### Syllabus Resource Template – Summary of Content to Include

Highlighted sections are for the consideration of the instructor and should be removed or edited prior to sharing this document with students.

**NOTE:** Changes may be made to the course syllabus up until the end of the **first two weeks** of classes. After the initial first two weeks of the course, the assessment due dates referred to in the syllabus may be altered only for a compelling pedagogical or administrative reason. In the event of such a change, students will receive advance notice of at least two calendar weeks.

### Department and Course Identification

(e.g.)



Department of Kinesiology

### KINE-XXXX Name of Class

### Instructor Information

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Office: \_\_\_\_\_\_\_\_\_
* Office Hours: \_\_\_\_\_\_\_\_ (and by appointment)
* Office Phone Number: 519-253-3000 x\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_@uwindsor.ca (\*add any personal email policy information as well e.g., 24hr response time Monday - Friday)
* Mailbox: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Website: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Locations and Information**

* Room numbers, building names
* Meeting types (e.g., lectures, labs, seminars)
* Weekly times offered

### Graduate Assistant (GA) Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Office | Office Hours (and by appointment) | Office Phone Number (extension #) | Email | Mailbox |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Course Description

Copy from the current University of Windsor Undergraduate Calendar or Graduate Calendar at: <https://www.uwindsor.ca/secretariat/282/undergraduate-and-graduate-calendars>

### Resources

* Texts, courseware, readings
* Websites
* Learning Management System (e.g., Brightspace)

**Learning Outcomes**

Copy from the current University of Windsor Approved Course Learning Outcomes database at: <https://ctl2.uwindsor.ca/cuma/public/courses/>

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

|  |  |  |
| --- | --- | --- |
| Number | Learning Outcome | Learning Outcome Code (i.e., 1a) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

### Course Schedule and Topics

A detailed schedule of topics, dates and readings should be provided in all course outlines. This helps to describe to anyone else (e.g., people determining the equivalency of your course for a transfer student, external program reviewers) what content is covered in your course. The schedule and topics can be tentative, but changes should be communicated in class and through Brightspace.

As noted in Bylaws 54 and 55, you are required to include the **Voluntary Withdrawal deadlines** in your syllabi. These and other Important Academic Dates can be found on the following [page](https://www.uwindsor.ca/registrar/events-listing) of the Office of the Registrar’s website. The Final Exam date will be scheduled by the Registrar’s Office at some point following the Financial Drop deadline each semester.

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic, activity, assignment, etc.** | **Textbook Chapter or Readings** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |
| 3 |  |  |  |
|  |  |  |
| 4 |  |  |  |
|  |  |  |
| 5 |  |  |  |
|  |  |  |
| 6 |  |  |  |
|  |  |  |
| 7 |  |  |  |
|  |  |  |
| 8 |  |  |  |
|  |  |  |
| 9 |  |  |  |
|  |  |  |
| 10 |  |  |  |
|  |  |  |
| 11 |  |  |  |
|  |  |  |
| 12 |  |  |  |
|  |  |  |

### Assessment Methods

According to **Bylaws 54 (Undergraduate)** and **55 (Graduate)**:

* all first-entry undergraduate courses shall have some type of non-optional, meaningful, final examination during the examination period,
* no single assessment should have a value that exceeds 50%,
* students must have received 20% of their grade at least two days prior to the Voluntary Withdrawal deadline,
* seven calendar days prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take-home examinations. In the case of periods of instruction of six-seven weeks in duration (e.g., Inter-session/Summer session), this clause shall apply to the last three calendar days before the start of the examination period,
* spot quizzes shall not individually count for more than 2% and shall not in total contribute to more than 5% of the final grade in the course,
* the procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course.

If you are teaching an **asynchronous online** course, please be sure to refer to the attached policy regarding the [Timing of Assessments for Asynchronous Online Courses](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzMw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzMw&rCFU=).

The course grade will be determined as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method of Assessment** | **% of Final Grade** | **Due Dates** | **Related Learning Outcomes** |
| Include as many rows as necessary.  Sample Assessment: Juggling, Reports, Exam, Discussion Groups, etc. |  |  | (e.g., Learning Outcomes 1, 3, and 5 from table above) |
| Description of Assessment (Include brief description here OR detailed description below for each item) |  |  |  |

#### **University Grading Scale**

The following is the Senate-approved grading scale that will be used to determine your final grade in the class. You will receive a final grade expressed as a percentage grade.

* If instructors do anything to the grades (e.g., rounding up, curving), you need to provide this information here.
* You can include the actual grading scale or link to it here:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzAz&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzAz&rCFU=>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A+  B+  C+  D+  F | 90 – 100%  77 – 79.9%  67 – 69.9%  57 – 59.9%  0 – 49.9% | A  B  C  D | 85 – 89.9%  73 – 76.9%  63 – 66.9%  53 – 56.9% | A-  B-  C-  D- | 80 – 84.9%  70 – 72.9%  60 – 62.9%  50 – 52.9% |

Unofficial final grades for a course shall be submitted to the Dean (via the UWinsite) no later than seven calendar days after the final examination of the course has been written. In cases where there is no examination slot, unofficial final grades shall be submitted to the Dean no later than seven calendar days after the close of the examination period. The process for Grade Appeals can be found in Bylaws 54 (Undergraduate) and 55 (Graduate).

