# (Insert Name of Course)

**The University of Toledo**

**(Insert Department, Program, or College)\***

**(Insert Alpha Course Identifier, Course Registration Number, and Section)\***

**Instructor**: (Insert Instructor Name)\*

**Email**: (Insert UT Email Address)\*

**Office Hours**: (Insert Availability/By Appointment)\*

**Office Location**: (Insert Office Address)\*

**Instructor Phone**:(Insert Phone Number)\*

**Offered**: (Insert Term and Year)\*

**Course Website**: [Blackboard Learn](https://blackboard.utdl.edu/)

**Class Location**: [Blackboard Learn](https://blackboard.utdl.edu/)

**Credit Hours**: (Insert Number)\*

## CATALOG/COURSE DESCRIPTION\*

(Insert course description as published in [The University of Toledo Course Catalog](https://www.utoledo.edu/catalog/). Please refer to the online syllabus guidelines for more guidance/details.)

## COURSE OVERVIEW

(Provide a short description that will help learners understand the purpose of the course. Please refer to the online syllabus guidelines for more guidance/details.)

## STUDENT LEARNING OUTCOMES\*

(Insert Student Learning Outcomes. Please refer to the online syllabus guidelines for more guidance/details.)

## TEACHING METHODOLOGY

(Insert information about your teaching methodology. Please refer to the online syllabus guidelines for more guidance/details.)

## WORKWEEK

(Insert information about the workweek for the course and mid-week/end-of-week due dates, if applicable. Please refer to the online syllabus guidelines for more guidance/details.)

## PREREQUISITES AND COREQUISITES\*

(List any prerequisite or corequisite courses required by the university and/or program as stated in [The University of Toledo Course Catalog](https://www.utoledo.edu/catalog/). If there are no prerequisite or corequisite courses required, type “None.”)

## TEXTS AND ANCILLARY MATERIALS\*

(Provide complete citations and ISBN numbers for all (required and optional) instructional materials. Please refer to the online syllabus guidelines for more guidance/details.)

## TECHNOLOGY: REQUIREMENTS, PRIVACY POLICIES, & ACCESSIBILITY\*

(Insert the following statement which links to a webpage with the general technical skills and requirements needed for online courses, as well as the privacy policies and accessibility information for commonly used technologies. If additional technologies other than those listed on the webpage are used in your online course, please provide the requirements, privacy policies, and accessibility information for those technologies below this statement. Please refer to the online syllabus guidelines for more guidance/details.)

Please view the [technology considerations](https://www.utoledo.edu/dl/students/required-info-online-learners.html) for this course, including technical skills needed, general technology requirements, technology privacy policies, and accessibility of course technologies.

## ACADEMIC POLICIES\*

(Include at least one of the links below based on the student population of your course. Please refer to the online syllabus guidelines for more guidance/details.)
[Undergraduate Academic Policies](http://www.utoledo.edu/policies/academic/undergraduate/)
[Graduate Academic Policies](http://www.utoledo.edu/policies/academic/graduate/)

## COURSE EXPECTATIONS

(Insert specific information pertaining to your course expectations, i.e. late work, proctored exam information if applicable, etc. Please refer to the online syllabus guidelines for more guidance/details.)

## STATEMENT ON USE OF ARTIFICIAL INTELLENCE TOOLS

(Insert specific information pertaining to your course expectations, i.e., state permissibility or impermissibility of using AI tools and communicate expectations for requirements [office hours, by email or phone]; please refer to the online syllabus guidelines for more guidance/details.)

COMMUNICATION GUIDELINES\*
(Insert specific information pertaining to the communication guidelines in your course. For online courses, it is required at minimum to include information regarding instructor response times to student inquiries and a timeframe for feedback on assignments. Please refer to the online syllabus guidelines for more guidance/details.)

### Email Communication\*

(Instruct students to use their University of Toledo email address. State student expectations for checking email as well as your response time and availability for replies; please refer to the online syllabus guidelines for more guidance/details.)

