**CHHS Suggested Syllabus Template:**

The outline below is provided per the **suggestions** of the College Curriculum Committee (CCC).

There are no requirements for syllabi, including policies, design, and layout, and the following suggestions are made available based on routine inclusion criteria as well as the [suggestions outlined by the Office of Legal Affairs](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices). The list of suggested policies and notices below is not exhaustive, but it is intended to serve as a good starting point for faculty members to develop the classroom environment they wish to achieve.

Last year’s template has been provided for reference at the end of the suggested syllabus template below. However, if used, please make sure to update any outdated information as necessary, per the Office of Legal Affairs.

*(This portion of the document is intentionally left blank. Please continue on the next page.)*

**University of North Carolina at Charlotte**

**College of Health and Human Services**

**(Your Academic Unit)**

**(Term)**

**Course Number and Title:**

**Credits:**

**Days/Time, Location**:

**Faculty Information**:

* *Name*
* *Office Location*
* *Office Hours*
* *Contact Information (Zoom number if applicable)*

**Catalog Description:**

*(Exact catalog wording)*

**Pre- and/or Co- Requisites:**

*Suggestions per the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)*:*

*Describe your learning objectives, grading policies, methods of evaluation, and performance expectations. Include grade percentages for class participation, reports, papers, assignments, labs, quizzes, exams, final exam, etc.*

*Be very clear about policies on late assignments; what the process is for requesting to be re-graded; how group work will be assessed; etc.*

*Consult with the* [*Center for Teaching and Learning*](https://teaching.charlotte.edu/teaching-support/teaching-guides) *for advice on assessment and feedback.*

**Course Objectives:**

**Instructional Method:**

**Required Texts:**

**Required Equipment:**

**Grading Scale:**

**Evaluation Methods:**

*(Suggest a table of how the student will achieve the course grade and percentages/points attributed to all assignments.)*

**Course Schedule:**

*(Suggest a table of the schedule with topics, course requirements, and due dates).*

**University & Academic Policies**

*The following information is suggested for inclusion by the CCC and is not required. The instructor is expected to refer to the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices) *website for all language specific to their course requirements and expectations.*

**Classroom Expectations:**

This syllabus contains the policies and expectations I have established for [COURSE NAME]. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

**Syllabus Subject to Change:**

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class [or by written or email notice][or by changes to this syllabus posted on the course website at (URL)].

**Disability Accommodations:**

Students in this course seeking accommodations to disabilities must first consult with the [Office of Disability Services](https://ds.charlotte.edu/) and follow the instructions of that office for obtaining accommodations.

UNC Charlotte is committed to accessibility in education. If you have a disability and need academic accommodations, send me your Accommodation Letter through the DS Portal as early as possible. I encourage you to meet with me to discuss the accommodations outlined in your letter. For more information about accommodations, contact the Office of Disability Services at 704-687-0040 or [disability@charlotte.edu](mailto:disability@charlotte.edu).

**Non-Discrimination:**

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race; color; religion (including belief and non-belief); sex; ​sexual orientation; gender identity; age; national origin; physical or mental disability; veteran status; genetic information; or for any other reason, may constitute a violation of [University Policy 501, Nondiscrimination](https://legal.charlotte.edu/policies/up-501). Any student suspected of engaging in such conduct will be referred to the [Office of Civil Rights & Title IX](https://civilrights.charlotte.edu/).

**Reporting Incidents of Discrimination, Discriminatory Harassment, or Sexual and Interpersonal Misconduct:**

UNC Charlotte is committed to maintaining an environment conducive to learning for all students and a professional workplace for all employees. The University takes active measures to create or restore a respectful, safe, and inclusive environment for community members that is free from discrimination, discriminatory harassment, and interpersonal violence. If you (or someone you know) has experienced any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of discrimination, discriminatory harassment, or sexual and interpersonal misconduct they receive to the [Office of Civil Rights and Title IX](http://civilrights.charlotte.edu/). This means that if you tell me about a situation involving these matters, I am expected to report the information. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Office of Civil Rights and Title IX: (1) Center for Counseling and Psychological Services (CAPS) ([caps.charlotte.edu](https://caps.charlotte.edu/), 7-0311); (2) Student Health ([studenthealth.charlotte.edu](http://studenthealth.charlotte.edu/), 7-7400); or (3) University Ombuds ([ombuds.charlotte.edu](http://ombuds.charlotte.edu/), 704-687-5518). Additional information about your options is also available at [civilrights.charlotte.edu](https://civilrights.charlotte.edu/) under the “Students” tab.

