

Course Syllabus Guidelines

- Course information:
 - Title, SAC (subject area code), number, and section
 - Class schedule and semester/year
- Faculty contact information:
 - Name
 - Office address
 - Office hours
 - E-mail address, telephone
- Course Materials:
 - Required and optional textbook(s)
 - Course pack
 - Library materials
 - Required and optional readings for assignments and exams
- Course:
 - Description
 - Major and minor topics to be covered
 - Learning objectives/outcomes [e.g., At the completion of this course, students should be able to...a)...b)...c)....]
 - Method(s) of instruction (lecture; lecture-discussion; lab; service-learning; on-line or blended instruction; etc.)
 - Grading policies for tests, assignments, and attendance
 - Specific descriptions of the criteria and methods to be used in evaluating/grading student performance
 - Inclusion of [tentative] due dates for assignments, exams, and papers
 - Differential grading criteria/requirements may be required if this is a dual level course (i.e., at the 5000 or 6000 level and can be taken for credit by both undergraduate and graduate students)
- Religious holidays (from the online Academic Calendar):

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.
- Student Disabilities Services (edited statement from the SDS web site):

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The SDS office is located in the Adamany Undergraduate Library. The SDS telephone number is 313-577-1851 or 313-577-3365 (TTD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours or at another agreed upon time to discuss your needs.
- Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-

reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student's accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

- Academic Dishonesty -- Plagiarism and Cheating (edited statement from the DOSO's web site):

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct. Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

- Cheating: *Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student's test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.*
 - Fabrication: *Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.*
 - Plagiarism: *To take and use another's words or ideas as one's own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.*
 - Unauthorized reuse of work product: *submission for academic credit, without the prior permission of the instructor, of substantial work previously submitted for credit in another course. Example: submitting a paper in a current course that was written for, and submitted in, a previous course.*
 - Other forms of academic misbehavior include, but are not limited to: (a) *unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.*
- Course Drops and Withdrawals:
In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week, there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request in Academica. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure

they fully understand all the consequences before taking this step. More information on this can be found at: <https://wayne.edu/students/register/dropping>.

- Student services:
 - The Academic Success Center (Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit www.success.wayne.edu for schedules and information on study skills workshops, tutoring, and supplemental instruction (primarily in 1000 and 2000 level courses).
 - The Writing Center is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit clasweb.clas.wayne.edu/writing to obtain information on tutors, appointments, and the type of help they can provide.
 - Library research assistance
Working on a research assignment, paper, or project? Trying to figure out how to collect, organize, and cite your sources? Wayne State librarians provide on-campus or online personalized help. Contact them at <http://library.wayne.edu/consult>.

- Class recordings:

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

- Online courses only:
 - Will class be held in case of school closures (e.g., due to snow)?
 - Hardware and software requirements
 - Are there any extra fees associated with access to required course materials (e.g., a subscription to Netflix)?
 - Are any synchronous, online meetings required? If so, what are the dates and times? What technology will students need to attend?
 - Are any proctored exams required? If so, how many and what is the method for proctoring (e.g., at a testing center or via an electronic proctoring system)?
 - Information on how to remotely access library resources