

Course Title
Course Prefix, Number, Section(s), and Credit Hours
Semester, Year

SYLLABUS

Course Information

Meeting Time:

Room:

Instructor:

TA: if applicable

Department:

TA Office location:

Office Location:

TA Phone:

Office Hours:

TA Email:

Phone:

E-mail:

Course Catalog Description

Course Objectives:

- 1.
2. etc.

Student Learning Outcomes:

At the end of this course, students will be able to:

- 1.
2. etc.

Required Texts:

Additional Readings (if applicable):

Course Requirements

Exams

Quizzes

Assignments

Group Discussions/Class Participation

If students will be graded for group work or class participation, clearly state how they will be graded for their contributions to the group or class. How many times will students be expected to speak in class to earn the maximum points for participation? How will the quality of their contributions be considered in grading? If the students will participate in a graded group project, how will each individual's contributions be graded?

Course Schedule

DATE	TOPIC	READINGS	Assignments Due
XXX*	MID TERM GRADES DUE FOR 1000, 2000, 3000 courses REQUIRED FOR SYLLABUS		
xxxx	Reading Days: The final two instructional days of each semester are Reading Days. Please check the Registrar's calendar for specific dates (see note below)		
Dec. 10 Thurs.	Final Exam		

NOTE TO FACULTY: USF requires mid-term grades for all students in 1000, 2000, and 3000 level courses. Please plan your assignments to provide a method of assessing students prior to the due date for mid-term grades. The dates for each semester may be found on the Registrar's website: <http://www.usf.edu/registrar/calendars/index.aspx>

Class Expectations

- Attendance...clearly state your attendance expectations.** For example:
*Students are expected to attend all classes. If students need to miss a class for any reason, they are expected to contact the instructor (preferably through e-mail) **before** the class session (see next section for absences due to the observation of a major religious observance). Students are responsible for material covered in class if they are absent and for turning in assignments. Assignments turned in late as the result of an absence will be eligible for only half of the possible points. If you need to be absent due to medical reasons (yours or your immediate family) on a test day or a day that an assignment is due, please provide a physician's note and notify the instructor prior to class.*

INSTRUCTORS: Please see the statement in the undergraduate catalog regarding excused absences. http://www.ugs.usf.edu/pdf/cat1516/FINAL_CATALOG.pdf?v=2, page 24.

- 2. Absences Due to Religious Observances:**

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination due to a religious observance.

Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed. Go to USF Policy Index and sear for “Attendance” in search term box: Policy 10-045. <http://regulationspolicies.usf.edu/policies-and-procedures/policy-procedures2.asp>

3. **Missed or Late Assignments.** State your assignment rules here. For example:
Assignments that are not turned in will receive a grade of 0. Assignments that are turned in late, i.e., by the date/time specified on the syllabus, will be eligible to receive a maximum of only 50% of the possible points for that assignment.

4. **Extra Credit.**
If applicable, clearly state how students may earn extra credit, how much extra credit may be earned, and any limitations placed on earning extra credit.

5. **Right to Change Syllabus**
It may be necessary to adjust the content, assignments, timeline, point system, and due dates for assignments during the semester. If this is necessary, the Instructor has the right to change the syllabus. However, these changes will be announced to the students in class and posted on Canvas. The students are responsible for any such announced changes and for checking Canvas .

6. **Canvas**
Canvas will be used during the course. All course materials, handouts, and PowerPoint presentations will be posted on Canvas one week after the class during which they were used. Grades will also be recorded on Canvas. Students should check Canvas regularly for updates and announcements related to the class.

7. **Grading Scale**
Clearly state how students will be graded. A few examples follow.