**Withdrawal Policy:**

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from [course withdrawal](http://provost.charlotte.edu/policies/withdrawals). See: [provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy](https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy)

**Academic Integrity:**

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code and on the [Student Accountability & Conflict Resolution website](https://scai.charlotte.edu/academic-integrity). The Code is available from the Dean of Students Office or online at [legal.charlotte.edu/policies/up-407](https://legal.charlotte.edu/policies/up-407). Additional resources are available on the [Student Accountability & Conflict Resolution website](https://scai.charlotte.edu/academic-integrity).

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

**AI Use:** *(If applicable)*

*There are* ***2 options*** *for syllabus language on AI use per the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)*.*

*Please review the options in the provided link and determine which option, if any, is best for your course.*

*There is language for the prohibition of unauthorized materials as well, such as generative AI, should you find this information necessary.*

**Plagiarism Detection:** *(If applicable)*

*There are* ***2 options and additional important considerations*** *for syllabus language on plagiarism detection use per the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)*.*

*Please review the options in the provided link and determine which option(s), if any, is best for your course.*

*There are many other options and considerations for policies and their syllabus language. Please review the options in the provided link below and determine which option(s), if any, is best for your course.*

*Other Suggested Course Policies & Syllabus Considerations per the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)*:*

* *Encouragement of an Orderly and Productive Classroom*
* *Attendance Policy (Including Poll Anywhere)*
* *Attendance Policy (For Financial Aid Purposes)*
* *Absence Policy*
* *Instructor Absence or Tardiness*
* *Credit Hours & Student Work Policy*
* *Credit Hours & Student Work Lab Policy*
* *Preferred Gender Pronoun Use*
* *Course Material Copyright*
* *Cell Phone Use (& Other Communication Devices) Policy*
* *Classroom Computer Use Policy*
* *Policies Related to Online or Hybrid Courses, Exams, or Exercices:* 
  + *Class Session Recordings*
  + *Prohibition of Student Recordings of the Classroom*
  + *Webcam Use Requirements*
  + *Neutral Video Background Use Requirements*
  + *Monitoring of Canvas Analytics*
  + *Respondus LockDown Browser and/or Respondus Monitor for Exams and Assessments*
  + *Prevention of Sexual Harassment in Web-Based or Web-Assisted Courses*
* *Other Suggested Notices:*
  + *Promoting Health Seeking Behaviors*
  + *Basic Needs Statement*
  + *Well Being Resources From the CIC*
  + *FERPA Notification*

*(This portion of the document is intentionally left blank. Please continue on the next page if you wish to refer to the CHHS 2024 Syllabus Template [last update Fall 2024]. Please make sure to update any outdated information as necessary, per the* [*Office of Legal Affairs*](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)*.)*

**University of North Carolina at Charlotte**

**College of Health and Human Services**

**Your Academic Unit**

**Fall 2024**

**Course Number and Title:** (Example: NURS 6115: Health Policy and Planning in the US)

**Credits:** (Ex: 3 Grad Credits)

**Days/Time, Location**: (Ex: Mondays 5–7:50 p.m. in CHHS 145)

**Faculty Information**: (Your name)

(Office Location and Hours)

(Contact information: Phone and email)

Include Zoom Phone Number, if permanent employee.

