Course Prefix and Number, Section, Credit Hours  
Course Title  
Term and Year, Room Location  

Instructor:  
E-Mail:  
Office:  
Office Telephone:  
Office Hours:  

PREREQUISITES: List prerequisite courses if any or state none.

COURSE DESCRIPTION: Provide a brief catalog course description, augmented to clearly characterize the course. (Existing course descriptions are available at: http://ugs.usf.edu/course-inventory/) Include a statement to clarify what core requirements are met by the courses: General Education Requirements, Upper-level Pillar Course, and/or Gordon Rule.

COURSE TOPICS: Indicate the subject content that the course will cover.
Example: This course will cover the following content areas:
1. Developing a thesis statement  
2. Writing a research paper

COURSE OBJECTIVES: The objectives are the goals of the course. They are the intended results or consequences of instruction, curricula, or activities.  
Example for course objectives:
1. Develop skills and techniques for writing a research paper.

COURSE STUDENT LEARNING OUTCOMES: Course outcomes are statements that describe what students will be able to demonstrate at the end of the course. They provide the evidence that student learning took place.

The statement structure of a student learning outcome includes an action word that identifies the performance to be demonstrated, a learning statement that specifies what learning will be demonstrated, and a broad statement of the criterion or standard for acceptable performance.

Example:
Upon completion of this course, students will be able to:
1. Write a research paper in correct APA format…

TEXT AND MATERIALS:
A. Texts: listing assignments for various dates in schedule
B. Materials: if any, including computer usage, newspapers, periodicals, journals

CANVAS USE:
The class syllabus is posted in Canvas, an online course management system. In this class Canvas will be used for (add specific information to your course).
Information on how to use Canvas is available at: http://usfsm.edu/elearning
Canvas is accessible via the myUSF online web portal, or directly at http://learn.usf.edu.

COMPUTER LAPTOP USE (suggested)
USFSM requires all students to have laptops that can be brought with them to class.  
• Professors may decide whether or not to allow laptop use in their class, but need to include a statement in their syllabus about their policy.

Examples: Students are invited to bring their laptops whenever they wish or Laptops will be permitted on specific days for specific purposes as noted on the schedule of assignments.
PLAGIARISM PREVENTION (if applicable)
Instructors are encouraged to use the Turnitin service, via Canvas, whenever possible to assist students in avoiding plagiarism. If used instructors must include the following statement in the course syllabus:

The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

GRADING, EVALUATION AND ATTENDANCE POLICIES:
A. USFSM policy requires that all students receive a graded assignment or examination prior to the semester’s drop/withdraw date
B. Specifically state the value of and the manner in which each assignment in the syllabus will be evaluated or graded.
C. A precise description of the grading process, e.g. use of plus or minus grading, use of straight A,B,C,D and F system, point system with delineations of grades for accumulation of a stipulated number of points, etc.
D. Attendance policy to include make up of missed work.

USFSM AND USF SYSTEM POLICIES
A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.
B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.
C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USFSM website, their student email account, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.
D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/
E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.
F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Protection of Students Against Discrimination and Harassment:
   1. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).
   2. Other Types of Discrimination and Harassment: USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status (USF System Policy 0-007).

The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, 941-359-4714 or adinsmore1@usf.edu.

Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
HOPE Family Services: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help - Manatee: 941-708-6488
   Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800; 24-hr Hotline 941-708-6059

H. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. The web portal is accessed at http://my.usf.edu.

GENERAL INSTRUCTION FOR STUDENTS (suggested)
A. Provide students information about taping class lectures.

B. Provide students information about sharing notes with other students who may miss class.

C. Academic Support Services:
The Information Commons provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. The Information Commons is staffed by librarians, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by Learning Support Services, which are provided at no cost to students.
COURSE SCHEDULE:
A. Dates of scheduled exams.
B. Assignments and due dates.
C. Note the last day to drop class with a “W”