*Acknowledgement: This was adapted from a syllabus template provided by UT’s Faculty Innovation Center (FIC)*

Course Number, Section, Title

**Unique Number**

**Semester**

**Class Meets:** Time, Day(s), and Location

**Course Mode:** In-person, Hybrid, Online

# Teaching Team

Instructor:

Pronouns:

Email:

Phone:

Office:

Office Hours:

TA:

Pronouns:

Email:

Phone:

Office:

Office Hours:

# Course Description

## University Catalog Description

## What will I learn?

Main skills and attitudes to be developed

### Learning Outcomes

By the end of this course, you will be able to:

## How will I learn?

## Prerequisites for the course

## How to succeed in this course

# Course Requirements

## Required Materials

## Required Devices

## Classroom Expectations

## Assignments

The following represents how you will demonstrate your learning and how we will assess the degree to which you have done so.

1. Assignment 1 (Outcome alignment)

Points possible, % of grade

Description

1. Assignment 2 (Outcome alignment)

Points possible, % of grade

Description (% of grade)

1. Assignment 3 (Outcome alignment)

Points possible, % of grade

Description (% of grade)

## Course Outline

All instructions, assignments, readings, rubrics and essential information will be on the [Canvas website](https://utexas.instructure.com/). Check this site regularly and use it to ask questions about the course schedule.

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

*NOTE: Include everything students should do each week and instruct them to use this as a checklist, marking when each item is completed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Assignments/Activities** | **Due Dates** | **Completed** |
| 1 | **Unit 1: Topic** |  | 🞎 |
|  |  |  | 🞎 |
|  |  |  | 🞎 |
| 2 |  |  | 🞎 |
|  |  |  | 🞎 |
|  |  |  | 🞎 |
| 3 |  |  | 🞎 |
|  |  |  | 🞎 |
|  |  |  | 🞎 |
| 4 |  |  | 🞎 |
| 5 |  |  | 🞎 |
| 6 |  |  | 🞎 |
| 7 |  |  | 🞎 |
| 8 |  |  | 🞎 |
| 9 |  |  | 🞎 |
| 10 |  |  | 🞎 |
| 11 |  |  | 🞎 |
| 12 |  |  | 🞎 |
| 13 |  |  | 🞎 |
| 14 |  |  | 🞎 |
| 15 |  |  | 🞎 |

# Policies

## Class Policies

### Statement on Learning Success

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we’ll develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT. Many are listed on this syllabus, but I am happy to connect you with a person or center if you would like.

### Statement on Flexibility

In acknowledgement of COVID 19 and its impact on the University of Texas at Austin community, this course will reaffirm one of the core values here at UT Austin: responsibility. Our responsibility to ourselves and each other is to put our humanity in the forefront of our academic pursuits. With that being said, this semester I commit to being adaptable in this time of great need, which is reflected in the course policies below around attendance, grading, and assignments/exams.

If you experience any hardships such as illness, accident, family crisis please know that these policies may be amended and therefore you should communicate with me as soon as you feel comfortable doing so. If for any reason you do not feel comfortable discussing with me, please visit [Student Emergency Services.](https://deanofstudents.utexas.edu/emergency/)

For additional campus resources, please visit [Protect Texas Together](https://coronavirus.utexas.edu/students).

### Grading Policy

As I hope you can see, flexibility is built into the assignments to support your success in this course. If you miss a smaller assignment or don’t do as well on your earlier journal entries, your grade will not be impacted significantly. Consequently, the final grades are firm, and no additional curve is available.

|  |  |  |
| --- | --- | --- |
| Grade | Cutoff | Points needed |
| A | 94% | 940 |
| A- | 90% | 900 |
| B+ | 87% | 870 |
| B | 84% | 840 |
| B- | 80% | 800 |
| C+ | 77% | 770 |
| C | 74% | 740 |
| C- | 70% | 700 |
| D | 65% | 650 |
| F | <65% | <650 |

### Grace Policy: Time-bank options

Sometimes we have bad days, bad weeks, and bad semesters. In an effort to accommodate any unexpected, unfortunate personal crisis, I have built “time banks” into our course. You do not have to utilize this policy, but if you find yourself struggling with unexpected personal events, I encourage you to contact me as soon as possible to notify me that you are using our grace policy. You may use this policy one of two ways (please choose, and let me know before the deadline):

* You may have a two-day grace period for one assignment, OR
* You may have 2 one-day extensions for two different assignments.