**Catalog Description** (Print exact catalog wording)

**Pre and/or Co-requisites:** (Ex: HLTH 6211)

**Course Objectives:** (As approved by Unit Curriculum Governance processes)

**Instructional Method:** (Face-to-face/online/hybrid)

**Required Texts:** Recommend using reference formatting consistent with the discipline to list the text(s) that will be utilized in the course and/or list articles for students to obtain. To reduce costs, the University strongly encourages faculty to order textbooks by Oct. 15 for spring semester and March 15 for fall and summer semesters so that the bookstore can purchase textbooks in bulk. Faculty are encouraged to reuse the same edition textbook if possible for 2 – 3 years so that students can resell textbooks and purchase used textbooks. Alternatively, faculty are recommended to consider textbooks with rental or paperback options. If there is no required textbook, faculty should list the readings in the weekly schedule, and in a complete bibliography and how readings will be made available to students (course pack, Canvas, etc.).

**Required Equipment:**

1. Laptop or PC

2. Access to internet with secure connection, virus protected

3. Microsoft Office (all assignments must be turned in as a .doc or .docx, or PDF file) and presentations should be given in PowerPoint

**Undergraduate Grading Scale:**

A = 90-100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = below 60

**Graduate Grading Scale:**

A = 90-100%

B = 80 - 89%

C = 70 - 79%

U = 69% & below

**Evaluation Methods:** (Generally, evaluation methods list how the student will achieve the course grade and percentages or points attributed to the different assignments.)

Example:

Midterm Exam 25%

2 Case Study Analyses 20%

Group Project or Strategic Plan 25%

Critical thinking exercises/problem solving exercises 20%

Participation in group discussions 10%

**Topical/Unit Outline:**  This is a schedule of class topics and expected readings, assignments, tests, etc. Many instructors use a table to insert this information for students to easily retrieve. You must include the final exam date and time. Per General Administration and university policy, every course must either have their final exam or meet during the time allotted for the final exam; the final exam is part of the total instructional time.

INSERT YOUR TOPIC SCHEDULE TABLE HERE

**Syllabus Subject to Change**: **\*** The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class, written or email notice, or by changes to this syllabus posted on the course website at (URL).

**UNIVERSITY AND COLLEGE POLICIES**

These University policies must be inserted into your syllabi.

**University Policies**

**Code of Student Responsibility:**

“The *UNC Charlotte Code of Student Responsibility* (the Code) sets forth certain rights and responsibilities in matters of student discipline. The Code defines these responsibilities and guarantees you certain rights that ensure your protection from unjust imposition of disciplinary penalties. You should familiarize yourself with the provisions and procedures of the Code” (Introductory statement from the UNC Charlotte brochure about the Code of Student Responsibility). The entire document may be found at this Internet address: [https://legal.uncc.edu/policies/up-406](https://legal.uncc.edu/policies/up-406%20)

**Academic Integrity**:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: <https://legal.uncc.edu/policies/up-407>

*Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.*

**AI use:**

***Syllabus Policy Option 1: Permitting generative AI use in all assignments, with the requirement that students disclose any AI assistance.***

**Generative AI Permitted in this Course, with Attribution**

In this course, students are permitted to use generative artificial intelligence (AI) tools like ChatGPT to support their work. To maintain academic integrity, students must disclose any AI-generated material they use and properly attribute it, including in-text citations, quotations, and references (see, for example, <https://apastyle.apa.org/blog/how-to-cite-chatgpt>). Be aware that students are responsible for any errors or information that is misrepresented or inaccurate (i.e. hallucinations) that generative AI tools produce when submitting work that includes AI-generated material.

Students should also include the following statement in their assignments to indicate use of a generative AI tool: “The author(s) acknowledges the use of [generative AI tool Name] in the preparation or completion of this assignment. The [generative AI tool Name] was used in the following way(s) in this assignment: [e.g., brainstorming, grammatical correction, citation, which portion of the assignment].”

