|  |  |
| --- | --- |
| SOS 100: Title Class Number:  Credit Hours:  Semester & Year (Start Date – End Date)  Course Day, Time, Location (on ground only)  Pre-requisite:  Co-requisite: | |
| Instructor Name:  Email:  Phone:  Office:  Office Hours: | Teaching Assistant (TA) Name*:*  Email:  Phone:  Office:  Office Hours: |
| Syllabus Disclaimer *All syllabi are subject to minor changes to meet the needs of the instructor, school, or class. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes. Please check your ASU email and the Announcements on the course site often.* | |

# Course Description

Fill-in the course description here and delete the tip below.

**Tips:**

Include a brief, yet informative description that explains what the course will cover, what students will be doing, and what students will gain from the course. Please also make sure the course description is listed correctly next to the course on the course schedule. Email [soscourses@asu.edu](mailto:soscourses@asu.edu) to request this be updated.

**Learning Outcomes**

Fill-in the learning outcomes here and delete the example below.

**Example:**

As a result of taking this class, you should be able to

* Outcome 1
* Outcome 2
* Outcome 3

# Course Delivery and Access

Fill-in key information about course delivery and delete the tip below.

**Tip:**

Share how the course will be delivered and expectations for participation – for example in person classes, online material in Canvas, field trips (which SOS has guidelines for), guest speakers, etc.

**Ground Course Example**

Students in this course will meet regularly as scheduled. Course content will be delivered through lectures, recitations, textbooks, videos, guest speakers, and assessments. Additionally, some course content and assignments will be accessed online in Canvas, which can be accessed by [my.asu.edu](http://my.asu.edu).

**Online Course Example**

Students will participate in this course through Canvas. Course content will be delivered in Canvas through video lectures, discussion boards, supplemental videos, guest speakers, and assessments. A textbook is required for the course (see below). Course content and assignments will be accessed online in Canvas, which can be accessed by [my.asu.edu](http://my.asu.edu).

# Course Textbook and Materials

Fill-in materials that will be used or needed here and delete the tips below.

**Tips:**

Be clear about which textbooks and materials need to be purchased which ones will be provided. Please also add any textbooks that need to be purchased to the course on the course schedule. Students in online courses need this information as soon as possible since many times they need to allow enough time to order and receive textbooks.

**Grading Scale**

Fill-in the grading scale you will use and delete the tips and examples below.

**Tips:**

Note which grading scale will be used. Instructors typically use one of the following:

* A, B, C, D, E Grades
* A, B, C, D, E Grades (using the +/- options)
* Y (pass) / E (fail)

See additional information about [Grading Options and Definitions](https://students.asu.edu/grades).

**Example 1:**

This course will be graded on an A-E scale. For even more clarity, you can add on a points column to show how many overall points are needed for each grade level.

|  |  |  |
| --- | --- | --- |
| **Points** | **%** | **Grade** |
| 900 – 1,000 | 90 - 100% | A |
| 800 - 899 | 80 - 89% | B |
| 700 - 799 | 70 - 79% | C |
| 600 - 699 | 60 - 69% | D |
| 0 - 599 | 0 - 59% | E |
|  | - | EN – Failing for Not Participating |
|  | - | XE – Academic Dishonesty |

**Example 2:**

This course will be graded on an A-E plus/minus scale. For even more clarity, you can add on a points column to show how many overall points are needed for each grade level.

|  |  |  |
| --- | --- | --- |
| **Points** | **%** | **Grade** |
| 970 – 1,000 | 97 – 100% | A+ |
| 930 – 969 | 93 – 96% | A |
| 900 – 929 | 90 – 92% | A- |
| 870 – 899 | 87 – 89% | B+ |
| 830 – 869 | 83 – 86% | B |
| 800 – 829 | 80 – 82% | B- |
| 770 – 799 | 77 – 79% | C+ |
| 700 – 769 | 70 – 76% | C |
| 600 – 699 | 60 – 69% | D |
| 0 – 599 | 59% or < | E |
|  | - | EN – Failing for Not Participating |
|  | - | XE – Academic Dishonesty |

**Additional Tips:**

Outline the weight each assessment activity has on the overall grade and share additional expectations and details for each type of assessment.

**Example:**

|  |  |
| --- | --- |
| **Assessment** | **% of Grade** |
| Course Participation | 5% |
| Assignments | 10% |
| Quizzes | 16% |
| Discussion Board Posts | 24% |
| Individual Papers | 25% |
| Team Project | 20% |
| **Total** | **100%** |

* **Assessment Activity 1 (X%)**

Fill-in a description of the activity, include the percentage of grade above, and delete the example.

