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 WaterlooDepartment of d**epartment name** Full course codeCourse titleTerm and yearClass 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

### Accommodating religious and spiritual observances

The University of Waterloo has a duty to [accommodate religious, spiritual, and other creed-based beliefs and practices](https://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations) under the Ontario Human Rights Commission (2015) [*Policy on preventing discrimination based on creed*](https://www.ohrc.on.ca/en/policy-preventing-discrimination-based-creed). Students may seek accommodations for missed course components on religious, spiritual, or other creed grounds. In such cases the students should please consult the instructor within two weeks of the announcement of the due date for which the accommodation is being sought.

### Declaring absences

Please see the [Academic Regulations](https://uwaterloo.ca/academic-calendar/undergraduate-studies/catalog#/policy/SkiPsB9Vp?bc=true&bcCurrent=Assessments%3A%20Academic%20Considerations%20and%20Accommodations&bcGroup=Academic%20Regulations&bcItemType=policies) section of the Undergraduate Calendar for more details. Regardless of the process used to declare an absence, it is the student’s responsibility to contact their instructor so that the instructor can determine how to accommodate the missed work.

**Absences due to religious, creed, and spiritual observances**

Beginning Fall 2024, students can submit a Religious Observance Self-Declaration Form in Quest. This form allows the student to register dates of potential conflicts with coursework. Students are expected to record their absence within two weeks of announcement of the due date or scheduled examination date for which academic accommodation is being sought. Submission through Quest will notify your instructors of your absence.

**Absences due to verified illness or extenuating circumstances (e.g., bereavement)**

For absences due to illness that are not pandemic-related, students need to obtain a [Verification of Illness Form](https://uwaterloo.ca/campus-wellness/health-services/student-medical-clinic/verification-illness-services) (VIF) that is completed and signed by a healthcare practitioner. The VIF indicates the determination by a care provider of the degree of incapacitation for a given period. The VIF should then be submitted by the student to the must be uploaded and submitted through the [Verification of Illness or Extenuating Circumstances Process](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other). Submission through the [Absence Verification System](https://vif.uwaterloo.ca/), once approved, will notify your instructors of your absence. Students should not submit their VIF or any other medical documentation to your instructors, teaching assistants, or other course personnel.

For absences due to extenuating circumstances (e.g., bereavement, serious family illness), students submit [a request for absence due to extenuating circumstances](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other) to the [Absence Verification System](https://vif.uwaterloo.ca/) for processing. Students use the form to submit supporting documentation, which will be considered in a comparable manner to a VIF. Official documentation is necessary before any action can be taken. Examples are plane/train/bus tickets, court documents, police reports, death certificates/obituaries/letters from funeral directors.

**Self-declared absences due to COVID-related illness**

Students can [self-declare](https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-absence-undergraduate-students) an absence on Quest due to COVID-related illness or a requirement to self-isolate. A self-declared COVID absence covers up to 10 days and no documentation is required. No in-person course activity is permitted during the period of a self-declared COVID absence. Participation in on-line components is permitted but should not be required if the student notifies the instructor that they are too ill to participate in the online work. Submitting the self-declaration through Quest will notify your instructors of your absence.

**Self-declared short-term absences for any reason**

Students can [self-declare](https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-absence-undergraduate-students) one short-term absence per term on Quest for any reason. A short-term absence covers two calendar days, and no documentation is required. The student has only one self-declared short-term absence per term and this absence can only be used during the formal lecture period. Self-declared absences cannot be applied to Laboratory (LAB), Clinic (CLN), or Studio (STU) course components. Submitting the self-declaration through Quest will notify your instructors of your absence.

### Recording lecture

Use of recording devices during lectures is only allowed with explicit permission of the instructor of the course. If allowed, video recordings may only include images of the instructor and not fellow classmates. Posting of videos or links to the video to any website, including but not limited to social media sites such as: facebook, twitter, etc., is strictly prohibited.

### 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.