**Important Note on Data Protection and Privacy**: When using generative AI tools, it is important to be aware that the data you supply might be used for training AI models or other purposes. Consequently, there is no guarantee that the information you provide will remain confidential. You should exercise caution and avoid sharing any sensitive or private information when using these tools. Examples of such information include personally identifiable information, protected health information (PHI), financial data, intellectual property, original research, and any other data that might otherwise be legally protected.

***Syllabus Policy Option 2: Permitting generative AI use in specific designated assignments, but not all. Students must disclose any AI assistance. Faculty members should specifically indicate on each assignment whether generative AI is permitted, and the way in which it may be used.***

**Generative AI Permitted in this Course Only as Designated, with Attribution**

In this course, students are permitted to use generative AI tools such as ChatGPT ***only for specific assignments, and only as designated by the instructor***. To maintain academic integrity, students must disclose any AI-generated material they use and properly attribute it, including in-text citations, quotations, and references (see, for example, <https://apastyle.apa.org/blog/how-to-cite-chatgpt>). Be aware that students are responsible for any errors or information that is misrepresented or inaccurate (i.e. hallucinations) that generative AI tools produce when submitting work that includes AI-generated material. In addition, use of a generative AI tool that is not specifically authorized by the instructor may constitute a violation of the [Code of Student Academic Integrity](https://legal.charlotte.edu/policies/up-407).

Students should also include the following statement in their assignments to indicate use of a generative AI tool: “The author(s) acknowledges the use of [generative AI tool Name] in the preparation or completion of this assignment. The [generative AI tool Name] was used in the following way(s) in this assignment: [e.g., brainstorming, grammatical correction, citation, which portion of the assignment].”

**Important Note on Data Protection and Privacy**: When using generative AI tools, it is important to be aware that the data you supply might be used for training AI models or other purposes. Consequently, there is no guarantee that the information you provide will remain confidential. You should exercise caution and avoid sharing any sensitive or private information when using these tools. Examples of such information include personally identifiable information, protected health information, financial data, intellectual property, original research, and any other data that might otherwise be legally protected.

**SimCheck:**

Suggested Syllabus Policy #1: If you plan to use SimCheck for ALL papers submitted in your class, you should include the following (or your own variation thereof) in your syllabus:

As a condition of taking this course, all required papers may be subject to submission for textual similarity review to [SimCheck](https://teaching.uncc.edu/academic-technologies/simcheck) [or another plagiarism detection service] for the detection of plagiarism. All submitted papers will be included as source documents in the SimCheck [or another plagiarism detection service] reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to SimCheck without a student’s [written consent and permission](https://legal.charlotte.edu/sites/legal.charlotte.edu/files/media/CopyrightPermission-FERPA-Consent-SimCheck.pdf). If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper.

Suggested Syllabus Policy #2: If you plan to use a plagiarism detection service other than SimCheck for ALL papers submitted in your class, you should include the following (or your own variation thereof) in your syllabus:

As a condition of taking this course, all required papers may be subject to submission for textual similarity review to a plagiarism detection service for the detection of plagiarism. All submitted papers will be included as source documents in the plagiarism detection service reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to a plagiarism detection service without a student’s [written consent and permission](https://legal.charlotte.edu/sites/legal.charlotte.edu/files/media/CopyrightPermission-FERPA-Consent-Generic.pdf). If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper.

Suggested Syllabus Policy #3: Alternatively, if you do NOT plan to submit all papers to SimCheck or another plagiarism detection service but plan to submit ONLY papers that you SUSPECT contain plagiarized works, you should include the following (or your own variation thereof) in your syllabus:

As a condition of taking this course, papers that the instructor in good faith suspects are in whole or in part plagiarized may be subject to submission for textual similarity review to [SimCheck](https://teaching.uncc.edu/academic-technologies/simcheck) or another service for the detection of plagiarism. Such works will be included as source documents in the SimCheck or other plagiarism detection service reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to SimCheck or other plagiarism detection service without a student’s [written consent and permission](https://legal.charlotte.edu/sites/legal.charlotte.edu/files/media/CopyrightPermission-FERPA-Consent-Generic.pdf). If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper.

