**ASU Global Education Syllabus Template**

As part of the Arizona State University (ASU) Global Education Office (GEO) proposal process, faculty are required to submit a syllabus for each class they will be teaching during their program.  Each syllabus should attain the same high level of academic rigor as any other ASU course being taught domestically.  Course Objectives and Learning Outcomes should clearly connect the global education location to the readings and assignments for the course.  Faculty should also include a daily schedule of readings, assignments, and activities.  Readings should be specific—authors, journal or book titles, number of pages assigned—and assignments should be fleshed out to include detailed instructions.

Assignments and readings can certainly be adjusted nearer to the program date, but a detailed, thorough syllabus is necessary in order for department chairs/directors and deans to ably assess the academic rigor of the syllabi and confidently approve both the academic content and the number of credits students will be receiving.

**Syllabi should be submitted to the chair/director and dean along with the Academic and Program Description form for a thorough review before sending on the full proposal packet to the Global Education Office.**

**TITLE of COURSE**

**Prefix and Number**

**Semester, Year**

Line Number:

**Course Meetings:** Time and days (credit hours) **(customize)**

**Instructor: (customize)**

Office:

Contact Info:

Office Hours:

**Teaching Assistant: (customize)**

Office:

Contact Info:

Office Hours:

**Course Description: (customize)**

1-2 paragraphs

**Course Goals: (customize)**

**Learning Outcomes: (customize)** By the end of this course, each student will have demonstrated that they are able to:

* Xxxx
* Xxxx

Include the cultural competency outcomes listed in your program proposal as learning outcomes.

Learning outcomes indicate what students will gain from the course, as opposed to what the instructor wishes to accomplish. In specifying the outcomes address specific tasks, fields of knowledge, methodologies, techniques and so on, at a level of expectation appropriate to the course content. For example: “Students completing course X will be able to…..” The number of outcomes varies widely, depending on program requirements, external accreditation and the specific nature of the course.

***Examples of learning outcomes:***

**ENGLISH COURSE**

Upon successful completion of this course:

* Students will have learned a variety of rhetorical theories and analysis methods.
* Students will be conversant with key figures, events, and discourse practices within the environmental movement and understand the connections of those practices to environmental and other civic debates in society at large.
* Students will have gained proficiency in Web and other research strategies and in analytical writing methods.

**JUSTICE STUDIES COURSE**

Upon successful completion of this course:

* Students will develop an in-depth understanding on how cultural diversity changes and broadens conventional understanding of justice.
* Students will grasp major concepts and theories, and critically evaluate the strengths and weaknesses of competing analyses and policy propositions in reconciling cultural diversity and democratic justice.
* Students will articulate their own views on the major issues addressed in class through presenting evidence and arguments, and be able to justify their own conclusions.

 Insert College/School Contact Information

Insert College/School Logo

* Students will cultivate and improve upon critical-thinking, writing, and presentation skills in general.

**Pre-requisites/Co-requisites/Anti-requisites: (customize)**

Be sure to list the actual prefix and course number. For example, “Prerequisite: ABC 123 with a C or better. Credit for [this course] or [another course].”

**Required Course Texts/ Readings: (customize)**

**Course Format: (customize)**

Seminar, lecture, discussion, lab. What type of work will students be doing, e.g. tests, quizzes, term papers, etc?

**Coursework (customize)**

Final grades for the course will be assigned on basis of the following:

Put in a percentage breakdown of course requirements, e.g.

* Participation 10 pts or 10 %, based on ??
* Quiz # 1 20 pts or 20 %
* XXX
* XXXX

(*Participation scores should be spelled out clearly in terms of how they will be scored/assessed such as class attendance, arriving on time, participation in discussion, no use of cell phones/computers, no talking in class, being respectful of others, etc.*)

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades.

**Schedule of Readings and Assignments (customize)**

Week by week (or day by day) outline of lectures/lab topics, readings and assignments or other landmark events.

**Final Grades** **(customize)** [We suggest you include a grading schedule. *There are no fixed requirements* at ASU for these grade/letter equivalents. If you are going to use the +/- system you should outline what percentage will constitute a A+, A, A-, B+, etc. NOTE: ASU has no C-; also]

A 90-100 Excellent

B 80-89.9 Good

C 70-79.9 Average

D 60-69.9 Passing

E <60 Failure

XE Failure due to Academic Dishonesty

Or:

A-/ A/ A+ 89.5-92.4/ 92.5-97.4/ 97.5-100 Excellent

B- /B/ B+ 79.5-82.4/ 82.5-87.4/ 87.5-89.4 Good

C/ C+ 69.5-77.4/ 77.5-79.4 Average

D 59.5-69.4 Passing

E <60 Failure

XE Failure due to Academic Dishonesty

**Extra Credit (customize)**

There will be no extra credit opportunities assigned for this course.