### Absences

Being present during in-person and synchronous online meetings is critical to achieving our goals for this course. You are welcome to utilize one (1) class absence during the semester as needed without explanation to me. In this case, you will be allowed to make up assignments or participation points you may have missed during this session. In addition to participating in synchronous meetings, you can earn participation points through assignments and asynchronous discussions. However, please keep in mind that if you miss multiple classes, you will begin to see a dip in your attendance and participation points.

If you are absent on the day that your team meets, you are responsible for providing your team with the necessary information to compensate for your absence. *It is crucial to keep in communication with your team members; you are responsible for letting both us and your team know if you cannot make it to a class.*

*Excused Absence*: The only absences that will be considered excused are for religious holidays or extenuating circumstances due to an emergency. If you plan to miss class due to observance of a religious holiday, please let us know at least two weeks in advance. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with us for details or arrangements.

*If you have to be absent, use your resources wisely*. Ask your team and other classmates to get a run-down and notes on any lessons you miss. If you find there are topics that we covered while you were gone that raise questions, you may come by during office hours or schedule a meeting to discuss. Email specific questions you have in advance so that we can make the most of our time. “What did I miss?” is not specific enough.

## Student Rights & Responsibilities

* You have a right to a learning environment that supports mental and physical wellness.
* You have a right to respect.
* You have a right to be assessed and graded fairly.
* You have a right to freedom of opinion and expression.
* You have a right to privacy and confidentiality.
* You have a right to meaningful and equal participation, to self-organize groups to improve your learning environment.
* You have a right to learn in an environment that is welcoming to all people. No student shall be isolated, excluded or diminished in any way.

With these rights come responsibilities:

* You are responsible for taking care of yourself, managing your time, and communicating with the teaching team and with others if things start to feel out of control or overwhelming.
* You are responsible for acting in a way that is worthy of respect and always respectful of others. • Your experience with this course is directly related to the quality of the energy that you bring to it, and your energy shapes the quality of your peers’ experiences.
* You are responsible for creating an inclusive environment and for speaking up when someone is excluded.
* You are responsible for holding yourself accountable to these standards, holding each other to these standards, and holding the teaching team accountable as well.

### Personal Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters show the student’s legal name, unless they have added a “preferred name” which you can do at the [Gender and Sexuality Center](https://diversity.utexas.edu/genderandsexuality/publications-and-resources/). I will gladly honor your request to address you by a name that is different from what appears in the official roster, and by the gender pronoun you use (she/he/they/ze/etc.) Please advise me of this preference early in the semester so that I may make appropriate changes to my records. Please [add your pronouns](https://utexas.instructure.com/courses/633028/pages/profile-pronouns) to your profile in Canvas.

## University Resources for Students

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we’ll develop strategies to meet both your needs and the requirements of the course. There are also a range of resources on campus.

### COVID-19 Update: “Keep Learning” Resources

If you need ideas or strategies to help you feel more comfortable participating in class during the pandemic, please explore the resources available at [Texas One Stop](https://onestop.utexas.edu/keep-learning/).

### Land Acknowledgment

I would like to acknowledge that we are meeting on Indigenous land. Moreover, I would like to acknowledge and pay my respects to the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas, here on Turtle Island.

### Land Engagements and/or Commitments

In recognition of the ongoing and cumulative challenges faced by Indigenous Peoples in Central Texas and globally, we call upon The University of Texas at Austin:

* To repatriate the ancestral remains held by the Texas Archeological Research Laboratory to their Indigenous descendant communities and Native lands.
* To commit to the active recruitment and material support of Native American and Indigenous students, who currently comprise fewer than 0.2% of UT Austin’s student body.
* To support the transition of the Program in Native American and Indigenous Studies into a Center.
* To establish a protocol of research and study on Tribal or Native lands, and to foster an ethics and practice of engaged scholarship, with and for Indigenous peoples and communities, locally and internationally.

