# University of California – Riverside

# School of Education

[Quarter and Year]

[Course Title] [Course Number]

[Number of Units]

[Instructor Name]

[Day and Time of Class]

[Course Meeting Place]

[Location of Mailbox]

[Office Hours *(Virtual or In Person)*]

[UCR Email]

[Office Phone Number]

Teaching Assistant(s):

[TA Name #1]

[Discussion Section Number]

[Day and Time of Discussion]

[Discussion Meeting Place]

[Location of Mailbox]

[Office Hours *(Virtual or In Person)*]

[UCR Email]

[TA Name #2]

[Discussion Section Number]

[Day and Time of Discussion]

[Discussion Meeting Place]

[Location of Mailbox]

[Office Hours *(Virtual or In Person)*]

[UCR Email]

## [Course Title]

**COURSE OVERVIEW**

# CATALOG COURSE DESCRIPTION

# *(Required)*

*Include the course description verbatim from the course catalog.*

 **Course Pre-requisites: *(Include any pre-requisites for the course.)***

# COURSE OBJECTIVES

***(Required)***

*Include objectives for the course. Remember, objectives primarily describe the intended purposes of teaching activities and are aimed at describing the teaching that is occurring.*

# LEARNING OUTCOMES

***(Required)***

*Include the list of learning outcomes for the course. Make sure that you indicate which learning outcomes are the same as, or directly support, the learning outcomes for your major.*

**UCR-SOE POLICIES**

**ACCOMODATIONS**

***(Required) (Include the following directly)***

If you have a disability or believe you may have a disability, you can arrange for accommodations by contacting Student Disability Resource Center (SDRC) at 951-827-3861 (voice) or sdrc@ucr.edu (email). Students needing academic accommodations are required to register with SDRC and provide required disability-related documentation. If you have approved accommodation(s), you are advised to notify your instructor privately. The SDRC website http://sdrc.ucr.edu provides information about academic and non-academic supports and has additional contact information.

**ATTENDANCE POLICY**

***(Required) (Include the following directly)***

SOE takes seriously the need for students to attend and actively participate in classes; class absences and lack of participation undermine the learning process. Students who miss more than 20% of the course meeting are strongly urged to withdraw from the course. Instructors may also fail such students, except in the case of documented serious illness or immediate family emergency. Missing portions of classes, through persistent late arrival or early departure, can count toward the “more than 20% of class time.”

**ACADEMIC HONESTY POLICY**

***(Required) (Include the following directly)***

Students are expected to conduct themselves and their work in a manner consistent with UCR’s policy on academic integrity. Academic misconduct includes, but is not limited to, cheating, fabrication and plagiarism (e.g., using another’s work or ideas without giving credit- intentionally or unintentionally). Submitting your own work more than once (e.g. for this class and another class, without both instructors’ knowledge and permission) is also a form of academic dishonesty and will result in an F. If you are at all unsure of what constitutes plagiarism or other forms of academic dishonesty, consult the UCR website for more information: http://conduct.ucr.edu. Please familiarize yourself with UCR’s policies and procedures regarding academic integrity, published in full in the General Catalog at http://catalog.ucr.edu.

**WRITING POLICY**

***(Required) (Include the following directly)***

The School of Education believes that all students should exit its program with strong writing skills. As such, the quality of written composition as well as content will be factored into grades on students’ papers for all education classes.

**COURSE POLICIES**

# ELECTRONIC COMMUNICATION POLICY

***(Recommended) (Here is where you will share any specific policies you have for electronic communication, such as email)***

As a default, I will be sending class emails to your UCR email, as it is also the email UCR staff will use when sending you important emails. Plus, it will help get you into the habit of using a more professional email for school and for potential future work. When sending me an email, please include your last name, followed by the course number, and followed by the purpose of the email in the subject heading (Example: Evans – EDUC102 – Question about Final Exam). Keep in mind that I will respond within 24 hours during the week and within 48 hours on the weekend unless the email is sent during my office hours, at which time you will get an almost immediate response.

# BEHAVIOR/CONDUCT

***(Recommended) (Here is where you will describe your behavior/conduct expectations. The ones below are fairly standard and should included if they are appropriate for your class.)***

* Please arrive to class on time.
* UCR is a smoke-free campus. Smoking is not allowed on campus.
* No cell phones in class. Please step outside to make or receive a call.
* Please be considerate and attentive during presentations and discussions. Do not text, draw or use your computer during presentations and discussions. Exceptions include the use of electronic devices for note-taking.
* Please be respectful of others while setting up desk space. Do not create an obstacle course with all your belongings. Cooperating with one another is the best way to make the most of limited space.
* Please properly dispose of all trash. We are *all* responsible for the maintenance of our campus and classrooms.
* Please use appropriate language when sharing thoughts and opinions. We all have our own views, but the goal is to create an environment that encourages dialogue and personal growth.

