

## Syllabus Spring 2024

<b>Course Number</b>	
<b>Course Title</b>	Be sure to use the course title from the catalog
<b>Credits</b>	
<b>Semester/Class</b>	[Semester] [Day/Time/Location]
<b>Faculty Name</b>	
<b>Office Hours</b>	
<b>Contact Info for Office Hours</b>	
<b>Phone/Email</b>	Indicate preferred means of communication; consider noting an expected time frame for responses

### Course Description

Include the course description as listed in the [grad/undergraduate](#) catalog and approved by GPAC or UPC. This description cannot be changed without department and UPC/GPAC approval.

### Course Learning Outcomes

In some multi-section courses, these must be approved by the department and cannot be changed without department approval. *Use measurable objectives.* Please include information on any [Core Essential Learning Outcomes](#) for which this course has been approved (if any).

Upon completion of this course, the students will demonstrate the ability to:

- 1.
- 2.
- 3.

### Textbook/Course Materials

Indicate whether a text is optional or required. Include links to any free electronic versions of any texts you are using. Also include any other required materials (software, etc.) *Texts must be available to students at the UML Bookstore.*

### General Information

Tailor for specific course

#### Teaching Methods:

Discuss your approaches to teaching.

#### B. Attendance and Participation:

Be very specific about your personal attendance policy, and please build in some flexibility. Language pulled from our [Student Absence Guidelines for Faculty](#) is below and can be used as a model. Students are expected to attend class regularly, as regular attendance is one of the most important contributors to student success. However, students may occasionally need to miss class due to

illness, emergency, or caring for a sick family member. Do not come to class if you are ill. I try to be very accommodating to students who are experiencing attendance challenges, but you must communicate your situation with me regularly and with as much advance notice as possible.

Likewise, if I should need to miss class, I will communicate with you via [\[Blackboard? Email?\]](#) as soon as possible with clear instructions.

If the campus is closed due to weather or other unforeseen circumstances, please check [\[Blackboard? Email?\]](#) for information on how to proceed. Class may be cancelled, held virtually, or course material may be presented in a different way in order to stay on schedule. **You can create your own policy but make sure to add clear instructions, and try to be flexible with students for whom attending a virtual class may be a challenge should you need to pivot to remote at the last minute for a specific class.**

#### C. Assessment and Evaluation Methods:

Tailor for specific course. Include all assignments, exams, etc. and the percent of the course grade represented by each. Include grading scale for the course. If including participation, clearly articulate how you will evaluate that part of their grade.

#### D. Tutoring Resources and Centers for Learning and Academic Support Services (CLASS):

CLASS will be offering [tutoring](#) and [Writing Center](#) services both in-person and virtually. I strongly urge you to take advantage of this opportunity to reinforce your learning.

#### E. Student Mental Health and Well-being

Your personal health and well-being are important to all of us at the university. I'm available to talk about your stresses or concerns related to your coursework in my class.

Here are some resources to support your well-being:

[Counseling Services](#) provide crisis intervention, assessment, referrals, short term individual counseling and group therapy. Call to book an appointment at (978) 934-6800.

[UMatter2](#) is a university-wide initiative to support students and promote mental health. They can be reached at (978) 934-6671. There, you also will find information at that website on how to access [Togetherall](#), an online community which is a peer-to-peer platform dedicated to mental health support.

[Centers for Learning and Academic Support Services \(CLASS\)](#) provides advising services including goal setting, course selection, SIS functions, changing majors/minors and course deletions. (978) 934-2936 or [Advisement@uml.edu](mailto:Advisement@uml.edu).

The mission of the [Office of Student Life & Wellbeing](#) is to advance the holistic concept for student success by infusing health-promoting actions and collaboration into campus culture. They can be reached at 978-934-4342 or [Wellbeing@uml.edu](mailto:Wellbeing@uml.edu).

#### F. Disability Services

If you are registered with Disability Services and will require course accommodations, please notify me via the Accommodate [semester request process](#) as soon as possible so that we might make appropriate arrangements. It is important that we connect to discuss the logistics of your accommodations; please speak to me during office hours or privately after class as I respect and want to protect your privacy. If you need further information or need to register for academic accommodations, please visit the [Disability Services Website](#).

#### G. Diversity, Inclusion, and Classroom Community Standards:

UMass Lowell—and your professor—value human diversity in all its forms, whether expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, parenting status and social or economic backgrounds. Enrich yourself by practicing respect in your interactions, and enrich one another by expressing your point of view, knowing that diversity and individual differences are respected, appreciated, and recognized as a source of strength.

[The Office of Multicultural Affairs \(OMA\)](#) supports and advocates for students while leading diversity-related programming. At the same time working to create an inclusive environment for LGBTQ+ individuals via the LGBTQ+ Resource Center. Contact (978) 934-4336 or [Multicultural\\_Affairs@uml.edu](mailto:Multicultural_Affairs@uml.edu).

#### H. Academic Integrity Policy:

All students are advised that there is a [University policy regarding academic integrity](#). Students are responsible for the honest completion and representation of their work.

Outline clearly your own policies for academic integrity. Our current policy on academic integrity already addresses cheating using artificial intelligence, but the practice has increased so much in the past year, that it may be worth adding additional clarifying language on the topic. Suggested syllabus language for restrictive, permissive or encouraging use of AI in the classroom can be found [here](#) on our [Exploring AI website](#).

#### I. Cell Phones and Other Devices:

Add your cell phone and laptop policy here if you have one. Please keep in mind that students who are the primary caregivers of dependents need access to their cell phones in cases of emergencies and some students have accommodations that permit them to use their laptops in class. (For more information about parenting students' needs and rights, see [this website](#).)

#### J. Credit Hour Policy

Federal definition of a credit hour requires that for every course credit awarded, a course must offer 15 hours of instructor-led course activities and 30 hours of out-of-class student work. This means that a standard 3 credit hour course requires 45 hours of instructor-led course activities and 90 hours of out-of-class student work.

#### K. University Privacy Statement

UMass Lowell recognizes the importance of mutual trust between students and faculty. Massachusetts is a two-party consent state, which means it is illegal to record someone without their permission. Recordings of classroom lectures are the intellectual property of the instructor. Instructors have the right to prohibit audio and video recording of their lectures, unless the requesting student is registered with Disabilities Services and recording of class sessions is an approved accommodation. In addition, sharing or selling recordings of classroom activities, discussions or lectures with any other person or medium without permission of the instructor is prohibited.

Additional policies as relevant to course or program.

**Course Outline & Class Schedule:**

Format/label your course outline in to be consistent with the organization in your Blackboard shell.

Date	Topic	Resources/Assignment
Session 1 Insert Date		
Session 2		
Session 3		
Session 4		
Session 5		
Session 6		

Etc...

***Useful Web Resources:***

List as relevant to course