# Syllabus

[COURSE NUMBER AND TITLE], [SEMESTER AND YEAR]

## Instructor

### Personal Info

* Name:
* Pronouns:
* Title:
* Department:

### Contact Info

* Email:
* Phone:
* Preferred Method:

### Response Time

[PLACEHOLDER]

*Add your response time to emails/voicemails from students. Include the number of hours (e.g., 24 hours) and the days of the week (e.g., Monday through Friday). Then, delete this red text.*

### Virtual Office Hours

[PLACEHOLDER]

*Add your virtual office hours for online meetings with students. Identify the web conferencing tool (e.g., Zoom, Microsoft Teams, BigBlueButton). Include the hours (e.g., 2-4pm) and days of the week (e.g., Tuesdays and Thursdays). Alternatively, write “by appointment.” Then, delete this red text.*

## Course Overview

### Course Basics

| CATEGORY | DETAILS |
| --- | --- |
| Course Number and Title |  |
| Credit Hours |  |
| Prerequisites |  |
| Restrictions |  |
| Delivery Method | Online via [Canvas](https://canvas.xavier.edu/) (canvas.xavier.edu/) |

### Course Description

[PLACEHOLDER]

*Add your course description. This can include the approved course description in the* [*Xavier University Catalog*](https://catalog.xavier.edu/)*. Also consider elements that invite students to engage with the course, see its relevance for their program and future, and convey your support for their learning. Consult the* [*Center for Teaching Excellence’s Suggested Components*](https://www.xavier.edu/cte/documents/ctesyllabussuggestedcomponentsandlanguage1.docx) *for ideas. Then, delete this red text.*

### Course Learning Outcomes

By the end of the course, you will be able to:

* [PLACEHOLDER]
* [PLACEHOLDER]

*Add your learning outcomes. Describe the most important skills and knowledge that students will gain during the course. Think about what you want students to take away from the course. Then, delete this red text.*

### Course Materials

[PLACEHOLDER]

*Add your course materials. List the texts and other materials. Identify which items are required vs. optional as well as where students can acquire the materials. Then, delete this red text.*

### Course Questions

The Course Questions discussion board is for any questions or comments you may have regarding the course. If you have a question about the course, it’s likely someone else would benefit from the answer as well, so here everyone will be able to see the responses. If you see a classmate’s question that you can help with, please feel free to respond. If you have a question that you would like to remain private, you are always welcome to contact me directly.

### Time Commitment Expectations

[PLACEHOLDER]

*Add your time commitment expectations for students so that they can anticipate their weekly workload. You can refer to the* [*Registrar's Credit Hour Policy Supplement*](https://www.xavier.edu/registrar/faculty-staff/credit-hour-policy-supplement) *for guidance on expected number of hours per week per credit hour. Note that the estimates in the chart at the end of the page are for semester-long courses, so they will need to be adjusted for accelerated or summer courses. Then, delete this red text.*

### Inclusivity Statement

I am committed to providing a learning environment that values a diversity of thoughts, perspectives, and experiences, and in which all students feel comfortable and safe to learn, and empowered to succeed. In order to build an equitable classroom community, I ask that students strive to:

* Share their unique experiences, values, and beliefs.
* Be open to the views of others.
* Honor the unique identities and perspectives of their peers.
* Appreciate the opportunity that we have to learn from each other in this community.
* Communicate in a respectful manner.
* Keep confidential any 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.

*Consider adding more information to convey support for student identity and wellness. See the* [*Center for Teaching Excellence’s Suggested Components*](https://www.xavier.edu/cte/documents/ctesyllabussuggestedcomponentsandlanguage1.docx) *for several options. Then, delete this red text.*

## Grading

### Grading Scheme

| LETTER GRADE | MINIMUM PERCENTAGE |
| --- | --- |
| A |  |
| A- |  |
| B+ |  |
| B |  |
| B- |  |
| C+ |  |
| C |  |
| C- |  |
| D+ |  |
| D |  |
| F |  |

### Grade Posting Policy

Grades will be posted in Canvas. To see your grades, go to the Canvas course and select the Grades link in the course navigation menu.

In general, you will receive a grade and feedback on an assignment within [PLACEHOLDER] days of the assignment’s due date.

*Add your grade posting policy. Include your response time to assignment submissions. Fill in the number of days, based on your estimate of the maximum time required to grade and provide feedback. Then, delete this red text.*

### Late Work Policy

[PLACEHOLDER]

*Add your late work policy, if applicable. Then, delete this red text.*

### Extra Credit Policy

[PLACEHOLDER]

*Add your extra credit policy, if applicable. Then, delete this red text.*

## Assignments

### Assignment Summary

| ASSIGNMENT | VALUE |
| --- | --- |
| Reading Quizzes |  |
| Discussions |  |
| Project |  |
| Final Exam |  |
| TOTAL |  |

### Assignment Details

Please submit all assignments electronically through Canvas, unless otherwise instructed.

*Add your assignments. For each assignment type, include a description and a value (points and/or percentage). Copy and paste to create new assignment sections. Remove unused assignment sections. Then, delete this red text.*

#### Reading Quizzes

Value:

[PLACEHOLDER]

#### Discussions

Value:

[PLACEHOLDER]

#### Project

Value:

[PLACEHOLDER]

#### Final Exam

Value:

[PLACEHOLDER]

## Course Schedule

The schedule is subject to change in the event of extenuating circumstances. You are expected to check emails and announcements regularly and adhere to the established course deadlines.

| WEEK | MODULE | ACTIVITIES/ASSIGNMENTS |
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## Technical Support

### Technical Requirements

* Internet connection (minimum of 512kbps download)
* Computer and supported web browser. For details, see the following article in the Canvas Guide: [What are the browser and computer requirements for Canvas](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66) (community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66).

