Syllabus Template   
minimum Required Information

and required addendum   
(YGCAS, CPA, MSB)

This template reflects VII-3.4 Syllabus Requirements approved by   
University Faculty Senate and Provost 5/6/16

(8/2016 v.1)

A syllabus for a college or university-level course can have a variety of purposes. Foremost is that of informing its students what standards, requirements and outcomes will be expected of them in the course. The course syllabus is not a true contract, but in many ways it expresses an “informal agreement” between the instructor and the students. Students will ordinarily hold instructors to the content of the syllabus throughout the course. And conversely, instructors will hold students to that content throughout the course.

A second purpose is to inform other colleges and universities of the content of a course so they may determine if it is equivalent to a similar one that they offer, necessary when students transfer out of the University of Baltimore or graduate and then go on to pursue a higher degree.

A third major function of the syllabus is to present accreditation bodies with a thorough understanding of curriculum and instruction practices. Professional accrediting bodies will examine the integrity of departmental instruction and will look to course syllabi as part of their evaluation process.

For all of these purposes, the construction of a syllabus cannot be taken lightly. It must represent a true picture of the content and expectations of the course.

Please use the template to develop your syllabus. The addendum is required on all syllabi.

How to use this template

* Please modify all **RED** text to reflect the specifics of your course.
* All **BLACK** text should remain as is. Many of these sections communicate important   
  University of Baltimore policies

Delete the text above after you have completed your syllabus



Choose one: Yale Gordon College of Arts and Sciences,   
Merrick School of Business or College of Public Affairs

Course Title

Credit hours

Course number and section   
Semester/Year

Day and Time

Start and End Dates

Location

Instructor:

Instructor Name

Contact Information:  
E-mail: email@ubalt.edu  
Phone: ###- ###-####  
It is optional to inclu­de policies around communication between faculty and students, including preferred contact and response times to email.

List your preferred method of contact and your estimated response times.

Example:

I prefer that students contact me via email. Please be sure to include the course number in the subject line. I will make every effort to respond to your inquiry within 48 hours or earlier. If an issue is urgent, please indicate "urgent" within the subject line of the email and I/we will respond as soon as is practical.

Office Hours and Location:Specify the days and times and location

Course Description:

The course description section should be copied directly from the course description in the catalog.   
[Look up the current description.](https://www.ubalt.edu/course-descriptions/)

Student Learning Outcomes:

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

Describe what is expected of the students in regard to course learning and skills; these are articulated, in one way, as learning goals for the course (“by the end of this course, you will be able to…” and/or statements of what the instructor expects students to accomplish in the course.

Syllabi are to include:

* + Course-level learning outcomes approved by the program faculty for the course (see program director as needed)
  + Optional: the faculty member’s measurable learning outcomes for that section of the course (1-3 learning outcomes)
  + If applicable, general education learning outcomes

Required Course Materials:

Provide required textbook information and ISBN.

List all required texts and learning materials. If no text is required, indicate this here. To order your textbook, your academic program specialist can help you submit textbook orders or you can order them yourself through [Barnes & Noble at the University of Baltimore](http://ubalt.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=46551&catalogId=10001&langId=-1). You should order textbooks for your class as soon as possible through the [Faculty](http://www.facultyenlight.com/?storeNbr=557) page of the bookstore's website. (Alternatively, you can access the UB bookstore's [home page](http://ubalt.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=46551&catalogId=10001&langId=-1) and click on "Faculty Resources" in the top, right-hand corner.) Register to submit course and book information, review books used for courses in previous terms, select new titles and provide the bookstore with additional information about course and book needs. If you are **not** using any text materials, you **must** indicate this through the bookstore's website. You may want to reference the bookstore's [frequently asked questions](http://www.facultyenlight.com/view-faq) about textbook ordering.

Recommended Course Materials: If there are other textbooks or course materials that are not required, list them here.

Course Requirements/Assignments: Provide information about each assignment, such as assignment descriptions, expectations, and due dates. All assignments should be aligned with at least one learning outcome. It is optional to include assignment/make-up work policies.

Attendance Policy:   
Describe your expectations for student attendance, tardiness and policies and procedures for dealing with absences. It is optional to include policies about technology/cell phones.

Grading Evaluation Procedure:

* + Include how the grade will be calculated; the basis for Grade/Grading Policy
  + Lay out what values are assigned to various assignments and what constitutes (e.g., number of points, etc.) a final grade of A, B, C, D, or F
  + Can include expectations/descriptions of work at each grade level
  + Can include where/how students can access their grades

Tentative Course Schedule:

Describe what content will be covered each week, what students should be reading, and assignments that are due. May include language to allow for cancellations and changes at instructor’s discretion and how they will be communicated.

**Merrick School of Business Only**

Assessment Rubrics for Merrick School of Business:In the Merrick School of Business, [assessment rubrics](http://www.ubalt.edu/merrickrubrics) are a fundamental part of the assessment process.

