Course Syllabus

Course Title

Course Number

# Instructor Information

**Instructor:**   
**Preferred method of contact:** *Identify preferred method of contact.*

**Email:**   
**Office Telephone:**

**Office: *office location***   
**Office Hours:** *times and days*

# Course Information

## Course Description

*Enter course description (yours or Xavier catalog description). List information such as prerequisites, number of credit hours, program/core requirements this course meets.*

## Course Learning Outcomes

## List course learning outcomes. Provide instruction to students on how they are expected to meet the course learning outcomes.

## Course Materials

*Required texts, recommended texts, and other course materials and how to access them.*

*Fees, tools, and other materials needed to complete the course.*

# Course Policies

## Attendance

***Include your policy for class attendance. You should check if your department has attendance guidelines. Suggested language regarding religious holidays:***

If religious observance will cause you to be absent from class or otherwise affect your ability to complete academic assignments, you must notify the instructor in advance and make necessary arrangements to complete the entire course.

## Assessment of Student Performance

*Include here the breakdown of how students will be assessed in the course.*

## Grading Scale

*Include a departmental or college grading scale here.*

## Viewing Grades in Canvas (if applicable)

Suggested language:

Points you receive for scored activities will be posted to the Canvas Grade Book. Click on the Grades link in the course menu to view your assignment scores.

## Assignment Submission (if applicable)

*Suggested language:*

All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.

## Late Work/Make-Up Work

***Include your policy for late work, applicable.***

## Academic Integrity

*Include your policy here.*

*Suggested language:*

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation. All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited, as is the use of any work untruthfully submitted as one's own. You should be aware of the University policy on Academic Honesty, <http://www.xavier.edu/library/xu-tutor/Xaviers-Policy-on-Academic-Honesty.cfm>

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an “F” in the course, and expulsion from the University” Your instructor may use plagiarism detecting software, such as Turn-It-In, to review your written assignments.

## Inclusivity Statement

*Include your personal statement regarding inclusivity in the classroom. Check with your department in case a departmental statement is more appropriate here.*

*Sample statement:*

I am committed to providing an atmosphere for learning that respects diversity and in which all students feel comfortable and safe to learn. In order to build a classroom community I ask that students:

* share their unique experiences, values and beliefs;
* be open to the views of others ;
* honor the uniqueness of their peers;
* appreciate the opportunity that we have to learn from each other in this community;
* communicate in a respectful manner;
* keep confidential discussions that the community has of a personal (or professional) nature;
* utilize this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the Xavier community.

# Course Structure

## Major Course Assignments

*Explain major assignments, point values for assignments, expectations for participation and composition of final grade.*

## Tentative Course Schedule\*

## \*The instructor reserves the right to modify the course schedule based on the needs of the students.

*List assignments, deadlines, and points (if applicable). You may opt to include a table format such as the one below:*

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment | Due date/time | Description | Points |
|  | 9/2 |  |  |

# University Policies

## Incomplete Policy

*Include your policy for not completing the course. Language from the University catalog:*

*For undergraduate courses:*

Course assignments are due at the time specified by the instructor. Extension of time beyond the termination of the course is rarely granted and only for a serious reason. If an extension of time is granted, the grade of “I” (Undergraduate Incomplete) will be assigned and calculated as an “F” in the grade point average. Unless the work is completed and submitted by the fifteenth calendar day of the academic semester following the course, the student will fail the course and the “I” will be permanently changed to an “F” (Summer term is excluded). Exceptions to this policy must be approved in writing by the appropriate dean prior to that date. The faculty member initiates the grade change process once the student has made up the incomplete work. Deadlines for short-term courses may vary; please refer to program handbook or director.

*For graduate courses:*

Grades of “M” (Graduate Incomplete) should be cleared within four weeks after the last day of the term in which the course was taken. This time limit may be extended upon administrative approval but generally may not exceed a period of one year from the end of the term.

## Copyright Policy

*Suggested language*

Copyright laws and fair use policies protect the rights of those who have produced the material. To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit the [library copyright Web page](http://www.xavier.edu/library/about/Copyright1.cfm). You can also [request copyright help](http://www.xavier.edu/library/faculty-staff/Request-Help.cfm) from the library if you have specific questions.