**Missed Assessment Procedures**

Self-reporting of student illnesses via the UWinsite will continue for the foreseeable future. Instructions for how students may do this are provided in the following [Ask.UWindsor.ca](https://ask.uwindsor.ca/app/answers/detail/a_id/577) article. I would encourage you to provide a link to this information in your syllabus so that your students can report their illnesses accordingly. Here is some sample language that you may wish to adopt for this purpose (included in the syllabus template):

* “To self-report an illness, please see the following link: <http://ask.uwindsor.ca/app/answers/detail/a_id/577>. Determinations about whether and how to accommodate students who submit requests for consideration based on compassionate grounds will as usual be made by instructors and/or the Associate Dean, in keeping with any standard procedures within specific Faculties and the Senate bylaws.”

Instructors are encouraged to communicate their expectations related to missed assessments in their course syllabi. There are a number of different approaches that can be followed, but it is important to be clear about the procedures that students need to follow, and what you will do if they miss an assessment.

\*\*Although it is more effort on your part to have students write missed midterm exams, it is the fairest approach for students and less stressful than simply allocating the weight for the midterm onto the final examination. Setting midterm makeup times is therefore encouraged.

**Bylaw/Policy Statements and Information**

1. Student Evaluations of Teaching (SET) forms will be completed within the last two weeks of term.

2. Exams in this course are protected by copyright. Reproduction or dissemination of exams or the contents or format of exams in any manner whatsoever (e.g., sharing content with other students), without the express permission of the instructor, is strictly prohibited. Students who violate this rule or engage in any other form of academic misconduct will be subject to disciplinary action under [Senate Bylaw 31: Academic Integrity](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzYw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzYw&rCFU=).

3. Please read Senate Bylaw 31 on Academic Integrity procedures at the following link:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzYw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzYw&rCFU=>

[The Student Code of Conduct](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTk=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NTk=&rCFU=) defines the various types of academic misconduct that exist (e.g., plagiarism, cheating), whereas Bylaw 31 lists and describes the stages of the process that will be followed in the event that academic misconduct is suspected or identified and includes definitions and examples of sanctions that will be applied to first-time and subsequent offences. The rights of students and the roles that the instructors and Department Head of Kinesiology play within this process are also outlined in this bylaw.

If you plan to use software (e.g., Turnitin) to help detect plagiarism and provide students with feedback on their writing, you must indicate this in their syllabi. Sample language for doing so is available in the Policy on Plagiarism-Detection Software:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTA=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NTA=&rCFU=>

4. Please read Senate Bylaw 54 (undergraduate) and/or 55 (graduate) on academic evaluation procedures at the following link:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NDAz&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NDAz&rCFU=>

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NDA0&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NDA0&rCFU=>

\*\*Instructors should feel free to highlight specific clauses from these bylaws in full, if they wish to draw students’ attention to various clauses (e.g., what to do if they have three or more in-term assessments within a 24-hour period).

5. Please read the Senate Policy on the Conduct of Exams and Tests at the following link:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjI=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjI=&rCFU=>

**Expectations and Responsibilities (Code of Conduct and/or Classroom Behaviours)**

Instructors are encouraged to describe any expectations they have of students in a code of conduct as related to classroom behaviours. Alternatively, instructors should describe the process by which students will contribute to the development of a code of conduct or expectations for classroom behaviours for the class.

The University’s Policy on Student Code of Conduct is available here:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTk=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NTk=&rCFU=>

**Student Accessibility Services**

Student Accessibility Services (SAS) provides a variety of services and supports to students with documented disabilities (including but not limited to: learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions, and psychiatric issues).

If you have, or think you may have a disability, you may wish to visit SAS to learn how best to meet your academic goals. Students with disabilities who require academic accommodations in this course must contact an Advisor in SAS (lower level of Dillon Hall, (519) 253-3000 ext. 6172 or online at <http://www.uwindsor.ca/studentaccessibility/>)to complete SAS Registration and receive the necessary Letters of Accommodation.

After registering with SAS, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible.

**Feeling Overwhelmed?**

From time to time, students face obstacles that can affect academic performance. If you experience difficulties and need help, it is important to reach out to someone.

For help addressing mental or physical health concerns on campus, contact (519) 253-3000:

* + Student Health Services at ext. 7002 (<http://www.uwindsor.ca/studenthealthservices/>)
  + Student Counselling Centre at ext. 4616 (<http://www.uwindsor.ca/studentcounselling/>)
  + Peer Support Centre at ext. 4551
  + Lancers Recover Program ([www.lancersrecover.com](http://www.lancersrecover.com/))

24 Hour Support is also Available

* + My Student Support Program (MySSP) is an immediate and fully confidential 24/7 mental health support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages. Call: 1-844-451-9700, visit <https://keepmesafe.myissp.com/> or download the My SSP app from the Apple App Store or Google Play.

A full list of on- and off-campus resources is available at <http://www.uwindsor.ca/wellness>. Should you need to request alternative accommodation contact your instructor or Department Head.

**Sexual Misconduct**

The University of Windsor values dignity, respect and equality for all individuals and strives to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. The University is committed to maintaining a healthy and safe learning, living, social, recreational and working environment. All forms of sexual misconduct jeopardize the mental, physical and emotional welfare of our students and employees, as well as the safety of the campus community and the reputation of the University. Sexual misconduct violates our institutional values and will not be tolerated.

If you wish to speak confidentially about an incident of sexual misconduct, please contact the Office of Sexual Violence Prevention, Resistance, and Support at [svsupport@uwindsor.ca](mailto:svsupport@uwindsor.ca). Please note, you do not have to formally report your experience in order to receive support, resources, and guidance. If you would like to consider filing a formal complaint with the University, or have questions about policies and procedures regarding sexual misconduct, the Office can also provide this information and assist with the process.

Please visit the University’s Policy on Sexual Misconduct for more information:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NDA3&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NDA3&rCFU=>