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**Course ID and Title**

**Units:**

**Term—Day—Time:**

**IMPORTANT**:

**The general formula for contact hours is as follows:**

Courses must meet for a minimum of one 50-minute session per unit per week over a 15-week semester. Standard fall and spring sessions (001) require a final summative experience during the University scheduled final exam day and time.

(Please refer to the [*Contact Hours Reference*](http://arr.usc.edu/forms/ContactHoursReference.pdf)guide.)

**Location:** Physical address and/or course-related URLs, etc.

**Instructor:**

**Office:** Physical or virtual address

**Office Hours:** (General guideline: 1 weekly office hour for each 4 unit class taught. Office hours are not to be calculated in “contact hours.”)

**Contact Info:** Email, phone number (office, cell), Skype, etc. Timeline for replying to emails/calls (i.e. within 48 hours).

**Teaching Assistant:**

**Office:** Physical or virtual address

**Office Hours:**

**Contact Info:** Email, phone number (office, cell), Skype, etc.

**IT Help:**Group to contact for technological services, if applicable.

**Hours of Service:**

**Contact Info:** Email, phone number (office, cell), Skype, etc.

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**Course Description**

An expanded version of the description published in the University catalogue. Describe the student audience for whom the course is appropriate. Aspirational statements are not learning objectives, but are valuable and belong in this section.

**Learning Objectives**

Identify what specific, measurable skills a student will demonstrate by the end of the course. Learning objectives should be both taught and assessed in your course. They are aligned with your assignments, assessments and learning materials.

**Prerequisite(s):** course(s) that must be taken prior to this course

**Co-Requisite(s):** course(s) that must be taken prior to or simultaneously

**Concurrent Enrollment:** course(s) that must be taken simultaneously

**Recommended Preparation**: course work or background that is advisable, not mandatory

**Course Notes**

Grading Type, if other than the assumed letter grade (i.e., Credit No-Credit or Numeric and/or In Progress). Note any unique characteristics of the course of operating procedure. Is the course Web-Enhanced (i.e. Blackboard), Blended or Online? If copies of lecture slides and other class information will be posted on Blackboard, note that here. If multimedia or technology-enhanced learning strategies will be used, please describe them here.

**Technological Proficiency and Hardware/Software Required**

If applicable, provide details of accessing course if not in a traditional classroom setting.

**Required Readings and Supplementary Materials**

Required readings and supplementary materials. Where to access/purchase.

**Description and Assessment of Assignments**

What kind of work is to be done and how should it be completed, i.e. how the learning outcome will be assessed. Include any assessment and grading rubrics to be used.

**Grading Breakdown**

Including the above detailed assignments, how will students be graded overall? Participation should be no more than 15%, unless justified for a higher amount. All must total 100%.



**Grading Scale (Example)**

Course final grades will be determined using the following scale

A 95-100

A- 90-94

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 59 and below

**Assignment Rubrics**

Include assignment rubrics to be used, if any.

**Assignment Submission Policy**

Describe how, and when, assignments are to be submitted.

**Grading Timeline**

Announce a standard timeline for grading and feedback.

**Additional Policies**

Add any additional policies that students should be aware of: late assignments, missed classes, attendance expectations, use of technology in the classroom, etc.

**Course Schedule: A Weekly Breakdown**

Provide a detailed course calendar that provides a thorough list of deliverables—readings, assignments, examinations, etc., broken down on at least a weekly basis. The format may vary, but the content must include:

* Subject matter (topic) or activity
* Required preparatory reading, or other assignments (i.e., viewing videos) for each class session, including page numbers.
* Assignments or deliverables.

IMPORTANT:

In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for time students spend on homework, readings, writing, and other academic activities. **For each unit of in-class contact time, the university expects two hours of out of class student work per week over a semester.**

(Please refer to the [*Contact Hours Reference*](http://arr.usc.edu/forms/ContactHoursReference.pdf) *guide*.)

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| --- | --- | --- | --- |
|  | **Topics/Daily Activities** | **Readings and Homework** | **Deliverable/ Due Dates** |
| Week 1 |  |  |  |
| Week 2 |  |  |  |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |
| Week 9 |  |  |  |
| Week 10 |  |  |  |
| Week 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |
| Week 15 |  |  |  |
| FINAL |  |  | Date: For the date and time of the final for this class, consult the USC *Schedule of Classes* at [classes.usc.edu](file:///C:\Users\jdemarti\Desktop\classes.usc.edu). |

**Statement on Academic Conduct and Support Systems**

**Academic Conduct:**

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](https://policy.usc.edu/scampus-part-b/). Other forms of academic dishonesty are equally unacceptable.  See additional information in *SCampus*and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct.

**Support Systems:**

*Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. [engemannshc.usc.edu/counseling](https://engemannshc.usc.edu/counseling)

*National Suicide Prevention Lifeline – 1 (800) 273-8255*

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org/)

*Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-4900 – 24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. [engemannshc.usc.edu/rsvp](https://engemannshc.usc.edu/rsvp/)

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: [sarc.usc.edu](http://sarc.usc.edu/)

*Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. [equity.usc.edu](http://equity.usc.edu/)

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. [studentaffairs.usc.edu/bias-assessment-response-support](https://studentaffairs.usc.edu/bias-assessment-response-support/)

*The Office of Disability Services and Programs*

Provides certification for students with disabilities and helps arrange relevant accommodations. [dsp.usc.edu](http://dsp.usc.edu/)

*Student Support and Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. [studentaffairs.usc.edu/ssa](https://studentaffairs.usc.edu/ssa/)

*Diversity at USC*

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. [diversity.usc.edu](https://diversity.usc.edu/)

*USC Emergency Information*

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. [emergency.usc.edu](http://emergency.usc.edu)

*USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime.*

Provides overall safety to USC community. [dps.usc.edu](http://dps.usc.edu/)