
- **Office Hours** (see statement in Faculty & Staff Resource Guide about [office hours](#))
- **Course Description from Catalog** ([undergraduate catalog](#); [graduate catalog](#))
- **Prerequisites** (if applicable)

- **Course Goals & Objectives**
  - See UConn [resource #1](#) and [resource #2](#) on writing objectives and learning outcomes.
  - Learning objectives describe the measurable skills, abilities, knowledge, or values that students should be able to do or demonstrate as a result of the course or program. Learning objectives should be SMART: Specific, Measurable, Agreed-upon, Realistic, and Time-framed.
  - “By the end of this course, students will:

<table>
<thead>
<tr>
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<th>analyze</th>
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<tr>
<td>describe</td>
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<td>compute</td>
<td>compare</td>
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<td>defend</td>
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<td>state</td>
<td>translate</td>
<td>predict</td>
<td>test</td>
<td>formulate</td>
<td>support</td>
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</table>

- **Required materials**
Schedule (be sure to check the academic calendar)

Assignments & Assessments

Policy Statements (Note: It isn’t required that you include all of these on your syllabus, but faculty should be aware of all of them and include links or language deemed most appropriate to your course.)

- **Grading criteria** (remember there are different grading scales for undergraduate and graduate courses)
  - **Due Dates and Late Policy**
    - Sample language from ITL: *All course due dates are identified in the (choose appropriate location). Deadlines are based on Eastern Standard Time.*
    - Sample language from EPSY faculty: *All assignments must be submitted on or before the due date, via email. Prior permission must be received for any exception to this policy. Without prior permission the instructor will either refuse to accept assignments or adjust the grade accordingly. Any returned assignments are due back the following class period.*
  
  - **Feedback and Grades**
    - Sample language from ITL: *I will make every effort to provide feedback and grades in (clearly state response time).*

- **Attendance** (UConn has a unique attendance policy)

- **Student Conduct Code** (The Student Code)
  - Sample language from ITL: *You are responsible for acting in accordance with the University of Connecticut’s Student Code. Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:*
    - Academic Integrity in Undergraduate Education and Research
    - Scholarly Integrity in Graduate Education and Research

- **Academic Integrity Statement** (Undergraduate Standard on Academic Integrity & Graduate Policy on Scholarly Integrity)
  - Sample language from ITL: *This course expects all students to act in accordance with the Guidelines for Academic Integrity at the University of Connecticut. Because questions of intellectual property are important to the field of this course, we will discuss academic honesty as a topic and not just a policy. If you have questions about academic integrity or intellectual property, you should consult with your instructor. Additionally, consult UConn’s guidelines for academic integrity.*

- **Plagiarism Policy** (note that plagiarism is included in Undergraduate Standard on Academic Integrity & Graduate Policy on Scholarly Integrity)
  - If you would like to add more specific language in your syllabus:
• Sample language from ITL #1: We will follow the guidelines of the First-Year Writing Program’s Statement on Plagiarism. Please read this statement and notify your instructor if you have any concerns about your ability to conform to these guidelines. Also see the UConn Library’s Research 101 tutorial for details. It is helpful to spend some time, either online or in the classroom, reviewing examples of what constitutes plagiarism; many students enter higher education not fully understanding that one phrase or idea, not credited to its originator, constitutes plagiarism.

• Sample language from ITL #2: Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:
  o Plagiarism: How to Recognize it and How to Avoid It
  o General Plagiarism Resources

o Students with Disabilities
  ▪ Sample language from ITL #1: The Center for Students with Disabilities (CSD) at UConn provides accommodations and services for qualified students with disabilities. If you have a documented disability for which you wish to request academic accommodations and have not contacted the CSD, please do so as soon as possible. The CSD is located in Wilbur Cross, Room 204 and can be reached at (860) 486-2020 or at csd@uconn.edu. Detailed information regarding the accommodations process is also available on their website at www.csd.uconn.edu.
  ▪ Sample language from ITL #2: Students needing special accommodations should work with the University’s Center for Students with Disabilities (CSD). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

o Makeup Work for Legitimate Absences
  ▪ Due to religious beliefs
    • Sample language from EPSY faculty: Connecticut law states that no person shall be expelled from or refused admission as a student to an institution of higher education for the reason that he is unable, because the tenets of his religion forbid secular activity on a particular day or days or at a particular time of day, to attend classes or to participate in any examination, study or work requirements on such particular day or days or at such time of day. Any student in an institution of higher education who is unable, because of such reason, to attend classes on a particular day or days or at a particular time of day shall be excused from any examination or any study or work.
assignments on such particular day or days or at such particular time of day. The University Senate requires that students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work. For conflicts with final examinations, students should, as usual, contact the Office of Student Services and Advocacy (formerly the Dean of Students Office).