REQUIRED ADDENDUM

UB Policies and Procedures

Academic Integrity

The [Academic Integrity Policy for the University of Baltimore](http://www.ubalt.edu/campus-life/student-handbook.cfm#Academic_Integrity) provides information regarding plagiarism. Incorrect use of other individuals’ work will likely result in plagiarism charges, which can lead to a failing grade on an assignment, a failing grade in the course, or even suspension from UB. Not understanding the definition of plagiarism or improper attribution are not excuses for failure to abide by originality requirements in this or any other course.

*Student Rights and Responsibilities*

The University’s policy on [Student Rights and Responsibilities](http://www.ubalt.edu/campus-life/student-handbook.cfm#Student_Rights_and_Responsibilities) can be found in the UB Student Handbook.  
  
The University of Baltimore is a community comprised of students, faculty, administrators, and staff who share a commitment to learning. Exceptional academic honesty is essential to the university’s mission of learning, scholarship and integrity. We believe:

* Honesty is the foundation of personal integrity.
* Honesty promotes substantive learning.
* Honesty validates the recognition of scholarly achievement.
* Honesty demonstrates respect for the work of others and enables effective cooperation.

All members of our community share responsibility for actively fostering academic honesty, actively discouraging academic dishonesty, and engaging in ongoing discussion of activities that may violate the spirit of honesty.

*Plagiarism Tutorial*

[UB’s plagiarism tutorial](http://www.ubalt.edu/plagiarism/)

*Turnitin*

As a part of an institution-wide effort to ensure the originality of student work, the University of Baltimore licenses Turnitin, a commercial text-matching service that analyzes students’ submissions against its own archive of student papers, articles, and web sites to report on student originality and identify possible plagiarism. All UB faculty members reserve the right to use this or other measures to evaluate your work for originality and proper attribution.

Accommodations for Students with Special Needs

Accommodations for students with special needs can be set up through the   
[Center for Educational Access](http://www.ubalt.edu/campus-life/center-for-educational-access/).

Code of Conduct

Students are expected to maintain a high standard of conduct. Since the university's role is to provide the best possible atmosphere for learning, individuals who violate its rules or regulations are subject to discipline. To the extent described in the [Code of Conduct](http://www.ubalt.edu/campus-life/student-handbook.cfm), the president of the university delegates authority over student discipline to the provost and the associate vice president for student affairs.

**Grade Challenges**

Students have the right to a grade based on their actual course performance as compared to an articulated standard that is applied to all those taking a course. Each instructor must therefore be able to articulate a uniform, identifiable standard that is applied in calculating any part of a student's course grade. That standard must relate to the course syllabus, academic instruction, and the assignments and materials that were provided to the class. [Policies and procedures related to grade challenges](http://www.ubalt.edu/campus-life/student-handbook.cfm#Student_Grievances_and_Procedures)

(click on *grading challenges*)

Incomplete Grades and Requests

Incomplete (INC) grades will not be considered prior to the official WD deadline. After this date, and INC may be granted at the discretion of the instructor and the appropriate dean’s office based on tan anticipated extenuating circumstance. Incompletes are ordinarily issued to students whose circumstances meet all five of the following conditions: **Your situation is emergent.** By that we mean your situation was clearly unexpected, and there was simply no way you could have predicted it.

* **Your situation is exceptional,** which often coincides with the first condition**.** By that we mean your situation is unique and extraordinary.
* **Your situation prevents you from completing your work**. By that we mean your situation must seriously jeopardize your ability to complete work in the class.
* Prior to requesting the Incomplete, **you must be passing the course and have completed the vast majority of your work**.
* When your situation emerges, **you must contact your professor about it as soon as possible**.
* A timeline for grade completion is outlined in the catalog.

For any of the above conditions, documentation may be required to officially issue the Incomplete. It is a good idea for students and faculty to have a formal written plan for completing coursework when an incomplete is issued. Please see specific dates on the [Academic Calendar for WD and refunds](http://www.ubalt.edu/academics/academic-calendar.cfm).

Mid-Semester Progress Reporting for Undergraduates

Mid-Semester Progress Reports will be issued for all undergraduate students halfway through the semester. You will be issued an S/Satisfactory – which means you are passing the class with a C or better; an NS/Not Satisfactory – which means your grade is a C- or lower; or an FA/Failure due to absences. If you are in the NS or FA categories, you should contact your professor and advisor to discuss ways to improve your performance before it is too late.