Xavier University course sites contain copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material.  You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material.   Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder.  The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

## University Policy Regarding Gender-based Discrimination and Violence

*Suggested language*

Xavier University seeks to provide an environment that is free from discrimination based on sex and/or gender.  If you have experienced sex discrimination, including sexual violence, intimate partner violence, stalking, or sexual harassment, we encourage you to seek support from Xavier’s **confidential** [Advocacy & Prevention Coordinator](http://www.xavier.edu/advocate/) and to report to Xavier’s [Chief Title IX Officer](http://www.xavier.edu/TitleIX/) and/or [Xavier University Police Department](http://www.xavier.edu/police/). Xavier faculty is committed to supporting students and promoting a safe, respectful environment. Therefore, if a student shares information regarding sex discrimination with a Xavier faculty member, that faculty member will share this information with Xavier’s Chief Title IX Officer so that she can provide you with comprehensive information on your rights, options, and available resources.  When sharing information with a faculty member, you may choose to withhold identifying information until you have spoken to a confidential resource to learn all options and resources. For a list of confidential and non-confidential resources, please see <http://www.xavier.edu/titleix/documents/22015-16XavierGender-BasedSexualMisconductReportingSupportOptions.pdf>.

# Student Support

*Suggested language if these resources are appropriate to your students:*

## Learning Assistance Center

The [Learning Assistance Center](http://www.xavier.edu/lac/index.cfm) (LAC) provides support services to facilitate learning.  The LAC has two main purposes:  tutoring and disability services.  The tutoring services include subject specific tutoring, drop-in sessions, study skills assistance, and Supplemental Instruction (SI). For students with documented disabilities, services include accommodations such as extended time on exams, reduced distraction testing environment, note-taking assistance, and assistive technology.  Services are provided in a positive and encouraging environment, which promotes appreciation for diversity and c*ura personalis*. Students can contact the LAC at 745-3280 to set up an appointment. The LAC is located in the Conaton Learning Commons room 514.  <http://www.xavier.edu/lac/>

## Students with Disabilities

Any student who feels he/she may need an accommodation based on the impact of a documented disability should notify the course instructor and contact Cassandra Jones in the Learning Assistance Center at 745-3280 or e-mail [jonesc20@xavier.edu](https://mail.xavier.edu/owa/redir.aspx?C=Y8zahTEwKUGFj44hCWdwVPGBHjNf588IBOAhvj5-53-5apzF5C1YEpFFqIqEbrQjBOtjYj0xbus.&URL=mailto%3ajonesc20%40xavier.edu) to coordinate reasonable accommodations.

***Mental Health Resources***

***Undergraduate***

Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. McGrath Counseling Services (located in the McGrath Health and Wellness Center) helps students cope with difficult emotions and life stressors. McGrath Counseling Services is staffed by experienced, professional psychologists, social workers and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at <http://www.xavier.edu/health-wellness/counseling/index.cfm>  or by calling (513) 745-3022.

***Graduate***

Life in graduate school can get very complicated. Students sometimes feel overwhelmed, experience anxiety or depression, and struggle with relationships or family responsibilities. McGrath Counseling Services helps students cope with difficult emotions and life stressors. The office is staffed by experienced, professional psychologists, social workers and counselors, who are attuned to the diverse needs of all types of college students. The services are free and completely confidential. Learn more at <http://www.xavier.edu/health-wellness/counseling/index.cfm>  or call (513) 745-3022.

## Writing Center

The [Writing Center](http://www.xavier.edu/writingcenter/) offers free one-on-one tutoring on writing assignments for all Xavier students.  Students can contact the Center at 745-2875 to set up an appointment.  The Writing Center is located in the Conaton Learning Commons room 400. <http://www.xavier.edu/writingcenter/>

## Mathematics Tutoring Lab

The [Mathematics Tutoring Lab](http://www.xavier.edu/mathematics/Math-Lab.cfm) offers mathematics tutoring for all Xavier students.  Students can contact the Lab at (513) 745-3069 to set up an appointment.  The Mathematics Tutoring Lab is located in the Conaton Learning Commons room 419.

<http://www.xavier.edu/mathematics/Math-Lab.cfm>