[Sample Syllabus]

**Course Name**

Instructor:

Email:

Phone:

Office:

Office hours:

**Required book/readings**

**Information about the course**

**Course description (directly from the catalog)**

**Course Objectives (directly from CourseLeaf)**

**University Policies:**

**Academic Honesty/Plagiarism:** The penalty for academic dishonesty is failure of the course and a report to the Department Chair and Student Advising. The following are definitions of what constitutes academic misconduct taken from the UVU Catalog (Students Rights and Responsibilities Code). Each student is expected to maintain academic ethics and honesty in all its forms, including but not limited to cheating and plagiarism as defined hereafter:

**Cheating:** “Cheating is the act of using, attempting to use, or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else or preparing or copying other’s academic work.”

**Plagiarism:** Anytime you present another person’s work as your own, even if that other person is a friend and/or spouse, you have plagiarized. “Plagiarism is the act of appropriating any other person’s or group’s ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one’s own work in any academic exercise or activity.”

**Students with Disabilities:**  If you have any disability, which may impair your ability to successfully complete this course, please contact the Accessibility Services Department (room LC 312). Academic Accommodations are granted for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the Accessibility Services Department. Any postponed or last-minute pleadings will be viewed with skepticism.

**Names and Personal Pronouns (CHSS suggested inclusion)**

If you prefer to use a name other than the name the University officially uses, please let me know. Likewise, if you have a preferred personal pronoun, please let me know.

**Student Success Statement (CHSS suggested inclusion) – (**statement about how you will help students to be successful in this course)

**Course Requirements:**

**Points Totals:**

**Final Grade Scale:**

**A** 94-100 **B+** 87-89 **C+** 77-79 **D+** 67-69

**A-** 90-93 **B** 83-86 **C** 73-76 **D** 60-66

 **B-** 80-82 **C-** 70-72 **F** 0-59.9

**Schedule for course**