Course syllabus template

## Web accessibility information and your syllabus

Ontario web accessibility standards come into effect in January 2014. These standards require all online content including uploaded Word and PDF files to be accessible for all users. This legislation also covers syllabi posted online. For more information on web accessibility standards, visit the [uWaterloo Accessibility web Page](https://uwaterloo.ca/web-resources/resources/accessibility) .

### Document accessibility standards include:

* proper [headings and styles](http://office.microsoft.com/en-ca/word-help/add-a-heading-HA010368882.aspx)
* document title information **(File menu, beside ‘Title’ enter the title)**
* alternate text (alt text) for [pictures and tables](http://office.microsoft.com/en-us/excel/add-alternative-text-to-a-picture-shape-chart-table-or-smartart-graphic-HA103220865.aspx?CTT=1)
* meaningful link descriptions for URLs (e.g. [uWaterloo website](https://uwaterloo.ca/), not <https://uwaterloo.ca/> )
* formatted lists, such as bullet and number lists.

To check a Word document for accessibility: save the file while in WORD. Then follow **File/Info/Check for Issues/Check Accessibility**To check a PDF for accessibility (using Acrobat Pro): **View/Tools/Accessibility>select ‘Full Check’**.

To use the template, delete this page and use the following pages as your syllabus template.

# University of WaterlooDepartment of d**epartment name** Full course codeCourse titleTerm and yearClass Hours, Classroom

## Instructor and T.A. Information

Instructor: Instructor Name

Office: Office

Office Phone: Instructor Phone Number

Office Hours: Office Hours

Email: Instructor Email

Extra information on contacting the instructor.

| T.A. | T.A. 1 Name | T.A. 2 Name | T.A. 3 Name | T.A. 4 Name |
| --- | --- | --- | --- | --- |
| Email | T.A. 1 Email | T.A. 2 Email | T.A. 3 Email | T.A. 4 Email |
| Office | T.A. 1 Office | T.A. 2 Office | T.A. 3 Office | T.A. 4 Office |
| Office Hours | T.A. 1 Hours | T.A. 2 Hours | T.A. 3 Hours | T.A. 4 Hour |

## Course Description

This is where you will enter the course description.

## Course Goals and Learning Outcomes

Any information related to goals/learning outcomes.

Upon completion of this course, students should be able to:

1. Description of general goal 1.
* Specific abilities to meet goal
* Specific abilities to meet goal
1. Description of general goal 2.
* Specific abilities to meet goal
* Specific abilities to meet goal
1. Description of general goal 3.
* Specific abilities to meet goal
* Specific abilities to meet goal
1. Description of general goal 4.
* Specific abilities to meet goal
* Specific abilities to meet goal

## Required Text

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Readings Available on LEARN

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Course Requirements and Assessment

Information on course requirements and assessments.

| Assessment  | Date of Evaluation (if known) | Weighting |
| --- | --- | --- |
| Assessment 1 | Date of Evaluation 1 | X% |
| Assessment 2 | Date of Evaluation 2 | X% |
| Assessment 3 | Date of Evaluation 3 | X% |
| Assessment 4 | Date of Evaluation 4 | X% |
| Assessment 5 | Date of Evaluation 5 | X% |
| Assessment 6 | Date of Evaluation 6 | X% |
| Assessment 7 | Date of Evaluation 7 | X% |
| Total |  | 100% |

Notes on the various class assessments

### Assessment 1

Assessment 1 Description

### Assessment 2

Assessment 1 Description

### Assessment 3

Assessment 1 Description

### Assessment 4

Assessment 1 Description

### Assessment 5

Assessment 1 Description

### Assessment 6

Assessment 1 Description

### Assessment 7

Assessment 1 Description

## Course Outline

Notes on readings.

| **Week** | **Date** | **Topic** | **Readings Due** |
| --- | --- | --- | --- |
| 1 | Date | Week 1 topics | Week 1 readings |
| 2 | Date | Week 2 topics | Week 2 readings |
| 3 | Date | Week 3 topics | Week 3 readings |
| 4 | Date | Week 4 topics | Week 4 readings |
| 5 | Date | Week 5 topics | Week 5 readings |
| 6 | Date | Week 6 topics | Week 6 readings |
| 7 | Date | Week 7 topics | Week 7 readings |
| 8 | Date | Week 8 topics | Week 8 readings |
| 9 | Date | Week 9 topics | Week 9 readings |
| 10 | Date | Week 10 topics | Week 10 readings |
| 11 | Date | Week 11 topics | Week 11 readings |
| 12 | Date | Week 12 topics | Week 12 readings |

## Late Work

Instructor’s policy on late work.

## Information on Plagiarism Detection

Description of software used to detect plagiarism.

## Electronic Device Policy

Instructor’s policy on electronic devices.

## Attendance Policy

Instructor’s policy on attendance.

## Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

### Cross-listed course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

### Academic Integrity

Academic Integrity:In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

 ***Discipline:*** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71).

Grievance:A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances, Section 4](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70).

Appeals:A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72 - Student Appeals](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72).

### Other sources of information for students

[Academic integrity](https://uwaterloo.ca/arts/ethical-behavior) (Arts) [Academic Integrity Office](https://uwaterloo.ca/academic-integrity/) (uWaterloo)

### Accommodation for Students with Disabilities

Note for students with disabilities:The [AccessAbility Services office](https://uwaterloo.ca/disability-services/), located in Needles Hall Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.