

Syllabus Template

(All in RED and/or Asterisked are required per HLC or University guidelines)

General Course/Instructor Information (all required - must be filled in by instructor)

- Course Name/Number/Title
 - Course description
 - Credit hours attributed to Course
- Instructor Name/Title
 - Instructor Office
 - Instructor Office Hours
 - Instructor Contact Info
- TA name and contact info, if applicable
- Course Objectives (including Magis Core objectives, if applicable)
- Required course materials

Course Assignments and Assessments (all required - must be filled in by instructor)

- Assignments, projects, quizzes, and/or exams with brief descriptions of expectations, including points/weights assigned to each activity
- Grading scheme or Rubric (Grade or description of A, B, C work, etc.)

Course Policies and Procedures

**The pedagogy taskforce has a number of recommendations regarding course policies and procedures - the example language, if applicable, is included below. In addition the [Center for Faculty Excellence](#) has a number of resources you may find useful.*

- **Attendance policy* (example language):**

If you must be absent because of an emergency, illness, or other health issue, please make every effort to contact me about it beforehand, if possible, or before the next class, and be prepared to present official documentation of the reason for your absence (doctor's note, etc.). It is also expected that students will make every attempt to schedule all non-emergency medical appointments outside of class time.

If chronic mental or physical health issues may/will lead to repeated absences or absences beyond course syllabus expectations, please contact [Student Accessibility Services](#) located in the Old Gym (suite 437; 402 280-2166) to ensure accommodations are granted and communicated with your instructors.

- **Mental health issues (disclosure protocol and example language):**

Student Disclosure Protocol:

*If a student shares that they are suffering from depression/anxiety or another mental health issue, please empathize and ask if you may let someone in student counseling know. Often, a student is too overwhelmed to make a call on their own, but will appreciate a trusted adult doing it for them. You can then use Creighton Connect to **open a NEW alert** tagged as "health" and then choose "mental health". A counselor will be in touch within a day or two. You can also call Creighton Counseling directly at 402-280-2735.*

Attendance Policy Optional Inclusions:

- Your success in this class is important to me. If there are circumstances (mental health or otherwise) that may affect your attendance or performance in this course, please let me know as soon as possible so that we can work together to develop strategies to meet both your needs and the requirements of the course.
- Creighton University is committed to supporting the mental health and well-being of all students. If you or someone you know is feeling overwhelmed, depressed, or in need of support, please contact: Creighton Counseling by calling 402-280-2735 or visit [their website](#) for

resources. Students often can meet with a counselor in the same week to talk about what is going on and help decide next steps.

- **Late/Makeup Work policy* (example language):**

If you know you are to be absent for an assignment, please work with me to complete it prior to your absence. Work that is submitted late for any reason will be deducted 20% per day that it is late, and it will not be accepted after five (5) days. However, please see me if there is an emergent or unique situation that keeps you from completing your work on time.

- **Expectations for classroom behavior (example language):**

To be prepared for class you should do the assigned reading before class starts. Make notes, write questions, and think about how you could contribute to a class discussion. You should also bring the reading to class in a way that won't distract you or others. If it is in a book, bring it. If the reading is an article, download that article and print it out (as opposed to looking at it on your computer and being tempted to go to other websites during class).

Assignment-Specific Example Language

If you require an assignment that prompts students to engage their own opinions, context or thoughts - particularly regarding issues that may vary widely among students (i.e., religion, gender, political discourse), we suggest including a statement in the assignment itself that prepares students for these various perspectives. It may also be helpful to provide specific boundaries to these assignments (i.e., racist, sexist or homophobic language will not be tolerated in this assignment).

- **Classroom Recording (example language):**

Learning takes place in the face to face and virtual classrooms through a variety of means, including lectures, discussions (live or written), activities, etc. For learning to take place, these environments need to be a safe space. As part of that safe space, we should speak respectfully to and with each other. That is not to suggest that any of us will never misspeak because learning is a process. To learn from these conversations, we need to ensure that what happens in our face to face and virtual interactions (e.g. BlueLine or other online learning environments, such as textbook platforms, etc.) stays in the classroom.

For this reason *all* course materials generated by either the course instructor or students registered in the course that are posted on the course BlueLine or other online learning

environments are intended to be viewed and used only by students who are enrolled in that class, for the purposes of fulfilling the course objectives.

Such materials may include handouts, problem sets (and solutions), lecture and discussion materials like powerpoint slides, videos, lecture, discussion recordings, and/or discussion posts.

Only the instructor may record common class sessions, and only the instructor may distribute any recorded materials - visual or written, including individual student discussion posts or comments. Sharing any of these materials with others outside of the course will be considered "misuse of academic resources," as defined in the *Creighton University Student Handbook*, which is an act of academic misconduct. Students can be penalized, up to and including failure of the course.

In the case of recorded live lecture and/or discussion materials, students should be aware that recording may continue during class breaks. Therefore, private conversations should be held elsewhere in order to avoid inadvertent recording.

Violations may also lead to additional consequences as outlined in the college's disruptive student policy. There are additional consequences for cyberbullying or otherwise using a recording in violation of our code of conduct or Title IX policies.

- **Additional Laptop/smartphone policy (*example language*):**

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, ipad, laptop, etc. makes noise or is visually distracting during class. That said, many students find it useful to have a mobile device on hand to access course materials.

With this in mind, I allow you to take notes on your laptop, but request that you turn the sound off so that you do not disrupt other students' learning. In addition, if you are doing anything other than taking notes or looking at course materials I will revoke your ability to use it.