[**Office of Civil Rights and Title IX Reporting Obligations Regarding Incidents of Sexual Harassment, sexual assault, dating violence, domestic violence, or stalking:**](https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices#collapse-2-28)

UNC Charlotte is committed to providing an environment free of all forms of discrimination

and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking.  If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator.  This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to [report the information to the Title IX Coordinator](https://cm.maxient.com/reportingform.php?UNCCharlotte&layout_id=125).  Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint.  Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.charlotte.edu](http://counselingcenter.charlotte.edu/), 7-0311); or (2) Student Health Center ([studenthealth.charlotte.edu](http://studenthealth.charlotte.edu/), 7-7400).  Additional information about your options is also available at [titleix.charlotte.edu](http://titleix.charlotte.edu/) under the “Students” tab.

**Course Credit Workload:**

[FOR A DIDACTIC CLASS] This [NUMBER OF CREDIT HOURS FOR COURSE]-credit course requires [NUMBER OF CREDIT HOURS FOR COURSE] hours of classroom or direct faculty instruction and [NUMBER OF CREDIT HOURS FOR COURSE X 2] hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: [REQUIRED READING, LIBRARY RESEARCH, STUDIO WORK, PRACTICA, INTERNSHIPS, WRITTEN ASSIGNMENTS, AND STUDYING FOR QUIZZES AND EXAMS].



[FOR A LAB CLASS] This [NUMBER OF CREDIT HOURS FOR COURSE]-credit lab requires [REFER TO: <https://provost.uncc.edu/policies/academic-credit-hour>] for out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: [REQUIRED READING, LIBRARY RESEARCH, WRITTEN ASSIGNMENTS, AND STUDYING FOR QUIZZES AND EXAMS]. 

**Disability Accommodations:**

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at [704-687-0040](tel:%28704%29%20687-0040) or visit their office in Fretwell 230.

**Non-discrimination Statement:**

All students and the instructor are expected to engage with each other respectfully.  Unwelcome conduct directed toward another person based upon that person’s actual or perceived race; color; religion (including belief and non-belief); sex; ​sexual orientation; gender identity; age; national origin; physical or mental disability; veteran status; genetic information; or for any other reason, may constitute a violation of [University Policy 501, Nondiscrimination](https://legal.charlotte.edu/policies/up-501). Any student suspected of engaging in such conduct will be referred to the [Office of Civil Rights & Title IX](https://civilrights.charlotte.edu/).

**Religious Accommodation**:   
Students are obligated to provide faculty with reasonable notice of their religious observances and dates of any corresponding absences. Students and faculty should follow the steps indicated in [University Policy 409](https://legal.charlotte.edu/policies/up-409) Step IV: Procedure.

**College Policies**

*Wellness Statement*

It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.

If you are struggling academically with this class, please visit me during office hours or contact me by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet with your academic advisor if you are struggling academically in multiple classes, unsure whether you are making the most of your time at UNC Charlotte, or unsure what academic resources are available at UNC Charlotte.

Visit the Counseling and Psychological Services website at <https://caps.charlotte.edu/> for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information.

Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number

**NOTES:**

This syllabus template is a ***suggested model*** *for organization*. The order, and content beyond those required, might vary by unit needs.

**\*\*\*\*END OF REQUIRED ELEMENTS\*\*\*\***

**Recommended policies begin on the following page**

**RECOMMENDED POLICIES**

**Best practice content:**

**Teaching Strategies:** Example: Teaching methods may include a combination of lectures and audiovisual presentations by faculty. Student participation in discussions, demonstration of problem solving (e.g. using Excel, flow charts), critical thinking exercises, analysis of case studies, group /team collaboration, and peer-teaching or lab experiences. The teams will be formed at the beginning of the semester. All students are expected to contribute in a meaningful way to team efforts.

**Assignments:** Instructions for assignments are provided (in this section/on Canvas web page/will be distributed xx weeks before the due date).