### Services for Students with Disabilities

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, or if you need specific arrangements in case the building needs to be evacuated, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact [Services for Students with Disabilities](http://diversity.utexas.edu/disability/) (SSD). If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course. I promise to maintain the confidentiality of these discussions.

### Counseling and Mental Health Center

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

The [Counseling and Mental Health Center](https://cmhc.utexas.edu/index.html) serves UT’s diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students’ well-being, academic and life goals. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515.

If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

### Moody Writing Support Program

Even the best writers sometimes struggle when learning the unique language of communication professionals. Whether you’re writing your first news story or advertising copy or you’re polishing a screenplay, the [Moody Writing Support Program](https://sites.utexas.edu/moodywriting/) can help boost your skill while providing encouragement to succeed. You can schedule a one-on-one session with a qualified writing coach from your department to brainstorm ideas, polish skills or work on problems.

### The Sanger Learning Center

Did you know that more than one-third of UT undergraduate students use the [Sanger Learning Center](https://ugs.utexas.edu/slc) each year to improve their academic performance? All students are welcome to take advantage of Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please call 512-471-3614.

### UT Outpost

The [UT Outpost](https://deanofstudents.utexas.edu/emergency/utoutpost.php) provides a food pantry to address food insecurity on campus, as well as a career closet to make sure every Longhorn has access to professional clothing for job and internship interviews.

### Additional Services for Students

* [University Writing Center](http://uwc.utexas.edu/)
* [Libraries](http://www.lib.utexas.edu/)
* [Information Technology S](https://it.utexas.edu/)ervices (ITS)
* [Student Emergency Services](http://deanofstudents.utexas.edu/emergency/)

### BeVocal

BeVocal is a university-wide initiative to promote the idea that individual Longhorns have the power to prevent high-risk behavior and harm. At UT Austin all Longhorns have the power to intervene and reduce harm. To learn more about how you can help to build a culture of care on campus, go to [BeVocal](http://wellnessnetwork.utexas.edu/BeVocal).

### Important Safety Information

COVID-19 Update: While we will post information related to the current situation on campus, we encourage you to stay up-to-date on the latest news related to the student experience at [Protect Texas Together](https://protect.utexas.edu/).

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call the Behavior Concerns Advice Line at 512-232-5050. You can also submit a report online at the [BCAL web site](https://besafe.utexas.edu/behavior-concerns-advice-line). Your report can be anonymous. If something doesn’t feel right – it probably isn’t. Trust your instincts and share your concerns.

The following recommendations regarding emergency evacuation from the [Campus Safety and Security](http://operations.utexas.edu/units/csas/), 512-471-5767.

Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.

* Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
* If you require assistance in evacuation, please inform your instructor in writing during the first week of class.
* In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.

The office of [Emergency Preparedness](https://preparedness.utexas.edu/) provides information on safety apps for your mobile device, emergency preparedness manual, and a guide for surviving an active shooter situation.

### Title IX Reporting

Title IX is a federal law that protects against sex and gender based discrimination, sexual harassment, sexual assault, unprofessional or inappropriate conduct of a sexual nature, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When unprofessional or inappropriate conduct of a sexual nature occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university’s [relevant policies](https://titleix.utexas.edu/policies).

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must be reported. **I am a Responsible Employee and** **must report any Title IX related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu). For more information about reporting options and resources, visit [Title IX Office web site](mailto:Title%20IX%20Office%20web%20site), contact them by email at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), or call 512-471-0419.

Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

## University Policies

### Academic Integrity

Each student in the course is expected to abide by the University of Texas Honor Code: “As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.” **Plagiarism is taken very seriously at UT**. Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you will be guilty of plagiarism and subject to academic disciplinary action, including failure of the course. You are responsible for understanding UT’s [Standards of Conduct](http://deanofstudents.utexas.edu/conduct/standardsofconduct.php) and [Academic Integrity principles](http://deanofstudents.utexas.edu/conduct/academicintegrity.php).

### Q Drop Policy

If you want to drop a class after the 12th class day, you’ll need to execute a [Q drop](https://ugs.utexas.edu/vick/academic/adddrop/qdrop) before the Q-drop deadline, which typically occurs near the middle of the semester. Under Texas law, you are only allowed six Q drops while you are in college at any public Texas institution.