Course syllabus template

## Web accessibility information and your syllabus

Ontario web accessibility standards came into effect in January 2014. These standards require all online content including uploaded Word and PDF files to be accessible for all users. This legislation also covers syllabi posted online. For more information on web accessibility standards, visit the [UWaterloo Accessibility web page](https://uwaterloo.ca/web-resources/resources/accessibility) .

### Document accessibility standards include:

* proper [headings and styles](http://office.microsoft.com/en-ca/word-help/add-a-heading-HA010368882.aspx)
* document title information **(File menu, beside ‘Title’ enter the title)**
* alternate text (alt text) for [pictures and tables](http://office.microsoft.com/en-us/excel/add-alternative-text-to-a-picture-shape-chart-table-or-smartart-graphic-HA103220865.aspx?CTT=1)
* meaningful link descriptions for URLs (e.g., [UWaterloo website](https://uwaterloo.ca), not <https://uwaterloo.ca/> )
* formatted lists, such as bullet and number lists.

To check a Word document for accessibility: **File/Check for Issues/Check Accessibility**To check a PDF for accessibility (using Acrobat Pro): **View/Tools/Accessibility>select ‘Full Check’**.

To use the template, delete this page and use the following pages as your syllabus template.

# University of Waterloo Department of d**epartment name** Full course code Course title Term and year Class Hours, Classroom

## Instructor and T.A. Information

Instructor: Instructor Name

Office: Office

Office Phone: Instructor Phone Number

Office Hours: Office Hours

Email: Instructor Email

Extra information on contacting the instructor.

| T.A. | T.A. 1 Name | T.A. 2 Name | T.A. 3 Name | T.A. 4 Name |
| --- | --- | --- | --- | --- |
| Email | T.A. 1 Email | T.A. 2 Email | T.A. 3 Email | T.A. 4 Email |
| Office | T.A. 1 Office | T.A. 2 Office | T.A. 3 Office | T.A. 4 Office |
| Office Hours | T.A. 1 Hours | T.A. 2 Hours | T.A. 3 Hours | T.A. 4 Hour |

## Course Description

This is where you will enter the course description.

## Course Goals and Learning Outcomes

Any information related to goals/learning outcomes.

Upon completion of this course, students should be able to:

1. Description of general goal 1.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 2.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 3.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 4.

* Specific abilities to meet goal
* Specific abilities to meet goal

## Required Text

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Readings Available on LEARN

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Course Requirements and Assessment

Information on course requirements and assessments.

| Assessment | Date of Evaluation (if known) | Weighting |
| --- | --- | --- |
| Assessment 1 | Date of Evaluation 1 | X% |
| Assessment 2 | Date of Evaluation 2 | X% |
| Assessment 3 | Date of Evaluation 3 | X% |
| Assessment 4 | Date of Evaluation 4 | X% |
| Assessment 5 | Date of Evaluation 5 | X% |
| Assessment 6 | Date of Evaluation 6 | X% |
| Assessment 7 | Date of Evaluation 7 | X% |
| Total |  | 100% |

Notes on the various class assessments

### Assessment 1

Assessment 1 Description

### Assessment 2

Assessment 1 Description

### Assessment 3

Assessment 1 Description

### Assessment 4

Assessment 1 Description

### Assessment 5

Assessment 1 Description

### Assessment 6

Assessment 1 Description

### Assessment 7

Assessment 1 Description

## Course Outline

Notes on readings.

| **Week** | **Date** | **Topic** | **Readings Due** |
| --- | --- | --- | --- |
| 1 | Date | Week 1 topics | Week 1 readings |
| 2 | Date | Week 2 topics | Week 2 readings |
| 3 | Date | Week 3 topics | Week 3 readings |
| 4 | Date | Week 4 topics | Week 4 readings |
| 5 | Date | Week 5 topics | Week 5 readings |
| 6 | Date | Week 6 topics | Week 6 readings |
| 7 | Date | Week 7 topics | Week 7 readings |
| 8 | Date | Week 8 topics | Week 8 readings |
| 9 | Date | Week 9 topics | Week 9 readings |
| 10 | Date | Week 10 topics | Week 10 readings |
| 11 | Date | Week 11 topics | Week 11 readings |
| 12 | Date | Week 12 topics | Week 12 readings |

## Late Work

Instructor’s policy on late work.

## Information on Plagiarism Detection

Description of software used to detect plagiarism.

## Electronic Device Policy

Instructor’s policy on electronic devices.

## Attendance Policy

Instructor’s policy on attendance.

## [Institutional-required statements](https://uwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council/course-outline-requirements) for undergraduate course outlines approved by Senate Undergraduate Council, June 15, 2009 (updated June 2021)

### Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [Office of Academic Integrity webpage](https://uwaterloo.ca/academic-integrity/) for more information.

### Discipline

A student is expected to know what constitutes academic integrity to avoid committing an academic offence and to take responsibility for his/her actions. Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/) for more information. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the undergraduate associate dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

### Grievance

A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

### Appeals

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

### Note for Students with Disabilities

[AccessAbility Services](https://uwaterloo.ca/disability-services/), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AcessAbility Services at the beginning of each academic term.

### Turnitin.com

## Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

## It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

## Faculty of Arts-required statements for undergraduate course outlines

### Cross-listed Course (if applicable)

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.