- **Due to student activities**
  - **Sample language from EPSY faculty:** Students will be allowed to complete work missed by absence resulting from extra-curricular/co-curricular activities performed in the interest of the university and/or those that support the scholarly development of the student. Such accommodations are made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Students involved in such activities should inform the instructor in writing prior to the anticipated absence and take the initiative to make up missed work in a timely fashion.

- **Final Exam Policy**
  - **Sample language from ITL:** In accordance with UConn policy, students are required to be available for their final exam and/or complete any assessment during the time stated. If you have a conflict with this time you must obtain official permission to schedule a make-up exam with the Office of Student Support and Advocacy (OSSA). If permission is granted, OSSA will notify the instructor. Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the assessment schedule, and oversleeping are not viable reasons for rescheduling a final.

- **UConn Mental Health Services**
  - Link to mental health services available on campus.

- **UConn Sexual Harassment and Relationship Violence**
  - Link to information about sexual violence, relationship violence, stalking reporting, and resources.
  - **Sample language from ITL:** Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships: The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community
are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate Romantic relationships can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate Romantic relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University.

More information is available at [http://policy.uconn.edu/?p=2884](http://policy.uconn.edu/?p=2884).

- Sample language from ITL: **Sexual Assault Reporting Policy**
  To protect the campus community, all non-confidential University employees (including faculty) are required to report assaults they witness or are told about to the Office of Diversity & Equity under the Sexual Assault Response Policy. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.

  More information is available at [http://sexualviolence.uconn.edu/](http://sexualviolence.uconn.edu/).

- **Use of Personal Electronic Devices in the Classroom**
  - Sample language from EPSY faculty: As an educator, or future educator, you understand the importance of “engagement” for learning. You also understand how nonacademic tasks detract from engagement. Please be respectful of other students and your instructor and do not electronically text during class, surf the web, or respond to cell phone calls. If you are expecting an important call, please silence your phone. When you are alerted to the incoming call, you may leave the room to take the call.

- **Expectations for Classroom Behavior (includes electronic devices)**
  - Sample language from EPSY faculty:
    - **Be Respectful.**
      - Respectful language and behavior is expected of all students during classes and class discussions. Potentially controversial topics or issues, on which class members may disagree, may be covered or discussed within the context of this course. Students in this class should feel free to discuss topics and issues in an open and professional manner. Any student who feels uncomfortable or has concerns in the context of class discussion or other class activities should feel free to talk with the class instructor.
      - When discussing persons with psychiatric diagnoses or disabilities, use “person first” language. That is, mention the person before
considering or describing any other features of their abilities (e.g., “person with autism,” or “student who has ADHD”). This language communicates respect and acknowledgement that ability level is one of many characteristics of a human being.

- Maintain a positive learning environment. Ensure cell phones, instant message software, “Facebook,” email, and other potential sources of distraction are turned off/closed during class.

- **Be Responsible.**
  - Regular attendance and active participation in class are emphasized.
  - Students are responsible for reading and understanding the information presented in the assigned materials before coming to class. Come to class prepared! Read, think, and be willing to state your views and exchange ideas. Advanced preparation is essential to be ready to understand and participate fully in the discussions and activities.
  - Submit original work (DO NOT PLAGIARIZE). If plagiarism is evident, the student will receive a zero or a No Pass on that assignment, AND may be given a No Pass for the course, AND may be suspended or expelled from the university. See The Student Code for further explanation.
  - All assignments must be submitted on or before the due date, via email. Prior permission must be received for any exception to this policy. Without prior permission the instructor will either refuse to accept assignments or adjust the grade accordingly. Any returned assignments are due back the following class period.

