

Graduate Syllabus Template 2019-2020

(Semester and Year this document covers)

(As you fill in this document, please replace the black text with your own policies and try to maintain the headings to make it easier for students to locate information in all of their courses. For more details regarding the graduate syllabus policy see <https://grad.arizona.edu/policies/academic-policies/graduate-college-syllabus-policy>)

Course Number and Title

Example: ACBS 500A Section 001 and 002 – Animal Anatomy and Physiology (Please include Section Numbers that you are responsible for)

Course Description

Detailed description of your course. Recommendation is 100-300 words.

Instructor Information

Instructor Name, Title, contact information, home department, and office hours. If TAs are part of your class, please include them in this section.

Learning Outcomes

List what the students will know or be able to do when they complete this class. These outcomes should be common for all sections of the course regardless of instructor. (For example, “students will demonstrate the ability to think critically.”) If the course is co-convened with a 400 level class, there must be at least one learning outcome that is distinct for graduate students.

Please review the learning outcomes for the degree program your course serves and map them back to your course.

400/500 Co-convened Course Information

If this course is co-convened with undergraduates and graduates, please explain in detail the graduate student requirements. You may also submit separate undergraduate and graduate syllabi, if you would prefer.

Required Texts and Materials

This includes books, lab materials, field trips, tickets, technology, or any associated costs that are required for students in your class. It is recommended that you also provide the estimated cost of these items for the class, based on pricing through the UA Bookstore.

Schedule of Topics and Activities

This includes a weekly schedule of assignments with due dates and exam dates.

Assessments

What assessments are used to calculate the students’ grades in this course? For example: “Four Exams, each weighted equally, and a course project weighted the same as one exam.”

Are you including quizzing or homework in your grading policy? If you are unsure of the number of quizzes, but know that quizzes will be worth 15%, then specify the categories of each assessment type.

It is often useful to present this information a table. For example:

Assessment Categories	Percentage of final grade
Attendance and participation in class activities	20%
Writing assignments	20%
Mid-term exams (4 total)	40%
Final exam	20%
Total	100%

Grading Scale and Policies

Specify how grades are assigned for your course (see, <http://catalog.arizona.edu/policy/grades-and-grading-system>) and what points or percentages a student will need to earn each letter grades or pass your class.

University Policies

All university policies related to a syllabus are available at: <https://academicaffairs.arizona.edu/syllabus-policies>. By placing this link in your syllabus, you no longer need to have each individual policy included in your syllabus.

Subject To Change Notice

Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor of this course.