The plus/minus grading system will be utilized – thus grades may range from A+ to F. The following grades are possible:

Grade	Points
A+	97 to 100
A	93 to 96
A-	90 to 92
B+	87 to 89
B	83 to 86
B-	80 to 82
C+	77 to 79
C	73 to 76
C-	70 to 72
D+	67 to 69
D	63 to 66
D-	60 to 62
F	59 and lower

Your grade will be based on the following:

Assignment/Test	Percent of Grade
Midterm	25%
Final	30%
Group Discussion	5%
Quizzes	15%
Project	5%
Paper	20%

The following grading scale will be used: (or A+, A, A-)

90% and above	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
Below 60%	F

8. Incomplete Grade Policy

Undergraduate: An “I” grade indicates incomplete coursework and **may be** awarded if only a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the “I” is set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters. The Instructor must file an “I” grade contract in Canvas . I grades not removed by the end of the time limit will be changed to IF or IU whichever is appropriate. The time limit for removing an Incomplete grade in this course is the last day of the **semester, year**. Incomplete grades not removed by this date will be changed to I-F.

Graduate: An Incomplete grade is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. An I grade may be considered when the majority of the student’s work for a course has been completed before the end of the semester and the work that has been completed is qualitatively satisfactory. The student must request consideration for an I grade as soon as possible but no later than the last day of finals week. The Instructor must file an “I” grade contract. An I grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract.

9. Students with Disabilities

Students in need of academic accommodations for a disability may consult with the Office of Students with Disabilities Services (SDS) to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting an accommodation. A letter from SDS must accompany this request. Contact the SDS Office to arrange academic accommodations and assistance at (813) 974-4309, SVC 1133.

- See Student Responsibilities – <http://www.sds.usf.edu/students.asp>
- See Faculty Responsibilities— <http://www.sds.usf.edu/faculty.asp>

10. Use of Professional Language

The use of professional language is expected in written assignments and in class discussion. Guidelines are available in the Publication Manual of the American Psychological Association.

11. Safety and Student Well Being

USF has a commitment to the safety and well-being of students. Educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence that come to their attention. Such incidents must be reported in order for the Office of Student Rights and Responsibilities or the Office of Diversity, Inclusion, and Equal Opportunity to investigate the incident or situation as a possible violation of the USF Sexual Misconduct/Sexual Harassment Policy and to provide assistance to the student making the disclosure. The Center for Victim Advocacy and Violence Prevention, The Counseling Center and Student Health Services are confidential resources where you can talk about such situations and can receive assistance without the incident being reported.

Center for Victim Advocacy and Violence Prevention: (813) 974-5757 <http://www.sa.usf.edu/ADVOCACY>
Counseling Center: (813) 974-2831 <http://www.usf.edu/student-affairs/counseling-center/>
Student Health Services: (813) 974-2331 <http://www.usf.edu/student-affairs/student-health-services/>

12. Use of Electronic Devices in Class

Students are expected to refrain from using cell phones and other electronic devices during class. Cell phones should be turned off and stored in a backpack, purse, or other bag during class. Text messaging is not allowed during class. If students anticipate an emergency call or text, they should talk with the instructor and ask permission to have the cell phone on vibration mode during class. Laptop computers may be used for purposes of taking class notes and/or searching for information relevant to the class topic but may not be used for email or other uses not directly related to class. No cell phones or other electronic devices may be on the desk during a test.

13. Course Notes and Recording Policy

Students may take notes during lectures/class presentations and may make a tape recording of the lecture/presentation. Such notes and recordings may be used for individual or group study, or for other noncommercial purposes reasonably arising from the student's enrollment. Notes, recordings, handouts and other class materials cannot be exchanged or distributed for commercial purposes or for any purpose not related to a student's study or enrollment absent the express written authorization of the instructor. Selling or distributing notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the USF System and the instructor is a violation of the USF System's Student Code of Conduct.

14. Text Matching Services for Potential Plagiarism

USF uses an automated text matching service that allows instructors and students to submit student assignments to be checked for potential instances of plagiarism. Instructors reserve the right to request that assignments be submitted as electronic files and electronically submit assignments through *Turn It In*. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The Instructors will receive a report showing the extent, if any, to which the text in the student's paper matches other printed or online material.