Title IX Sexual Harassment and Sexual Misconduct Policy

The University of Baltimore’s Sexual Harassment and Sexual Misconduct policies are compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. [Policies and procedures related to Title IX and UB’s nondiscrimination policies](http://www.ubalt.edu/titleix)

**UB Resource Centers for Students**

Academic and counseling resources for students include but are not limited to:

[**Achievement and Learning Center**](http://www.ubalt.edu/alc)  
Academic Center 113   
[alc@ubalt.edu](mailto:alc@ubalt.edu)

410.837.5383

[Make an appointment at the ALC](https://ubalt.mywconline.com/)

The ALC is a free resource for all UB students and offers support in three ways:

* A *tutor or study facilitator* may be available for this course, either on-campus or online. Assistance in a variety of computer skills may also be available. Learn more about [tutoring](http://www.ubalt.edu/tutoring), or stop by AC113.
* *Writing consultants* can work with you one-on-one to improve your papers and provide suggestions for revisions. Writing consultants provide feedback on anything you're writing for UB courses at any point in the writing process, from getting started to final editing. You can also submit to the Online Writing Link through the MyUB portal to receive audio MP3 feedback; look for the OWL icon.
* To gain a competitive edge in the classroom or the workplace, make an appointment with the ALC *Learning Consultant.* Consultants work with students on goal-setting, time management, efficient learning strategies, working in teams, oral presentations, and exam taking. They can help you develop a personalized "master plan" for accomplishing your goals.

[**Center for Educational Access**](http://www.ubalt.edu/cea)

Academic Center 139 [cea@ubalt.edu](mailto:cea@ubalt.edu)

410.837.4775

The University of Baltimore’s Center for Educational Access ensures that all UB students can achieve their academic potential unhindered by any disabilities. If you have a documented disability that requires accommodations, please contact the CEA. The center provides reasonable and appropriate accommodations for students with documented disabilities.

[**Counseling Center**](http://www.ubalt.edu/counseling)

Academic Center 111 [counseling@ubalt.edu](mailto:counseling@ubalt.edu)

410.837.5159

The Counseling Center delivers mental health services to UB students, promoting personal growth and assisting students with personal, social and academic concerns. Services include: individual counseling; group counseling; psychiatric referrals; consultation with faculty and staff to address student concerns; outreach programs; crisis intervention.

* Note that this is neither a secure nor confidential email address. It also is not an emergency contact. **If you are experiencing an emergency: dial 911, call the UB Police Department at 410.837.4444, or report to your nearest emergency room.**

[**Dean of Students and Office of Community Life**](http://www.ubalt.edu/communitylife)

Academic Center 112 [communitylife@ubalt.edu](mailto:communitylife@ubalt.edu)

410.837.4755

The Office of Community Life and the Dean of Students provides students with the knowledge, skills and support necessary to become successful members of the UB community. The office encourages responsible decision making and community development through its services and programs and offers support and guidance to anyone with questions or concerns about university procedures or who are facing a personal difficulty.

Langsdale Library

[**Reference & Instruction Librarians**](http://langsdale.ubalt.edu/research-help)

Learning Commons 3rd Floor [langref@ubalt.edu](mailto:langref@ubalt.edu)

1.888.LANGREF or 410.837.4274

Reference and Instruction Librarians help students develop core information literacy skills, improving their ability to locate, evaluate, and use information as independent, life-long learners. In addition, librarians meet regularly with students in one-on-one and small group settings to provide guidance as students work through various aspects of the research and writing process, such as topic formulation, search strategies, and the evaluation of sources. You can contact the Reference & Instruction Librarian “on call” at the Reference Desk at Langsdale Library by phone, email, instant messaging, and in person. In addition, you can get reference assistance even when the library is closed through Langsdale’s partnership with Maryland AskUsNow!’s chat service.

**[University Police](http://www.ubalt.edu/about-ub/offices-and-services/university-police/)**

Charles Royal Bldg. 200

[ubpolicedepartment@ubalt.edu](mailto:ubpolicedepartment@ubalt.edu)

410.837.5520

**EMERGENCY PHONE: 410.837.4444 Relay users dial 7-1-1**

From time to time, the weather, power outages, and other factors play a role in the daily life of the UB campus. Emergency announcements will be communicated via: the [UB home page](http://www.ubalt.edu); campus emails (to UB email addresses); the emergency notification phone line (410.837.4201); local media outlets; and the emergency **Campus Text Alert System**. Students, faculty and staff are strongly encouraged to register for this emergency notification system. Once registered, you will be alerted to any emergency on campus regardless of where you are - on, off or on route to campus. Sign up for the Campus Text Alert System through the tools in the MyUB portal.

[**Sakai Support**](https://ubonline.ubalt.edu)

[ubsakaisupport@ubalt.edu](mailto:ubsakaisupport@ubalt.edu)

1.855.501.0856

Having trouble with Sakai? Call or email UB Sakai Support. You’ll speak with a real person who can help you with your problem or create an incident report for following up with your professor.

[**Office of Technology Services**](http://www.ubalt.edu/ots)

Academic Center 101 [callcenter@ubalt.edu](mailto:callcenter@ubalt.edu)

410.837.6262

OTS provides technology support to the UB community.