**Example for Discussion Board Posts**

A large portion of this course will be assessed through weekly discussion boards. You will be required to post at least one main post for each question posed, and at least two replies to other people’s posts. In order to guarantee that others have threads to reply to, your initial post must be posted by the assigned date (see course timeline for dates). Your original discussion posts will be worth 4 points, and your responses will be worth 1 each (you will be graded on two, but you can contribute more if you would like). Your participation in each discussion board will be worth 3% of your grade, for a total of 24%.

* **Assessment Activity 2 (X%)**

Fill-in

* **Assessment Activity 3 (X%)**

Fill-in

* **Assessment Activity 4 (X%)**

Fill-in

* **Assessment Activity 5 (X%)**

Fill-in

* **Assessment Activity 6 (X%)**

Fill-in

# Communicating with the Instructor

Fill-in information about how students should communicate with you and any TAs if they have questions or need assistance.

# Submitting Assignments

Use the statement below and fill-in any additional policies you have about submitting assignments. Also below are examples of additional policies that can be used.

All time frames used in class follow Arizona Mountain Standard Time (MST). Arizona does not observe daylight saving time (DST) from March through November; therefore, the time in Arizona will not align with other places that are on MST for half the year. Use a [Time Converter (links to an external site)](http://www.thetimezoneconverter.com/) to ensure you account for the difference in Time Zones. If you are located in time zone other than Arizona MST, go to your account on the Global Canvas Navigation bar (black background) and edit your settings to reflect your actual time zone. This will adjust the due dates and times in your courses (here is [more information](https://community.canvaslms.com/docs/DOC-10622-4212717410) about this).

**Example**

All assignments, unless otherwise announced, MUST be submitted to the designated area of Canvas. Do not submit an assignment via email (unless asked to do so).

**Online Example**

Assignments and assessments will not be due on observed holidays; however, due to the accelerated nature of online courses, students should not count on taking time off from studying and working on coursework due to holidays.

# Attendance and Absences

Fill-in any policies you have on attendance and absences and use the statement below (which in some cases could also apply to online students, so please keep this in the syllabus for online courses).

Please follow the appropriate university policies to request absences or accommodations related to [ACD 304–04 Accommodation for Religious Practices](http://www.asu.edu/aad/manuals/acd/acd304-04.html) and [ACD 304–02 Missed Classes Due to University-Sanctioned Activities](http://www.asu.edu/aad/manuals/acd/acd304-02.html).

# Late or Missed Assignments Policy

Fill-in any policies you have about submitting work late and delete the tips below.

**Tips:**

Be clear about whether or not you accept assignments late and if so, what conditions exist (e.g., does the student need to reach out to you in advance, will you dock points for each day it’s late, do they have to have documentation to support the extension?).

# Course Schedule *(subject to change: see syllabus disclaimer)*

Fill in with your weekly schedule and delete the tip and example below.

**Tip:**

Be sure to update all dates every semester – having old dates on a syllabus can be very confusing for a student.

**Example**

| **Module** | **Topics** | **Assignments Due** |
| --- | --- | --- |
| Module 1 | Topic(s) |  |
| Module 2 | Topic(s) |  |
| Module 3 | Topic(s) |  |
| Module 4 | Topic(s) |  |
| Module 5 | Topic(s) |  |
| Module 6 | Topic(s) |  |
| Module 7 | Topic(s) |  |
| Module 8 | Topic(s) |  |

# Course Evaluations

# Students are expected to complete the course evaluation. Feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available and students can access it through myASU as well. See [Student FAQs](https://uoeee.asu.edu/online-course-evaluation-faqs) for more information.

**Tip:**

If this is a cross-listed course, you’ll need to let the SOS course scheduler ([soscourses@asu.edu](mailto:soscourses@asu.edu)) know which unit should be conducting the evaluation since each unit has asks a different set of questions. If you have additional questions about the timeframe evaluations are sent out or accessing course evaluation results, please see [Instructor FAQs](https://uoeee.asu.edu/online-course-evaluation-faqs#inst).

# Use of Personal Electronics During Class

Fill-in any policies you have about this and delete the example below. This policy can be deleted if this is an online class.

**Example**

Please turn off or silence cell phones, etc., prior to coming to the face-to-face class sessions, and do not send text messages during class time. If you have an emergency and need to keep in communication with someone, please inform your instructor ahead of time. You may use your laptop to take notes. Do not use class time for emails, chats, web browsing, or other non-class related activities.

