**Course Number and Title**

**Semester, Time, Location**

**Instructor’s Name**

**Contact Info (office location, email, tel.)**

**Office Hours**

**Course description** (this does not have to be the formal description that is on Wiser, and it can be considerably more expansive; however, it must be consistent in content with the Wiser description).

**Prerequisites and GenEd Status Statement** (where applicable)

**Course Objectives/Outcomes** (recommended)

**Required Texts** (with full bibliographical entries)

**Recommended Texts** (optional)

**Other Required Readings and where they may be found** (BlackBoard, course pack, etc.)

**Grading Rubric:** a clear listing of the percentage value of each assessed element of the course.

**Grading Scale** (optional)**:** a listing of the percentage values of each of the possible letter grades for the course.

**Course Requirements:** a description of the expectations of the course: types of assignments (papers, presentations, group projects, etc.), quizzes, exams. Each of these should have sufficient explanation for the student to know what is expected and how it will be assessed. If participation is graded, an explanation of how it will be assessed should be included.

**Late Work/Missed Work Statement**

**Attendance Policy:** a clear and specific statement of how attendance affects the course grade, with delineation of what constitutes an excused absence and whether documentation will be required.

**Other Classroom Policies** (recommended): regarding use of technology, respectful discussion, etc.

**(Please note:** the following Accommodations Statement, Academic Conduct Statement and Students Support Statement may be copied and pasted directly from this document**)**

**Accommodations Statement**

The University of Massachusetts Boston is committed to providing reasonable academic accommodations for all students with disabilities. This syllabus is available in alternate format upon request. If you have a disability and feel you will need accommodations in this course, please contact the Ross Center for Disability Services, Campus Center, Upper Level, Room 211 at 617.287.7430. <http://www.umb.edu/academics/vpass/disability/> After registration with the Ross Center, a student should present and discuss the accommodations with the professor. Although a student can request accommodations at any time, we recommend that students inform the professor of the need for accommodations by the end of the Drop/Add period to ensure that accommodations are available for the entirety of the course.

**Academic Conduct Statement** (may be modified to suit the nature of the course but must include reference and link to the University Bulletin)

It is the expressed policy of the University that every aspect of academic life—not only formal coursework situations, but all relationships and interactions connected to the educational process—shall be conducted in an absolutely and uncompromisingly honest manner. The University presupposes that any submission of work for academic credit indicates that the work is the student’s own and is in compliance with University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree.Students are required to adhere to the Code of Student Conduct, including requirements for academic honesty, delineated in the University of Massachusetts Boston Bulletin, found at: <http://www.umb.edu/life_on_campus/policies/community/code>

**Student Support Statement** (recommended)

Subject tutoring and writing assistance are available through the Office of Academic Support Programs (287-6550 or [www.academicsupport.umb.edu](http://www.academicsupport.umb.edu)).

**Class Schedule:** meeting dates for the class with topics, assigned reading, due dates for assigned work and exam dates. (This can take any form – list, table, narrative – provided that expectations are clear.)