**COURSE SUBJECT and COURSE NUMBER**

**COURSE TITLE**

**SEMESTER and YEAR**

**CLASS DAYS and TIME:** Include days/start and end times

**CLASSROOM:** Include building and classroom

**COURSE FACULTY:** Include names of course faculty

**OFFICE LOCATION and HOURS:** Include office location and hours

**EMAIL:** Include faculty email

**TELEPHONE:** Include faculty telephone

**READ THIS DOCUMENT CAREFULLY - YOU ARE RESPONSIBLE FOR ITS CONTENTS.**

**Course Description and Objectives**

Include the course description from the course catalog as well as any requirements for adhering to HIPAA or lab, environmental, health, and safety regulations

**Pre-requisites –** List any pre-requisites for the course

**Semester credit hours –** State the number of credit hours awarded for successful completion of the course

By the end of this course, each student should be able to:

* List the course objectives.
* List the course objectives.
* List the course objectives.

**COURSE ORGANIZATION**

**The main teaching modalities used in this course include:**

**1)** List teaching modalities and a brief description and/or the purpose of each

**2)** List teaching modalities and a brief description and/or the purpose of each

**3)** List teaching modalities and a brief description and/or the purpose of each

**Materials** – Describe any course materials that are required for the course such as lab manuals, course packets, etc.

**Computer Access** – Describe the required computer, LMS (CANVAS), or any other software usage for the course, if applicable

**Reading Assignments** – Describe and list any reading assignments with bibliographic information; these can also be listed on the class schedule

**ATTENDANCE** Describe in detail the course attendance expectations and/or policy

**TEXTBOOKS** State whether textbooks are open educational resources

**Required:** List details of required textbooks and/or readings

**Recommended:** List details of recommended textbooks and/or readings

**Grading Policies and examination procedures**

Describe in detail how grades for assignments/projects/tests will be weighted and factored into final grades, also include other information relevant to grading if applicable – for example information about extra credit, examination protocol, make-up exams, etc.

**Grading System –** (include a grading scale used to determine final grades, see example below)

A = 90-100% B = 80-89% C = 70-79% F = < 69%

**Requests for Accomodations for Disabilities**

In accordance with policy 4.2.3, Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA), any student requesting accommodation submits the appropriate request for accommodation under the American with Disabilities Act (ADA). Students submit **Student/Resident Request for Accommodation Under the Americans with Disabilities Act (ADA)**, form ADA-100, to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at <http://uthscsa.edu/eeo/request.asp>

**ACADEMIC INTEGRITY AND PROFESSIONALISM**

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at

<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/>

**TITLE IX AT UTHSCSA**

**Title IX Defined:**

Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

**University of Texas Health Science Center San Antonio’s Commitment:**

University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate on the basis of sex in its education programs and activities, and it encourages any student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at <http://students.uthscsa.edu/titleix/>

**Email Policy**

 Describe in detail course email policy

**Use of Recording Devices**

Describe in detail course policy on the use of recording devices

**ELECTRONIC DEVICES**

 Describe in detail course policy on the use of electronic devices such as cell phones, computers, tablets, etc.)

At the end of the syllabus include a detailed class schedule (see example below), which includes class dates, topic or title of lessons, reading or assignment due dates, test dates, and other important events such as holidays, etc. It is a good idea to clearly identify the class **schedule** as TENTATIVE, depending upon the progress of the class.

**TENTATIVE CLASS SCHEDULE**

**COURSE SUBJECT and COURSE NUMBER**

**COURSE TITLE**

**SEMESTER and YEAR**

|  |  |
| --- | --- |
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| **WEEK** | **DATE** | **TOPIC** | **Assignment** | **Instructor and Modality** |
| **Week 1** |  |  |  |  |
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| **Week 2** |  |  |  |  |
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| **Week 12** |  |  |  |  |
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| **Week 13** |  |  |  |  |
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| **Week 14** |  |  |  |  |
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| **Week 15** |  |  |  |  |
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| **Week 16** |  |  |  |  |
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| **Week 17** |  |  |  |  |
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