- **Be Informed.**
  - If class cancellation (e.g., instructor emergency, inclement weather) is required, the instructor will make a good faith effort to inform students and support staff as soon as the cancellation is known. If students have questions about whether a class will be held, they should contact office staff in EPSY Department who will be informed by the instructor. To the greatest extent possible, the instructor will send emails to students and/or announce cancellations. Students and the instructor should use common sense and good judgment in their decision making, and keep personal safety and the safety of others their foremost concern.
  - The assignment of an incomplete (I) grade is discouraged strongly and will be assigned **only** in the case of emergencies and where satisfactory progress has been demonstrated in the class. The "I" **must be negotiated at least one week before** the end of the class and a course completion contract drawn up and signed by the instructor and the student.
Syllabus - Semester Year

Program Information

Only include this section if applicable. It is intended for information such as program information, restrictions (only open to students in XXX program), etc.

Course and Instructor Information

Course Title: Course Title
Credits: 
Format: (online, blended)
Prerequisites: Course Prerequisites
Professor: Instructor Name

Email: Email address (indicate preferred method of contact i.e. HuskyCT messages, email, etc)
Telephone: Office phone # (if available)
Other: (If applicable)
Office Hours/Availability: Include response time to questions

Course Materials

Required course materials should be obtained before the first day of class.

Texts are available through a local or online bookstore. The UConn Co-op carries many materials that can be shipped via its online Textbooks To Go service.

Required Materials:
Item 1.

Item 2.

Optional Materials:
Item 1.

Item 2.

Additional course readings and media are available within HuskyCT, through either an Internet link or Library Resources

Course Description

Course Description from Course Catalog.

Additional faculty description.

Course Objectives

By the end of the semester, students should be able to:
1. Recognize..

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**Course Outline (and Calendar if Applicable)**

Module 1: Topic A  
Module 2: Topic B

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**Course Requirements and Grading**

**Summary of Course Grading:**

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Weight</th>
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<tr>
<td>Component A</td>
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<tr>
<td>Component B</td>
<td>15%</td>
</tr>
<tr>
<td>Component C</td>
<td>30%</td>
</tr>
<tr>
<td>Component D</td>
<td>40%</td>
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</tbody>
</table>

**Component A**  
Details

**Component B**  
Details

**Component C**  
Details

**Component D**  
Details

**Grading Scale:**

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<tr>
<th>Grade</th>
<th>Letter Grade</th>
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<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
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<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
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<td>80-82</td>
<td>B-</td>
<td>2.7</td>
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<td>77-79</td>
<td>C+</td>
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<tr>
<td>73-76</td>
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<td>70-72</td>
<td>C-</td>
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<td>67-69</td>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>63-66</td>
<td>D</td>
<td>1.0</td>
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<tr>
<td>60-62</td>
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Graduate

<table>
<thead>
<tr>
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<tbody>
<tr>
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Due Dates and Late Policy

All course due dates are identified in the (choose appropriate location). Deadlines are . . . The instructor reserves the right to change dates accordingly as the semester progresses. All changes will be communicated in an appropriate manner.

Late Policy...

Feedback and Grades

I will make every effort to provide feedback and grades in (clearly state response time).

Student Responsibilities and Resources

As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. This section provides a brief overview to important standards, policies and resources.

Student Code

You are responsible for acting in accordance with the University of Connecticut's Student Code. Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:

- Academic Integrity in Undergraduate Education and Research
- Scholarly Integrity in Graduate Education and Research

Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:

- Plagiarism: How to Recognize it and How to Avoid It

Copyright
Adding or Dropping a Course

If you should decide to add or drop a course, there are official procedures to follow:
- Matriculated students should add or drop a course through the Student Administration System.
- Non-degree students should refer to Non-Degree Registration Information located on the registrar’s website.

You must officially drop a course to avoid receiving an "F" on your permanent transcript. Simply discontinuing class or informing the instructor you want to drop does not constitute an official drop of the course. For more information, refer to the:
- Undergraduate Catalog
- Graduate Catalog

Academic Calendar

The University's Academic Calendar contains important semester dates.

Policies and Procedures

Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate Romantic relationships can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate Romantic relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. More information is available at http://policy.uconn.edu/?p=2884.

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Students needing special accommodations should work with the University's Center for Students with Disabilities (http://csd.uconn.edu). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE).

Additional informal formative surveys may also be administered within the course as an optional evaluation tool.