**Bibliography (or reading list)** in referencing format consistent with the discipline (e.g. APA or MLS). Emphasis is placed more on recent publications and editions. Classic books and articles contribute regardless of date).

**Recommended classroom policies for consideration:**

**Campus Emergencies:** UNC Charlotte and your instructor have a primary responsibility for ensuring student safety. Students are notified of impending or imminent threats via the [NinerAlert](https://emergency.uncc.edu/nineralerts/nineralerts) system. In the event of an imminent emergency, please follow all university and/or instructor guidelines.

Disruptions to university operations are communicated via the [NinerNotice](https://emergency.uncc.edu/ninernotices) system. All students are automatically enrolled in NinerNotice to receive important texts and other UNC Charlotte communications.

**Classroom Expectations:** This syllabus contains the policies and expectations that I have established for [Course Name]. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

**Classroom Conduct**: I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

**Course Content Recording or Sharing Is Prohibited:** Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, ***ANY*** distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

All students are prohibited from copying and sharing old exams, course notes, tests, lecture slides, assignments, or online content on any other website, device, student groups, etc., as this infringes on the professor’s rights and is a copyright infringement. Sharing any content without explicit permission of the instructor will result in an Academic Integrity Violation.

**Instructor’s absences or tardiness:** If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**Preferred Gender Pronoun:** This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

**Course Policies:** (describe the policies related specifically to the course in terms of assignments, attendance, grading, and anything else tied to the nature of the course)

**Class Attendance Policy:** Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade.  An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

**Last Date of Attendance:** The United States Department of Education requires UNC Charlotte’s Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. Because I do not take regular attendance for this course, the date I will report as your last date of attendance will be the latest of the following:

* The date you last participated in an online discussion or activity;
* The date you last submitted an assignment/project/test/tutorial/quiz; or
* The date you last initiated contact with me to ask a question about the course or course content.

If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. *This may require you to pay back any financial aid funds received for this course.* (For additional information, see [Last Date of Attendance FAQs](https://registrar.uncc.edu/gradingholds/last-date-attendance/last-date-attendance-faqs) on the Registrar's website.)

**Class Absence(s)**: The authority to excuse a student’s class absence(s) and to grant a student an academic accommodation (turn in a late assignment(s), provide extra time on an assignment, reschedule an exam(s) etc.) sits with the individual instructor.  Students are encouraged to work directly with their instructors regarding their absence(s). Note: The Dean of Students Office can assist faculty members in the verification a student's class absence(s) for documented situation related to medical, psychological, personal crisis, or military absences.

**Cell Phone and Computer Use in the Classroom (this will vary by faculty preference):** The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.  Students are permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period.

**Withdrawal Policy:** Students are expected to complete all courses for which they are registered at the close of the add/drop period.  If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only 16 credit hours to withdraw from courses.  It is important for you to understand the financial and academic consequences that may result from [course withdrawal](http://provost.uncc.edu/policies/withdrawals).

**OTHER RELEVANT BUT NOT CHHS REQUIRED ELEMENTS**

**Department Policies (as relevant):**

List any department policies – for example SLOs or accreditation criteria or assessments

**IF THIS IS A CLINICAL (Field Placement, Internship, Practicum) COURSE**: Also include these statements:

*The student is responsible for complying with requirements in affiliation*

*agreements affecting student in clinical setting experiences.*

*If there is a disaster (i.e., fire, bomb threat) or any event at an agency that results in a student being unable to engage in the clinical educational responsibilities, please report the disaster or event to* ***[Name of Contact Faculty].***

**Note**: There may be additional requirements to meet program accreditation requirements. Please refer to department guidelines for additional requirements.

Course syllabi for the current academic year (Summer, Fall and Spring) are kept in a central location in each Unit office. Unit or school policies will direct the retention of syllabi beyond the current academic year. The syllabus relating to a clinical practicum or internship of a College course, undergraduate and graduate, will contain the statement above regarding student responsibility for complying with requirements of affiliation agreements.