## OVERVIEW OF COURSE GRADE ASSIGNMENT\*

(Insert detailed information on how students will be evaluated and how their grades will be determined. It is required that you include information regarding Midterm Grading and Final Grading. Please refer to the online syllabus guidelines for more guidance/details.)

Midterm Grading\*
(Include a statement regarding how midterm grades will be calculated and why they are important.)

Final Grading\*
(Define the grading scale for your course.)

## UNIVERSITY POLICIES\*

(At minimum, include the following policy links and statements verbatim. Please refer to the online syllabus guidelines for more guidance/details.)

### Institutional Classroom Attendance Policy (Use this statement for Fall and Spring FULL TERM Courses)\*

Please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. For this course, if you have not attended/participated in class (completed any course activities or assignments) within the first 14 days, I am required by federal law to report you as not attended. Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is VERY important that you attend class and complete course work in these first two weeks. Please contact me as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments within the first two weeks.

### Institutional Classroom Attendance Policy (Use this statement for SUMMER and OTHER POT Courses [CON, MED, LAW, ETC.])\*

Please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. If you have not attended/participated in class (completed any course activities or assignments) within this period, I am required by federal law to report you as having not attended class. This date varies by the part of term, in which your course started, these dates can be found here: [Student Participation Tracker (Classroom Attendance Policy) POT and Census Dates](https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html). Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is VERY important that you attend class and complete course work early. Please contact me as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments.

Policy Statement on Non-Discrimination on the Basis of Disability (ADA)\*
The University is an equal opportunity educational institution. Please read [The University’s Policy Statement on Nondiscrimination on the Basis of Disability – Americans with Disabilities Act Compliance](https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf).

Academic Accommodations\*
The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an Accommodations Memo from the Office of Accessibility and Disability Resources, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course.

For students who have not established accommodations with the Office of Accessibility and Disability Resources and are experiencing disability access barriers or are interested in a referral to health care resources for a potential disability, please connect with the office by calling 419.530.4981 or sending an email to StudentDisability@utoledo.edu.

### Religious Accommodations\*

A student is permitted to be absent, *without penalty*, for up to three days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or to participate in organized activities conducted under the auspices of a religious denomination church, or other religious or spiritual organization. [3364-71-30 Religious accommodations policy](https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-30%20Religious%20accommodations.pdf) and [3364-71-30.01 Religious accommodations procedure](https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-30%2001%20Procedure%20religious%20accommodations.pdf).

**Grievance procedure:** A student may notify the institution of any grievance regarding the policy’s implementation using the [3364-71-05.1 Academic grievance procedure](https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-05-1%20Academic%20Grievance%20Procedure.pdf).

## ACADEMIC AND SUPPORT SERVICES\*

(Insert the following statement and link. Please refer to the online syllabus guidelines for more guidance/details.)

Please view the [Learner Support](http://www.utoledo.edu/dl/students/learnersupport.html) page for links and descriptions of the technical, academic, and student support services available to UT students.

## SAFETY AND HEALTH SERVICES FOR UT STUDENTS\*

(Insert the following statement and link. Please refer to the online syllabus guidelines for more guidance/details.)

Please use the following link to view a comprehensive list of [Campus Health and Safety Services](https://www.utoledo.edu/studentaffairs/parent-association/health.html) available to you as a student and click here for information on the [Office of Public Safety](https://www.utoledo.edu/publicsafety/).

## INCLUSIVE CLASSROOM STATEMENT\*

(Insert the following statement. Please refer to the online syllabus guidelines for more guidance/details.)

In this class, we will work together to develop a learning community that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. We will encourage and appreciate expressions of different ideas, opinions, and beliefs so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

COURSE SCHEDULE\*

| WEEK | DATES | TOPIC | STUDENT LEARNING OUTCOME(S) | ASSIGNMENTS DUE |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

**NOTES:**

1. **Remember to delete all directions/notations in parentheses before finalizing your syllabus for the semester.**
2. **Remove any asterisks(\*) from section headings.**
3. **Remove and/or update the footer from Syllabus Template to course information and college/department, you can also delete the word *\*Required.***