**University of Michigan-Dearborn Syllabus Template**

**Course Prefix, Number, Title, and Credit Hours**

Prof. Jane Smith

Office Location: xxxx

Phone Number: xxxx

E-Mail: xxxx

Office Hours: xxxx

Semester and Year: xxxxx

Dearborn Discovery Core Category or Categories: xxxx **(only if the course is in the DDC)**

Course Meeting Times and Location and Format(s): xxxx

**Note: Faculty members are free to rearrange and add additional sections as needed.**

**Course Description:**

[Insert information from UM-Dearborn Undergraduate or Graduate Catalog here]

**Program Goals:**

[Insert information or link here]

**Dearborn Discovery Core Goals: (only if the course is in the DDC)**

[Insert information or link here]

**Course Objectives:**

[Insert three to seven course objectives here]

**Required Materials and/or Technology:**

[Insert required text(s) here]

**Assignment and Grading Distribution:** [Note to faculty: The following is only an example]

3 Tests (150 points each) 450

3 Writing Assignments (100 points each) 300

M-Portfolio Structure / Presentation/Content 150

Homework and Attendance 50

**Grading Scale:**  [Note to faculty: The following is only an example]

94%- 100% A 90%- 93% A-87%- 89% B+

84%- 86% B

80%- 83% B-77%-79% C+

74%-76% C

70%-73% C-

67%-69% D+

64%-66% D

60%-63% D-

**Tentative Course Outline:** [Note to faculty: The following is only an example]

|  |  |
| --- | --- |
| **Date** | **Activity and Content** |
| Week 1 -- 1/10 | Chapter 1 |
| Week 2 -- 1/15 1/17 | Chapter 2 |
| Week 3 | Chapter 3 |
| Week 4 -- 1/29 & 1/31 | Chapter 4 and 5 |
| Week 5 -- 2/5 & 2/7 | Chapter 4 and 5 |
| February 12th | **Test #1** |
| Week 6 -- 2/14 | Chapter 6 |
| Week 7 -- 2/19 & 2/21 | Chapter 7 |
| Spring Break 2/26 & 2/28 | Work on M-Portfolio |
| Week 9 3/5 3/7 | Chapter 8 |
| Weeks 10-11 3/12- 3/21 | Chapter 9 |
| March 26th | **Test #2** |
| Week 13 3/28 4/2 4/4 | Chapter 10 |
| Weeks 14-15 -- 4/9-4/18 | Chapter 11 & 12 |
| Last Class April 18th |  |
| 57 FCS for Test #3 | Final Exam Time Slot Tuesday April 23rd 3:00-6:00pm |

**University Attendance Policy:**

A student enrolled in a course (lecture, laboratory, recitation, colloquium, seminar, or other university approved format) is expected to attend every scheduled session of the course. The instructor of each course will make known to the students the course attendance policy with respect to student absences. It is the student’s responsibility to be aware of this policy. The instructor makes the final decision to excuse or not to excuse an absence.

Presence or participation is also expected in online courses. Participation in online courses can take various forms; it is the instructor who determines what form of presence or participation is expected. Students enrolled in online courses are responsible for being aware of that policy/expectation.

An instructor is entitled to give a failing grade for excessive absences or for a student who stops participating in class at some point during the semester. [Note to faculty: If the instructor has an attendance policy it must be included.]

**Academic Integrity Policy:**

The University of Michigan-Dearborn values academic honesty and integrity. Each student has a responsibility to understand, accept, and comply with the University’s standards of academic conduct as set forth by the Code of Academic Conduct (https://umdearborn.edu/about/policies/academic-code-conduct), as well as policies established by each college. Cheating, collusion, misconduct, fabrication, and plagiarism are considered serious offenses and violations can result in penalties up to and including expulsion from the University. [Note to faculty: Instructors are strongly encouraged to include their own policies and potential penalties for dealing with violations of the Academic Integrity Policy.]

**Disability Statement:**

The University will make reasonable accommodations for persons with documented disabilities. Students need to register with Disability Resource Services (DRS) every semester they are enrolled. DRS is located in Counseling & Support Services, 2157 UC (https://umdearborn.edu/disability-services). To be assured of having services when they are needed, students should register no later than the end of the add/drop deadline of each term. If you have a disability that necessitates an accommodation or adjustment to the academic requirements stated in this syllabus, you must register with DRS as described above and notify your professor.

**Safety:** [Unnecessary for online courses]

All students are encouraged to program 911 and UM-Dearborn’s University Police phone number (313) 593-5333 into personal cell phones. In case of emergency, first dial 911 and then if the situation allows call University Police.

The Emergency Alert Notification (EAN) system is the official process for notifying the campus community for emergency events. All students are strongly encouraged to register in the campus EAN, for communications during an emergency. The following link includes information on registering as well as safety and emergency procedures information: https://umdearborn.edu/emergencyalert.

If you hear a fire alarm, class will be immediately suspended, and you must evacuate the building by using the nearest exit. Please proceed outdoors to the assembly area and away from the building. Do not use elevators. It is highly recommended that you do not head to your vehicle or leave campus since it is necessary to account for all persons and to ensure that first responders can access the campus.

If the class is notified of a shelter-in-place requirement for a tornado warning or severe weather warning, your instructor will suspend class and shelter the class in the lowest level of this building away from windows and doors.

If notified of an active threat (shooter) you will Run (get out), Hide (find a safe place to stay) or Fight (with anything available). Your response will be dictated by the specific circumstances of the encounter.

**Harassment, Sexual Violence, Bias, and Discrimination:**

The University of Michigan- Dearborn recognizes that students have a right to study in a safe atmosphere free of sexual violence, harassment, bias and discrimination. Should you wish to report an incident of sexual assault, harassment, bias and discrimination, visit <https://umdearborn.edu/offices/enrollment-management-student-life/incident-and-complaint-reporting>.