### Canvas Support

All Xavier students have 24/7 phone support access with Canvas. You can contact Canvas support at **855-778-9967** with your general how-to questions and technical questions — or if you experience any problems with Canvas.

You also have 24/7 [live chat support](https://cases.canvaslms.com/apex/liveagentchat) (cases.canvaslms.com/apex/liveagentchat) access with Canvas. An additional benefit of using the live chat support is that you will receive a transcript of your chat after it concludes.

### Help Desk

If you need technology assistance (non-Canvas related) at any time during the course, contact the Xavier Help Desk at **513-745-4357 (HELP)**, or visit the [Help Desk website](https://xavier.edu/help) (xavier.edu/help).

## Academic Support

### Disability Resources

If you have, or think you may have, a disability, please contact [Accessibility and Disability Resources](https://www.xavier.edu/accessibility-and-disability-resources/) (www.xavier.edu/accessibility-and-disability-resources/) for a confidential discussion. Our offices are located in Conaton Learning Commons (CLC) Suite 514. We can be reached by phone during office hours at **513-745-3280**.

### Library Services

[University Library](https://www.xavier.edu/library/) (www.xavier.edu/library/) offers a wide range of research help options, resources, and services. The library provides access to hundreds of databases to support student research needs. Students can browse all library [databases by subject](https://libguides.xavier.edu/az.php) (libguides.xavier.edu/az.php), or get started using [Search@XU](https://www.xavier.edu/library/index#searchxu) (www.xavier.edu/library/index#searchxu) to search across multiple databases using one search, to find books, e-books, journal articles, streaming media, and more. Students can also find short “how to” tutorials on using our resources on the [Remote Learning page](https://www.xavier.edu/library/ask-a-librarian/remote-learning-services) (www.xavier.edu/library/ask-a-librarian/remote-learning-services).

Research librarians are available to help students find sources for papers and projects. Visit University Library to instantly chat with a librarian, or send a text to **513-773-3263**, Monday through Friday from 9am-5pm during the academic year and from 10am-2pm during the summer semester. Email a librarian at askus@xavier.edu and receive a response within 24 hours, Monday through Friday. Private research help consultations with a personal librarian, by subject major, are also available at [Ask a Librarian](https://www.xavier.edu/library/ask-a-librarian/) (www.xavier.edu/library/ask-a-librarian/).

### Tutoring and Other Services

* The [Office of Academic Support (OAS)](https://www.xavier.edu/academic-support/index) (www.xavier.edu/academic-support/index) provides free services, including tutoring, supplemental instruction, and study groups, to undergraduate Xavier students.
* The [James A. Glenn Writing Center](https://www.xavier.edu/writingcenter/index) (www.xavier.edu/writingcenter/index) provides free tutoring services to all Xavier students, for any stage of the writing process: understanding an assignment, generating ideas, drafting, organizing, revising, editing (addressing sentence structure, grammar, and punctuation concerns), and documenting sources. Tutoring appointments are scheduled in one-hour time slots and can be reserved by emailing writingcenter@xavier.edu or calling **513-745-2875**. Sessions can be conducted via Zoom and email appointments.
* The [Mathematics Tutoring Lab](https://www.xavier.edu/mathematics-department/math-lab) (www.xavier.edu/mathematics-department/math-lab) offers tutoring for MATH courses level 105-171 (with the exception of 125).

## University Policies

### Academic Integrity

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 cheating, plagiarism, the falsification of records for academic gain, collusion, copyright infringement, or abuse of physical or intellectual property.

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.

Penalties for violations of this policy may include, but are not limited to, one or more of the following: a written warning, academic integrity training, a zero or an “F” for that assignment or test, an “F” in the course, university probation, suspension, or expulsion from the University. This violation is to be submitted to the dean of the college of the student’s major(s), via the Academic Integrity reporting system, though the instructor has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and appropriate chair/program director/school director should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the Provost or their designee(s) will make a final determination.

*University Catalog, updated fall 2021*

More information can be found on the [Academic Integrity website](https://www.xavier.edu/academic-integrity/) (www.xavier.edu/academic-integrity/).

### Copyright

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### Gender-Based Discrimination and Violence

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 reach out to Xavier’s [Advocacy & Prevention Coordinator](https://www.xavier.edu/advocate/) (www.xavier.edu/advocate/) for **free and confidential support**. We also encourage you to report to Xavier’s [Chief Title IX Officer](https://www.xavier.edu/titleix/) (www.xavier.edu/titleix/) and/or the [Xavier University Police Department](https://www.xavier.edu/police/) (www.xavier.edu/police/).

Xavier faculty is committed to supporting students and promoting a safe, respectful environment. Therefore, if you share information regarding sex discrimination with a Xavier faculty member, that faculty member will share the 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 lists of confidential vs. non-confidential resources, please see the following diagram: [Title IX Sexual Harassment & Interpersonal Violence Reporting Options and Support/Advocacy Resources](https://www.xavier.edu/titleix/documents/title-ix-sexual-harassment-and-interpersonal-violence-response-and-support-options.pdf) (www.xavier.edu/titleix/documents/title-ix-sexual-harassment-and-interpersonal-violence-response-and-support-options.pdf).