15. Disruption of the Academic Process

- Disruption of the classroom or teaching environment is unacceptable. Procedures for Disruption of the Academic Process are described in USF Regulation 3.025. The regulation may be found at: <http://regulationspolicies.usf.edu/policies-and-procedures/policy-procedures2.asp> Enter the search term disruption.

16. Emergency Suspension of University Operations (required language).

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

17. Required Statement for Courses Using Online Proctoring (Proctorio)

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the [online proctoring student FAQ](#).

18. Suggestions for Instructors Teaching On-Line Classes

1. Clearly state what activities may be completed in collaboration with other students and those which must be completed alone. For example, clearly state that "Students are not allowed to collaborate with other students on exams 1, 2, and 3."
2. If students are not allowed to use resources during the on-line exam, include a clear statement of this condition in the syllabus. Indicate that students are not allowed to take screen shots of exam questions, are not allowed to use Skype or other electronic means to communicate with other students during exams, or to use any other method that interferes with the independent assessment of each student's learning. State that any attempt to solicit or provide questions/answers for any graded portion of the course will be considered an act of academic dishonesty and will be dealt with accordingly using the University policies and procedures which may include consequences ranging from an F for the assignment/course to dismissal from the university.

3. For high-stakes exams (e.g., mid-term, final), consider having students come to campus to take the exam in person. Classes are considered on-line if at least 80% of the course is on-line. Thus, in a three-hour class, students would be able to come to a face-to-face meeting two or three times and still be in compliance with the 80-20 rule.

Carefully consider the testing environment to protect the academic integrity of your course content and student behavior. Examples that may facilitate academic integrity are:

1. Develop a pool of questions that are randomly selected for each test and in which the order varies for each student.
2. Conduct live on-line tests with a time limit (e.g., 60 minutes). Some tests have each question time to minimize the possibility of the student using other resources to find the question.
3. Require tests and/or the final exam be taken in a proctored testing location (at USF or elsewhere).
4. In lieu of multiple-choice and true/false questions, consider alternative methods of assessment, e.g., essay questions, essays, case studies, questions requiring analysis and synthesis of material, portfolios of independent work.
5. Shut down the modules in Canvas during the test period.
6. To help students learn how to take your on-line exam and to catch glitches with your testing system, consider giving students an ungraded test on the syllabus as a practice opportunity.

19. Academic Integrity of Students

Selected examples from the USF policies and procedures regarding academic dishonesty are included in this syllabus. Students are responsible for adherence to all USF policies and procedures even if they are not specifically printed in this syllabus. The complete regulations may be found at: <http://regulationspolicies.usf.edu/regulations/>. Click on the regulation entitled Academic Integrity of Students: Regulation 3.027.

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences. **Forgery** is the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction** is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

Multiple submission is the presenting or turning of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor is given to the student to use a prior academic work or endeavor.

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the **prior** written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same

or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

Complicity is assisting or attempting to assist another person in any act of academic dishonesty. A student will be considered to be complicit if the student is aware of an academic integrity violation, is able to report it, and fails to do so.

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

Improper use of teamwork credit is allowing your name to be included on a group project in which you did not participate. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:

1. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.
2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
3. Only those persons who participated on the team shall be named in the submission of the assignment.

Solicitation or Purchase is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.

Misrepresentation. Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete an on-line class in your name.

Misconduct in research is a serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

Computer misuse includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties. Students may not violate state or federal laws concerning the fair use of copies.

Punishment for Academic Dishonesty: The punishment for academic dishonesty depends on the seriousness of the offense and may include assignment of an "F" or a numerical value of zero on the subject paper, lab report, etc., and "F" or an "FF" grade (the latter indicating academic dishonesty) in the course, and suspension or expulsion from the University. A student who receives an "FF" grade may not use the USF Grade Forgiveness Policy if the course is subsequently repeated. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved. Notice that a student has been dismissed for reasons of academic dishonesty may be reflected on the student's transcript with the formal notation: *Dismissed for Academic Dishonesty*.

For graduate courses: At the graduate level, any violation of academic integrity may result in immediate dismissal from the University.