# How Long Students Should Wait for an Absent Instructor

This policy can be deleted if this is an online class.

In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

# Students with Disabilities

ASU’s Disability Resource Center (DRC) is the entity that provides services to students with disabilities. If you desire accommodation for this course, [contact the DRC](https://eoss.asu.edu/drc) to establish your eligibility and make sure they can provide you with the services you will need for this course. Students with disabilities must meet the same standards, deadlines, etc. as any other student in the course.

# Student Code of Conduct and Academic Integrity

Students have the responsibility to understand and follow ASU’s [Student Code of Conduct](https://eoss.asu.edu/dos/srr/codeofconduct) and [Academic Integrity Policy](https://provost.asu.edu/academic-integrity). You may face ethical decisions during your time as a student. If you’re not sure whether or not something is permitted, it is your responsibility to ask questions or find out by doing more research using the links above. Any violations in this course are subject to sanctions and will be reported to the School of Sustainability and the college or school of your major.

# The Office of Student Rights and Responsibilities accepts [incident reports](https://eoss.asu.edu/dos/srr/filingreport) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

# Academic Integrity (also known as cheating, copying others’ work, or even reusing your own work) falls under the Student Code of Conduct. Possible sanctions for violations include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), suspension, and expulsion.

# Beware that some websites promote themselves as tutoring and educational resource sites, but may actually be sites that put you at risk for an academic integrity violation if you are using the services to submit work that is not your own or gain knowledge of what to expect on a quiz or exam.

Important**:** Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student’s original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on grounds of suspected copyright infringement.

**Tips:**

Instructors can promote academic integrity in their course by reinforcing the policy throughout the course, using Safe Assign, designing their course in a way that prevents academic integrity violations, and reporting all cases even if you wish to handle them on your own.

# Disruptive Student Behavior

# Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per the [SSM 201-10 Instructor Withdrawal of a Student for Disruptive Classroom Behavior](http://www.asu.edu/aad/manuals/ssm/ssm201-10.html) and [SSM 104–02 Handling Disruptive, Threatening, or Violent Individuals on Campus](http://www.asu.edu/aad/manuals/ssm/ssm104-02.html) policies.

# Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

**Tip:**

You may wish to warn students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor if they are unsure of how to handle assignments that require them to read or review this material.

# Prohibition of Commercial Note Taking Services

Course content, including lectures, are copyrighted materials. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06 Commercial Note Taking Services](http://www.asu.edu/aad/manuals/acd/acd304-06.html) for more information).

**Tip:**

The above section is optional. In addition to having this statement in your syllabus, you may want to place on each page (or online equivalent) of all instructional materials provided or made available to students the following statement: “THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.”

# Discrimination, Harassment, and Retaliation

[ACD-401 Prohibition against Discrimination, Harassment, and Retaliation](http://www.asu.edu/aad/manuals/acd/acd401.html), prohibits discrimination, harassment or retaliation on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, and veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the Office of Student Rights and Responsibilities at (480) 965-6547, if you feel another student is harassing you based on any of the factors above; contact the Office of Equity and Inclusion at (480) 965-5057 if you feel an ASU employee is harassing you based on any of the factors above.

ASU continues to implement U.S. Department of Education guidance regarding sexual assaults under Title IX federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited.  An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university.  If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources on ASU’s [Sexual Violence Awareness](https://sexualviolenceprevention.asu.edu/) page.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. [ASU Counseling Services](https://eoss.asu.edu/counseling) are available if you wish discuss any concerns confidentially and privately.

# Add/Drop/Withdrawals Deadline ASU’s [Academic Calendar](https://students.asu.edu/academic-calendar) contains important dates by which you can add or drop this course without penalty called “Last Day to Drop/Add Without College Approval”. After this date, if you choose to withdraw from the course, you may do so by the “Course Withdrawal Deadline”, but will receive a ‘W’ on your official transcript. Consult with your advisor and notify your instructor if you have questions about [Drop/Add and Withdrawal](https://students.asu.edu/drop-add).

# Grade Appeals

# Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the School of Sustainability per the [University Policy for Student Appeal Procedures on Grades](https://catalog.asu.edu/appeal). See additional instructions for [undergraduate SOS courses](https://schoolofsustainability.asu.edu/student-life/undergraduate-policies-procedures-forms/) and [graduate SOS courses](https://schoolofsustainability.asu.edu/student-life/graduate-policies-procedures-forms/) (under Grade Appeal).

