# SYLLABUS TEMPLATE (Insert Name of Course)

**The University of Toledo**

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

**(Insert Alpha Course Identifier, Course Registration Number (CRN) 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/) (if applicable)

**Class Location**: (Insert Class Room Number and   
 Building)\* **Class Day/Time**: (Insert Course Schedule)\*

**Lab Location**: (Insert Class Room Number and  
 Building, if applicable)\*

**Lab Day/Time**: (Insert Lab Schedule, if applicable)\* **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 face-to-face syllabus guidelines for more guidance/details.)

## COURSE OVERVIEW/ TEACHING METHODOLOGY

(Provide a short description that will help learners understand the purpose of the course and your teaching methodology; please refer to the face-to-face syllabus guidelines for more guidance/details.)

STUDENT LEARNING OUTCOMES\*  
(Insert Student Learning Outcomes; please refer to the face-to-face syllabus guidelines for more guidance/details.)

PREREQUISITES AND COREQUISITES\*  
(Use the [course catalog](https://www.utoledo.edu/catalog/)  (https://www.utoledo.edu/catalog/to) accurately list any prerequisite or corequisite courses required by the university and/or program, if there are none, type “None”.)

## TEXTS AND ANCILLARY MATERIALS\*

(Provide complete citations for all [required and optional] instructional materials; please refer to the face-to-face 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 face-to-face syllabus guidelines for more guidance/details.)

TECHNOLOGY REQUIREMENTS   
(Insert specifics about any technology requirements for the course; please refer to the face-to-face syllabus guidelines for more guidance/details.)

ACADEMIC POLICIES\*   
(Include the following links; please refer to the face-to-face syllabus guidelines for more guidance/details.)   
[Undergraduate Policies](http://www.utoledo.edu/policies/academic/undergraduate/): <http://www.utoledo.edu/policies/academic/undergraduate/>   
[Graduate Policies](http://www.utoledo.edu/policies/academic/graduate/): <http://www.utoledo.edu/policies/academic/graduate/>

COURSE EXPECTATIONS

(Insert specific information pertaining to your course expectations, i.e., communication requirements [office hours, before or after class, by email or phone]; please refer to the face-to-face syllabus guidelines for more guidance/details.)

OVERVIEW OF COURSE GRADE ASSIGNMENT\*

(Insert detailed information on how students will be evaluated and assessed for a grade in the course; please refer to the face-to-face 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.)

## STATEMENT ON USE OF ARTIFICIAL INTELLIGENCE 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, before or after class, by email or phone]; please refer to the face-to-face syllabus guidelines for more guidance/details.)

## UNIVERSITY POLICIES\*

(Include the following policy links; please refer to the face-to-face syllabus guidelines for more guidance/details.)

(Federal law requires the university to have an Institutional Attendance Policy that requires faculty to track student participation by the census date, which varies for each POT, these dates can be found here: [https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utoledo.edu%2Foffices%2Fprovost%2Fmandatory-attendance-tracking.html&data=04%7C01%7CAngela.Paprocki%40utoledo.edu%7Ce740787b0fe3459bab8708d95d0b1fc1%7C1d6b1707baa94a3da8f8deabfb3d467b%7C0%7C0%7C637643124625998238%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=1jzsLdcjcWILDEV83B5UGqV806zI%2Bb1qLHmwB1CX5Xk%3D&reserved=0), for federal financial eligibility and disbursement, please include **ONE** of the following Institutional Attendance Policy statements on your syllabus based on the POT of Term your course is offered.)

**Institutional Classroom Attendance Policy (Fall and Spring FULL TERM ONLY Statement)**

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.

**-Or-**

**Institutional Classroom Attendance Policy (SUMMER and OTHER POTs [CON, MED, LAW, etc.] Statement)**

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: [https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utoledo.edu%2Foffices%2Fprovost%2Fmandatory-attendance-tracking.html&data=04%7C01%7CAngela.Paprocki%40utoledo.edu%7Ce740787b0fe3459bab8708d95d0b1fc1%7C1d6b1707baa94a3da8f8deabfb3d467b%7C0%7C0%7C637643124626008191%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=u5U5OW4wCAryM%2BA9xfeMSuDwzXffnqWnowg5qFFhtBE%3D&reserved=0). 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 Disability Act Compliance.](http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf) Students can find this policy along with other university policies listed by audience on the [University Policy webpage](http://www.utoledo.edu/policies/audience.html/#students).

**Academic Accommodations**\* (Include the following, verbatim; please refer to the face-to-face syllabus guidelines for more guidance/details.) 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](mailto:StudentDisability@utoledo.edu).

**Religious Accommodations\*** (Include the following, verbatim; please refer to the face-to-face syllabus guidelines for more guidance/details.)

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\***

Please use this link to explore the wide array of resources and services available to you as a student: [https://www.utoledo.edu/success/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utoledo.edu%2Fsuccess%2F&data=05%7C02%7CLisa.Taylor2%40utoledo.edu%7C0774664270d548a5ef8c08dbfc1e1d38%7C1d6b1707baa94a3da8f8deabfb3d467b%7C0%7C0%7C638380978493127085%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wWEMmbCab%2F1%2Fct3rS0EGUT1vbHJ5XmhDtZE%2B8DPI9Nw%3D&reserved=0) (please refer to the face-to-face syllabus guidelines for more guidance/details).

## SAFETY AND HEALTH SERVICES FOR UT STUDENTS\*

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/).

COVID-19 HEALTH AND SAFETY STATEMENT

Insert specific information pertaining to COVID-19; please refer to the face-to-face syllabus guidelines for more guidance/details).

INCLUSIVE CLASSROOM STATEMENT

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 | LEARNING OUTCOME(S) | ASSIGNMENTS DUE |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
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| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

(please refer to the face-to-face syllabus guidelines for more guidance and a sample schedule).