|  |
| --- |
| **Syllabus Checklist***Italicized items/sections* are REQUIRED; others are recommended**Course number:\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | ***Course summary information*** |
|  | *Course number (SUBJ XXX) and Course Title* |
|  | *Semester or Term, Year* |
|  | *Credit Hours* |
|  | *Department* |
|  | *Start and End Dates*  |
|  | *Class Times and Locations* |
|  | *Discovery/Inquiry/Writing Intensive (if applicable)* |
|  | *Textbook and other course materials (i.e. software, case studies)** *Name and required OR optional*
 |
|  | ***Instructor summary information*** |
|  | *Name including title and rank* |
|  | *Office Location and Office phone #* |
|  | *Office Hours/Information* |
|  | *UNH Email Address and include the preferred method of contact** *Include an indication of usual response time*
 |
|  | *Teaching Assistants’ Information (Name(s) and contact information)* |
|  | **Details** |
|  | Course Overview & Description (can be from catalog) |
|  | Prerequisites* Courses that students should have successfully completed and/or knowledge students are expected to have
* If none, include a statement that says “There is no prerequisites for this course.”
 |
|  | *Learning Objectives (Course-specific)* |
|  | Learning Outcomes (Program level) |
|  | Required Texts or Software – full information* Include any required texts or course materials (indicate required vs. optional)
* Include links when applicable and for books include ISBN number and edition
 |
|  | *Course Schedule** *simple table of dates, assignments, and topics (note: the content should align with the expected hours of work)*
 |
|  | *Course Workload and Credit Hours (both policy & estimate)** *(Include statement on expected hours of work/credit)* See estimates below that are compliant with the policy:
* 4 cr semester course: 12 hours/week
* 3 cr semester course: 9 hours/week
* 3 cr term course: 16 hours/week
* 2 cr term course: 10 hours/week
 |
|  | *Grades* * *Describe basis for student evaluation and grading in the course*
* *Include description of grading procedures, description of how grades will be assigned, components of final grade, weights, grading scale*
 |
|  | Assignment Details* [Abbreviated information on each assignment or project. Detailed information should be in a separate document and accessible in Canvas. Information around how you are using Grade Center and how quickly students can expect to receive feedback or grades on all assignments.]
* *[If this course is a cross-listed undergraduate/graduate course, this section should clearly indicate the additional/different assignments required for those taking it for graduate credit]*
 |
|  | *Policy on Late Submissions, Extensions, etc.* |
|  | Class Attendance/Participation (if applicable) |
|  | Team work expectations and policies (if applicable) – guidance on how students should handle problems related to team-based assignments/how team contributions will be assessed. |
|  | Etiquette * Comment here on any ground rules for class discussion/debate you expect to hold
* Divergent opinions.
 |
|  | Student to Instructor Communication Expectations* The key is to clearly communicate how and when you expect to be in touch, and what your response time is likely to be.
 |
|  | Technical Requirements and Technical Support* See website listings for current recommendations and requirements related to this course -https://online.unh.edu/technical-requirements. Technical assistance related to Canvas is available at <https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=1278> .
 |
|  | Mental Health and Wellness* ([Link to PACS information](https://www.unh.edu/pacs/))
 |
|  | University Disability Accommodations* [Statement on how/when to contact SAS](https://www.unh.edu/diversity-inclusion/student-accessibility/faculty-staff/implementing-accommodations)
 |
|  | Academic Honesty and Plagiarism* Statement or link to Academic Honesty section in [Student rights and responsibilities.](https://catalog.unh.edu/pdf/2022-2023-student%20rights%20rules%20and%20responsibilities.pdf)
 |
|  | **Note: This syllabus is subject to change. Students will be promptly notified of any changes.** |