To print: MAC users press "⌘" + "P". PC users press "CTRL" + "P".

## SOS ABC: Title (Delete portions that either belong only to online or to ground, depending on your course.)

Class Number:

Credit Hours:

Semester & Year (Start Date - End Date)

Course Day, Time, Location (on ground only)

Pre-requisite:

Co-requisite:

## Instructor(s) - Names and Contact Information

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.

## Course Learning Outcomes (new development only)

Taken from the verbiage in the course description. 2-3 bullet points is all that is needed.

By the end of this course, students will be able to:

* text

## 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 through [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.  Course content and assignments will be accessed online in Canvas, which can be accessed through [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.

|  |  |  |
| --- | --- | --- |
| Grading Scale | | |
| **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 Never Participating |
|  |  | EU - Failing for Incomplete or Partial Participation |
|  | - | XE - Academic Dishonesty |

**Example 2:**

This course will be graded on an A-E plus/minus scale.

|  |  |  |
| --- | --- | --- |
| Grading Scale | | |
| **Points** | **%** | **Grade** |
| 97 - 100 | 97 - 100% | A+ |
| 93 - 96 | 93 - 96% | A |
| 90 - 92 | 90 - 92% | A- |
| 87 - 89 | 87 - 89% | B+ |
| 83 - 86 | 83 - 86% | B |
| 80 - 82 | 80 - 82% | B- |
| 77 - 79 | 77 - 79% | C+ |
| 70 - 76 | 70 - 76% | C |
| 60 - 69 | 60 - 69% | D |
| 0 - 59 | 59% or < | E |
|  | - | EN - Failing for Not Participating |
|  |  | EU - Failing for Incomplete or Partial Participation |
|  | - | 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.

## Assessment Weights

Complete your own table like the example shown below.

Your assessments for this course will be weighted as follows:

|  |  |
| --- | --- |
| **Assessment** | **% of Grade** |
| Discussion Board | 30% |
| Assignments | 60% |
| Reflections | 10% |
| **TOTAL** | **100%** |

## Assessment Activities

* **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.

**Example**

This course uses a discussion board called Community Forum for general questions about the course. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 24 hours.

## 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](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).

**Ground 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 examples below.

**Tip:**

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

**Example #1**

|  |  |  |
| --- | --- | --- |
| Course Schedule | | |
| **Module #/Name/Dates** | **Topic(s)** | **Assessments & Due Dates** |
| Module 1 |  |  |
| Module 2 |  |  |
| Module 3 |  |  |
| Module 4 |  |  |
| Module 5 |  |  |
| Module 6 |  |  |
| Module 7 |  |  |
| Module 8 |  |  |

**Example #2**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Schedule | | | |
| **Module #/Name/Dates** | **Module Objective(s)** | **Topic(s), Readings, Viewings** | **Assessments & Due Dates** |
| Module 1 |  |  |  |
| Module 2 |  |  |  |
| Module 3 |  |  |  |
| Module 4 |  |  |  |
| Module 5 |  |  |  |
| Module 6 |  |  |  |
| Module 7 |  |  |  |
| Module 8 |  |  |  |

**Example 3**

|  |  |
| --- | --- |
| **Course Curriculum by Module** | |
| Course Start Quizzes - To Be Completed Before Course will Unlock | |
|  | Course Readiness |
|  | Student Honor Code/Academic Integrity |
| Module 1 - [Name] | |
|  | Readings and Viewings |
|  | Assessments |
| Module 2- [Name] | |
|  | Readings and Viewings |
|  | Assessments |
| Module 3- [Name] | |
|  | Readings and Viewings |
|  | Assessments |
| Module 4- [Name] | |
|  | Readings and Viewings |
|  | Assessments |
| Module 5- [Name] | |
|  | Readings and Viewings |
|  | Assessments |
| Module 6- [Name] | |
|  | Readings and Viewings |
|  | Assessments |

## 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).

\*For more information, see the School Policies page.

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