# LATE PAPERS/ASSIGNMENTS

***(Required) (Here is where you will describe your policy on late work. You do not have to accept late papers, but your policy must be firm and in writing.)***

Late assignments will be accepted up to 3 days beyond due date, but will be decreased in total points by 15% unless accompanied by documentation that excuses the late assignment. If accompanied by a legitimate excuse, the assignment will not be decreased by 15% during the time period the excuse covers. Examples of acceptable excuses are:

* Illness with a doctor’s note
* Having to care for an ill loved one
* Having a death in the family
* Being involved in a car accident

Communication is key to your success. If something happens, please let me know and we can work through your options for success in the course.

**UCR ACADEMIC RESOURCE CENTER (for undergraduate students)**

***(Recommended)***

The Academic Resource Center (ARC) is the central resource for academic support at UCR. All students are strongly encouraged to visit the ARC, which is staffed by professional and student employees who are well trained to provide academic support and dedicated to fostering academic excellence. Resources provided by the ARC include Tutoring, Supplemental Instruction, Study Skills Workshops, as well as several peer mentoring programs. Participating in these services is most useful to students when used pro-actively for academic enrichment. Visit arc.ucr.edu or call 951-827- 3721 for more information about hours, location and the schedule of services.

**COURSE RESOUCES**

***(Required)* *(Here is where you should indicate what is needed for the course. This list should include books, articles (if students will need to find them on their own), computer software and hardware, and any other supplies. This list should also be separated between recommended and required.)***

**GRADING SCALE**

***(Required) (Include a grading scale that is appropriate for your course)***

A 4.0 A- 3.7

B+ 3.3 B 3.0

B- 2.7 C+ 2.3

C 2.0 C- 1.7

D+ 1.3 D 1.0

D- 0.7 F 0

# COURSE GRADING REQUIREMENTS

***(Here is where you should describe how all aspects of the course add up to a specific grade. Please take a look at the example Syllabus to see how this is done.)***

***(You can include the following directly, but I would suggest you look through it and revise as you see fit. You might want to consider just providing grading breakdown with a little explanation. Remember that this is an overall view for the course and is not the same as providing grading criteria/rubric for specific assignments throughout the course.)***

**A = Excellent**

In class and homework assignments go beyond the ideas presented in class both in skill and creativity. Each assignment is an excellent example of the criteria defined with little to no errors that detract from the overall assignment, and they integrate material from the class with external material exceptionally well.

**B = Very Good**

In class and homework assignments are successful at representing the ideas presented in class both in skill and creativity. Each assignment sufficiently meets the criteria defined with little to no errors that detract from the overall assignment, but are limited in the degree to which they integrate material from the class with external material.

**C = Average**

In-class and homework assignments are on-time, complete and adequate in skill and creativity. Each assignment is an average example with minor grammatical and composition errors that may detract from the overall assignment, but on a limited basis. Furthermore, the assignment does not fully integrate all material from the entire class, and does not integrate external material.

**D = Below Average and May Require a Repeat**

In class and homework assignments are incomplete and/or late and show lack of understanding and coherence. Assignments demonstrate only a basic understanding of the ideas presented. Many errors in grammar and composition make it difficult to comprehend the overall assignment. Assignment does not attempt to integrate material from the course as a whole and does not integrate external material.

**F = Failing**

In class and homework assignments do not meet minimum requirements for a D. Little if any effort expended on an assignment. Assignments were late or missing. Student had too many unexcused absences.

# COURSE GRADING REQUIREMENTS (*example*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Points** | **Percentage** | **Due date** |
| Participation | ## | ##% | <each class or date or week> |
| Assignment #1 | ## | ##% | <each class or date or week> |
| Assignment #2 | ## | ##% | <each class or date or week> |
| Assignment #3 | ## | ##% | <each class or date or week> |
| Assignment #4 | ## | ##% | <each class or date or week> |
| Final paper | ## | ##% | <each class or date or week> |
| Presentation | ## | ##% | <each class or date or week> |
| **Total points possible** | **#**## | 100% |  |

**COURSE SCHEDULE/ TIMELINE**

***(Here is where you will describe how the course will progress from session to session. Make sure to indicate how learning outcomes, assignments, and topics are related. Take a look at the example syllabus to see how this can be done.)***