Boilerplate Examples for Your Syllabus

**COUR 0000 – Semester Year**

**Syllabus: Name of Course**

**Day, Time**

**Instructor Contact Information**

* Name: John Doe
* Phone Number: (801) 626-0000
* E-mail: johndoe@weber.edu
* Office: Wattis Building 225
* Office Hours: Tues/Thurs 9:30 AM – 1:30 PM; or by appointment. Drop-ins welcome.

**Resource Materials (required)**

**Learning Outcomes**

**Course Overview/Schedule**

**Grading**

**How to Succeed in this Course (optional)**

A student must commit to becoming an “active learner” prior to and during each class session. This requires that you come to class regularly and be well prepared to discuss assigned readings and topics. Note that “active learning” means frequently searching through information contained in the articles/chapters discussed and researched.

**Assessment Surveys**

The Goddard School faculty considers you, the student, to be its most important customer. Accordingly, the faculty wants and needs your input regarding the effectiveness of the courses taught so that the courses may continually be improved. In line with this goal, at the end of each semester, students are asked to complete online survey assessments.

**Accommodations for Students with Disabilities**

Any student requiring accommodations or services due to a disability should contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center or contact their office at (801) 626-6413. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary.

**Extended Campus Closure Plans**

In the event of an extended campus closure due to natural disaster, epidemic, or other event, I will continue to provide instruction via the Canvas learning management system. I will provide text-based mini-lectures (narratives, slides, and/or presentations) which correspond to the material covered each class period and will expect you to login to the system on a regular basis to keep up with course work and to receive instruction. Assignments will continue to be turned in through Canvas according to due dates listed on the syllabus and schedule. Within Canvas, online discussions and collaborations will be made available to allow you to interact with other students and me about course material. I will check email (Campus and within the Canvas course) on a regular basis should you need to communicate with me personally. The severity of the "event" and impact on human life, communication lines, etc, will determine the extent that we can continue classes.

**Ethical Conduct**

The Goddard School of Business & Economics recognizes students as adults pursuing their education. The Goddard School Honor Code seeks to contribute to the development of appropriate individual and group behavior, and encourages responsible citizenship within the University community. The administration of honor code policies will be conducted in a manner that will foster the ethical development and personal integrity of students and promote an environment that is in accord with the overall educational mission of the Goddard School and Weber State University.

Students are expected to maintain academic ethics and honesty. Prohibited activities include but are not limited to the following:

a. Cheating, which includes:

i) Copying from another student's test;

ii) Using materials during a test not authorized by the person giving the test;

iii) Collaborating with any other person during a test without authorization;

iv) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official;

v) Bribing any other person to obtain any test;

vi) Soliciting or receiving unauthorized information about any test;

vii) Substituting for another student or permitting any other person to substitute for oneself to take a test.

b. Plagiarism, which is the unacknowledged (uncited) use of any other person’s or group’s ideas or work. This includes purchased or borrowed papers;

c. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;

d. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;

e. Giving, selling, or receiving unauthorized course or test information;

f. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity.

Penalties for violation of the Goddard School Honor Code are severe, including consequences such as a failing grade in the class, dismissal from the university, and other penalties consistent with laws appertaining to state and federal codes.

**Possible language for syllabi when recording is not allowed:**

“Video or audio recording of any portion of classroom lectures is not permitted in this class.  Unauthorized recording is a violation of the Student Code of Conduct, for which a student may be subjected to disciplinary action under PPM 6-22, Student Code.

Students who seek exceptions for purposes of accommodating a disability should contact the Disability Services Office at (801) 626-6413 or dsc@weber.edu.  See more info at <https://www.weber.edu/disabilityservices>.”

**Possible language for syllabi when recording is allowed:**

“Video or audio recording of any portion of lectures is only permitted in this class upon authorization of the faculty member.  If you would like to request authorization to record, please contact me.  Unauthorized recording is a violation of the Student Code of Conduct, for which a student may be subjected to disciplinary action under PPM 6-22, Student Code.

Students who seek to record for purposes of accommodating a disability should contact the Disability Services Office at (801) 626-6413 or dsc@weber.edu.  See more info at <https://www.weber.edu/disabilityservices>.