No cell phone use is allowed in class; this includes texting or other activities. In the rare case that you truly need to make an emergency phone call or text, please step out of the classroom to do so. If you are texting in class

you may be asked to leave and will have an official absence recorded for that class period, which will count against your final grade.

- **Netiquette statement (*distance learning courses - example language*):**

It is expected that discourse will be respectful and model the highest standards of professional dialogue. This does not mean that you cannot present opposing viewpoints. In fact, you are encouraged to challenge each other's ideas and promote stimulating discussions. However, unprofessional and inappropriate comments, as in the regular classroom, are to be avoided online. Any posting that does not appear to adhere to professional standards will be removed. In such a case, it will be the responsibility of the student to provide a replacement posting to meet course requirements.

- **Copyright/fair use statement (*example language*):**

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course website are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized recording, retaining after the course ends, distribution, or modification of copyrighted materials is strictly prohibited by law.

- **Interpersonal violence/trigger warning statement (*example language*):**

The topics covered in this class can be difficult, and at times we will bear witness to serious trauma. Some of the material may cause you some psychological or emotional distress. If you feel that this distress is too intense, please feel free to remove yourself from the class for that period of time. If you are experiencing overwhelming emotions or find you cannot continue in the class, please talk to me about withdrawing. There are also a number of resources on campus that you can engage for support:

Student Counseling Services: 402-280-2749

Violence Intervention and Prevention (VIP) Center (confidential):
402-280-3794

If you find yourself in crisis, here are some additional resources:

Crisis Counseling: 1-800-273-TALK (1-800-273-8255)

Suicide Hotline: 988

Please know that you matter, and you are welcome to ask for support from me or any faculty or staff at Creighton at any time, for any reason.

College/University Policies and Procedures (red* are required)

- **Academic Honesty*** (*example language*)

All work is expected to be **your own**, unless it is explicitly designated as group work. On homework, discussion with peers is permitted; however, discussion should only occur after you have made a significant effort on your own. I **strongly discourage** the sharing of written solutions, but instead invite you to ask questions of your instructor or peers, and review materials from the course.

Special Note: Academic Dishonesty also includes using unauthorized sources for the completion of a particular assignment. For example, this would include consulting old solutions, looking up solutions to problems on the internet, using Google or Microsoft translate, or using other resources like other textbooks or online services like Chegg.com or other websites to complete your work.

Please read the current [College Policy on Academic Honesty](#).

Any assignment turned in that fails to meet this policy on academic honesty will be scored as a zero, and the College of Arts and Sciences will be notified. Repeated violations of this policy will result in an automatic failure of this course.

- **Incomplete Requests (*example language*):**

A grade of “Incomplete” may be given if, after a significant portion of the course has been completed, you find yourself in an emergent situation that keeps you from finishing up the course, due to illness, family situation, etc. You may appeal for this option directly to me, but please read [the policy](#) carefully first.

- **Disruptive Student Policy Syllabus Statement:**

According to the [Creighton University Student Handbook](#), all Creighton students are to uphold the following standards of conduct:

1. Act with professional, academic, and personal integrity.
2. Respect and promote the dignity of all persons.
3. Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.

4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

This policy applies to any actions which disrupt, hinder, or otherwise interfere with the regular conduct of the course, regardless of if they occur in the classroom, through online learning environments, on campus, off campus, or in other physical or digital spaces. Sharing information about another student's identity, assignments, or participation in-class outside of official Creighton University reporting structures is likely to cause disruptions in the course and may violate this policy.

Violations of this policy may result in the following actions (based upon the severity of the incident):

1. Notification that a violation of the policy occurred either in writing (via official university communication systems, such as email, blueline, or connect) or via a face-to-face meeting with the instructor.
2. Dismissal from class and a referral to the Office of Community Standards and Well-Being. In this instance, you will not be permitted to return to class without instructor permission.
3. For any conduct perceived to pose an immediate threat to the well-being of others in the classroom, Public Safety (402-280-2911) shall be contacted immediately for assistance, at the instructor's discretion.

- **Grade Appeal (*example language*):**

If you feel that I have not followed the syllabus, you have a right to appeal your final grade. As there are a number of requirements that must be met in order to submit a formal grade appeal, I suggest you closely read [the policy](#) (in the student handbook) before doing so.

- **Class cancellation statement* (*example language*):**

If class is canceled I will notify you as soon as possible through Blue Line/email. There are a variety of assignments in Blue Line that I will use if class is canceled due to my own illness or emergent situation. If I am not able to contact you for some reason, please watch for an email from the chair of the department, Dr. XXX.

- **Force majeure statement* (required as written):**

Creighton University may modify, suspend, or postpone any and all activities and services immediately and without notice because of force majeure causes beyond Creighton's control and occurring without its fault or negligence including, but not limited to, acts of god, fire, war, governmental action, terrorism, epidemic, pandemic, weather, national emergencies, or

other threats to the safety of students or staff. Creighton may, at its option, alter the academic schedule or provide alternate instruction modalities to meet course objectives and competencies and program outcomes, including, but not limited to, distance or remote learning, until such time as Creighton determines normal operations may resume safely.

Student Support Resource Links (suggested)

- [Writing Center](#)
- [Communications Center](#)
- [Office of Academic Success](#)
- [Library resources](#)
- [Accessibility Services](#)
- [Technology services](#)

Course Outline/Schedule (required)

- Topics and timeline
- Reading assignments
- Due dates for assignments

Test and exam dates (required)

- Final exam date/time* (please see the Registrar's posted [Final Exam Schedule](#))