# Computer Requirements

# You may need to add to this based on other requirements the course may have.

# This course requires a computer with Internet access and the following:

# Web browsers ([Chrome](https://www.google.com/chrome/), [Internet Explorer](https://support.microsoft.com/en-us/products/internet-explorer), [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/), or [Safari](http://www.apple.com/safari/))

# [Adobe Acrobat Reader](https://get.adobe.com/reader/) (free)

# [Adobe Flash Player](https://get.adobe.com/flashplayer/) (free)

# A webcam, microphone, headset/earbuds, and speaker

* Microsoft Office ([Microsoft 365](https://asu.secure.force.com/kb/articles/FAQ/How-do-I-get-Microsoft-Office-365) is free for all currently-enrolled ASU students)
* Reliable broadband internet connection (DSL or cable) to stream video

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in online courses. While you will be able to access course content with mobile devices, you must use a computer for some assessments.

# Email and Internet

You must have an active ASU email account and access to the Internet. ASU email is an [official means of communication](http://www.asu.edu/aad/manuals/ssm/ssm107-03.html) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. *All instructor correspondence will be sent to your ASU email account.*

**Tip:**

Please make sure you are using your ASU email address to communicate with students.

# Technical Support Contact Information

If you are experiencing technical issues, visit the [My ASU](https://my.asu.edu) “Service Center” tab for immediate support, to review answers to frequently asked questions, or to submit a request for service.

The number for immediate assistance is **1-855-278-5080** with staff available 24 hours/day, 7 days/week to help direct your call. Also see [ASU’s Contact Us](https://contact.asu.edu) page. Known issues and system outages will be shared on [ASU’s System Health](https://uto.asu.edu/system-health) site.

Students also have access to several [computing sites](https://ucc.asu.edu/sites/hours-and-locations/tempe-locations/).

# Power and System Outages

In the event of a power outage or other event affecting the ability of the University to deliver ground and online classes, any decision to cancel classes will be announced using the ASU emergency notification system for ground campus students. Ground campus students should register with the [ASU LiveSafe](https://cfo.asu.edu/livesafe-mobile-app) mobile app. Additionally, ground campus and online students can learn about power and system outages on the [ASU System Health](https://uto.asu.edu/system-health) site.

# Emergency Evacuation Plan

This policy can be deleted if this is an online class.

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot walk up or down stairs should notify the instructors as early in the course as possible so the instructors can provide information regarding the location of a designated meeting area on each floor of the building.

# Additional Information and Resources

* [*School of Sustainability*](https://schoolofsustainability.asu.edu/) – this course is offered through the School of Sustainability at Arizona State University. Questions about the course should first be addressed with the instructor. If necessary, you can also contact the school at (480) 727-6963 or [schoolofsustainability@asu.edu](mailto:schoolofsustainability@asu.edu).
* [*Career Services*](https://eoss.asu.edu/cs) – offers assistance to students in choosing their major, setting career goals, interviewing and job hunting strategies. Students pursuing a degree program through the School of Sustainability also have access to a [sustainability career advisor](https://schoolofsustainability.asu.edu/careers/career-advising/).
* *Counseling Services* – professional counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Support is available 24/7 between campus locations and EMPACT’s 24-hour ASU-dedicated crisis hotline.
* [*Financial Aid and Scholarship Services*](https://students.asu.edu/financialaid) – offers information and applications for student funding such as grants, loans, scholarships and student employment.
* [*GPA Calculator*](https://students.asu.edu/gpa-calculator) – students can use this calculator to project their GPA.
* [*Health Services*](https://eoss.asu.edu/health) – provides non-emergency medical health care to all ground campus ASU students regardless of insurance status. Most visits with a physician or nurse practitioner are free of charge, but fees will be incurred for x-rays, lab results, etc.,
* [*Libraries*](https://lib.asu.edu/) - offers 24/7 access to librarians through "Ask a Librarian" online chat and help by librarians in person at the Reference Desk during most hours the libraries are open.
* [*ASU Online Students*](https://currentstudent.asuonline.asu.edu/) – students pursuing fully online programs have access to success coaches and additional tips for success.
* [*Sun Devil Fitness*](https://fitness.asu.edu/) – offers individual and group fitness opportunities, as well as information on nutrition and wellness, and massages. Use of the general facilities (weights, circuit training and cardio machines) are free, other services (yoga classes, massages) are fee-based.
* [*Tutoring and Writing Centers*](https://tutoring.asu.edu/) – provides students with academic support services such as tutoring, peer advising, computer assisted instruction, writing support, and supplemental instruction
* [*Contact Arizona State University*](https://contact.asu.edu/)– provides frequently asked question resources and contact information for new questions.