**Late Assignments (customize)**

Any policy on late assignments, e.g., “Unexcused late assignments will not be accepted.  Excuses for an assignment must be made an approved in advance of the due date of the assignment.  Requests for excuses must be written, either on paper or email, and approval must be obtained, either by an email reply or by having the paper excuse signed. In order to get credit, with the late assignment you must turn in a copy of the email approval or signed written excuse.”

**Course Policies (customize)**

List specific policies for the class (e.g., cell phone and laptop use in class), attendance, etc.

**Grade Appeals**

ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see <http://catalog.asu.edu/appeal>.

**Incompletes**

A mark of "I" (incomplete) is given by the instructor when you have completed most of the course and are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the [Request for Grade of Incomplete form](http://students.asu.edu/forms/incomplete-grade-request) (<http://students.asu.edu/forms/incomplete-grade-request>).

**Student Standards**

Students are required to read and act in accordance with the provisions of this syllabus as well as university and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308: <https://students.asu.edu/srr>

**Academic Integrity**

 *Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal.  For more information, see* [*http://provost.asu.edu/academicintegrity*](http://provost.asu.edu/academicintegrity)*.*

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others’ work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently.  If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Note: Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else’s work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

**Prohibition of Commercial Note Taking Services**

In accordance with [ACD 304-06 Commercial Note Taking Services](http://www.asu.edu/aad/manuals/acd/acd304-06.html), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes.  Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

**Student Support and Disability Accommodations**

The provisions of the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, do not apply outside of the United States, so students with disabilities may find accessibility and accommodation in a given ASU global education program location to be very different from what is found in the United States. Upon request, the ASU Global Education Office can provide information about the availability of accommodations and accessible facilities on the specific program and can help the student determine whether the student’s preferred program can meet the student’s accommodation needs. Students with disabilities should understand that the ASU Global Education Office cannot guarantee access to public transportation, buildings, or public sites on this program.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations](http://www.asu.edu/aad/manuals/ssm/ssm701-01.html) during the global education program. Eligibility is based on qualifying disability documentation and assessment of individual need. Every effort is made to provide reasonable accommodations for qualified students with disabilities, although the nature of the accommodations that can be provided by ASU during your global education program will depend on a number of variables, including but not limited to availability of resources on-site, accessibility of program facilities, and any global education requirement of the student’s degree program.

Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](http://www.asu.edu/aad/manuals/ssm/ssm701-02.html) to the DRC at: <http://www.asu.edu/studentaffairs/ed/drc/>. If you are a student in need of special arrangements, we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services. Typically, once a student discloses the need for an accommodation through their global education application, the ASU Global Education Office, the academic unit, the student and DRC will develop a plan on how to best accommodate the student within the parameters available within the onsite locations.

**Drop and Add Dates/Withdrawals**

Please refer to the [academic calendar](https://students.asu.edu/academic-calendar) on the deadlines to drop/withdraw from this course.  Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](http://www.asu.edu/aad/manuals/ssm/ssm201-08.html), [Medical/Compassionate Withdrawal](http://www.asu.edu/aad/manuals/ssm/ssm201-09.html).

Please note that the ASU Academic Calendar only refers to withdrawal for the academic portion of your global education program. Please refer to the [Global Education Withdrawal Policies](https://goglobal.asu.edu/students/documents) for important dates regarding withdrawing from your Faculty Directed program.

**Email Communications**

All email communication for this class will be done through your ASU email account. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email go to: <http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept_pk=822> and file a help desk ticket by clicking on “My Help Center.”

**Campus Resources**

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

* Tutoring: <http://studentsuccess.asu.edu/frontpage>
* Counseling Services: <http://students.asu.edu/counseling>
* Financial Aid: <http://students.asu.edu/financialaid>
* Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
* Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
* Career Services: <http://students.asu.edu/career>
* Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>

**Harassment Prohibited:**

ASU policy prohibits discrimination, harassment or retaliation on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, and veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the Office of Student Rights and Responsibilities (480-965-6547) if you feel another student is harassing you based on any of the factors above; contact the Office of Equity and Inclusion (480-965-5057) if you feel an ASU employee is harassing you based on any of the factors above.

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity.  Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited.  An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university.  If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students> .

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish discuss any concerns confidentially and privately.

**Establishing a Safe Environment:**

Learning takes place best when a safe environment is established in the classroom. Students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others’ view points, whether you agree with them or not.

**Syllabus Disclaimer:**

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the *Announcements* section on Blackboard.

**Student Conduct Statement:**

Students are required to adhere to the behavior standards listed below:

* Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct <http://www.azregents.edu/policymanual/default.aspx>,
* ACD 125: Computer, Internet, and Electronic Communications <http://www.asu.edu/aad/manuals/acd/acd125.htm>, and
* the ASU Student Academic Integrity Policy <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm>.

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion.

Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate. Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

**Religious Accommodations for Students:**

Students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangements for making up tests/assignments within a reasonable time.