

# The University of Arizona

## Overview of

### “Undergraduate Course Syllabus Policy”

<http://web.arizona.edu/~policy/syllabus.shtml>

## WHAT IS A SYLLABUS AND WHY IS IT SO IMPORTANT?

**DEFINITION:** The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students

### IMPORTANCE:

- Protection for you the instructor

- Guidelines, expectations, and contract for student

- Reflection of instructor, which has implications on evaluations by students, our faculty, and other faculty

  - Professionalism

  - Standards

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## **MINIMUM REQUIREMENTS**

- 1. NAME, TITLE, MEETING TIME, AND LOCATION OF COURSE**
  - THIS INFORMATION SHOULD BE AT TOP OF FIRST PAGE**
- 2. INSTRUCTOR'S NAME, OFFICE/ROOM NUMBER, TELEPHONE NUMBER AND EMAIL ADDRESS**
  - THIS INFORMATION SHOULD BE DIRECTLY BELOW COURSE INFORMATION**
- 3. OFFICE HOURS (3 HOURS PER WEEK REQUIRED)**
  - OR STATEMENT OF OPEN DOOR POLICY FOR WHICH YOU MUST BE AVAILABLE FOR STUDENTS AT LEAST 3 HOURS PER WEEK**
  - OPEN DOOR POLICY IS NOT RECOMMENDED**
  - THIS INFORMATION SHOULD BE DIRECTLY BELOW INSTRUCTOR'S NAME**

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## MINIMUM REQUIREMENTS

### 4. OVERALL COURSE OBJECTIVES AND EXPECTED LEARNING OUTCOMES

- ON FIRST PAGE

Using both traditional case approach and moot court simulation, this course explores the role of the United States Supreme Court as a civil liberties policymaker, and the process through which decisions are reached. The purpose of this course is to introduce students to the philosophical bases and historical development of constitutional civil liberties. We will place substantial emphasis on the First Amendment. In addition to examining Supreme Court cases, we will also examine the expressly political factors that help to shape Supreme Court decisions. In the end, I hope students will not only gain a deeper understanding of Constitutional doctrine, but also of the crucial role politics plays in the legal process.

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## MINIMUM REQUIREMENTS

### 5. GRADE POLICIES

- LIST OF ALL GRADED ASSIGNMENTS ALONG WITH PERCENT OF GRADE FOR EACH ASSIGNMENT
- SPECIFIC POLICIES FOR MISSED EXAMS OR ASSIGNMENTS

### SPECIFIC AND CLEAR DESCRIPTION OF GRADING SCALE

A 100-90

B 89-80

C 79-70

D 69-60

E below 60 or failure to receive a grade of D or better on all components of the course.

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## **MINIMUM REQUIREMENTS**

### **6. ABSENCE POLICIES**

- **STATEMENT MUST BE INCLUDED REGARDING FOLLOWING TYPES OF ABSENCES:**
  - **ALL HOLIDAYS OR SPECIAL EVENTS OBSERVED BY ORGANIZED RELIGIONS WILL BE HONORED FOR STUDENTS WHO SHOW AFFILIATION WITH THAT RELIGION**
  - **ABSENCES PRE-APPROVED BY THE UA DEAN OF STUDENTS WILL BE HONORED**
    - **E.G., ATHLETES, DEBATE TEAM, MILITARY ABSENCE, HOSPITALIZATION, DEATH IN FAMILY**

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## MINIMUM REQUIREMENTS

### 7. LIST OF REQUIRED TEXTS AND READINGS

- INCLUDE COMPLETE CITATION FOR ALL TEXTS AND ARTICLES (ALL READING MATERIAL)
- MAKE SURE ALL COPYRIGHT LAWS ARE UPHELD
- MAKE SURE ALL READING MATERIALS ARE AVAILABLE TO STUDENTS TO PURCHASE (IF TEXT OR COURSE PACKET) OR ACCESS AT THE LIBRARY
  - DO NOT MAKE INTERNET THE ONLY MEANS FOR STUDENTS TO ACCESS READING MATERIALS
- MAKE SURE STUDENTS KNOW THE DATES FOR WHICH READINGS ARE ASSIGNED

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## MINIMUM REQUIREMENTS

8. NUMBER OF REQUIRED EXAMINATIONS AND PAPERS
  - E.G., THERE ARE THREE EXAMS AND ONE PAPER REQUIRED IN THIS CLASS

ALSO PROVIDE A DESCRIPTION OF TYPE OF EXAMS AS WELL AS PAPER REQUIREMENTS

- EXAMPLE—EXAMS ARE ALL ESSAY
- IF ESSAY EXAM, INCLUDE BRIEF STATEMENT ABOUT ESSAY EXPECTATIONS—E.G., POOR ORGANIZATION, SPELLING ERRORS, AND INCORRECT GRAMMAR WILL LOWER YOUR GRADE

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## MINIMUM REQUIREMENTS

### 9. POLICIES REGARDING EXPECTED CLASSROOM BEHAVIOR

- PROVIDE EXAMPLES OF BEHAVIOR THAT WILL NOT BE TOLERATED
  - CELL PHONES OFF, NO READING OF NEWSPAPER
- PROVIDE EXAMPLES OF BEHAVIOR THAT IS EXPECTED
  - PROFESSIONAL MANNER AT ALL TIMES
  - RESPECTFUL TO INSTRUCTOR AND CLASSMATES
- SPECIFY CONSEQUENCES OF DISRUPTIVE OR DISRESPECTFUL BEHAVIOR
  - STUDENT WILL BE ASKED TO LEAVE CLASS

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## MINIMUM REQUIREMENTS

### 10. POLICIES AGAINST PLAGIARISM, ETC., WITHIN STUDENT CODE OF ACADEMIC INTEGRITY

INCLUDE THESE TWO WEB PAGES FOR STUDENT REFERENCE

- <http://studpubs.web.arizona.edu/policies/cacaint.htm>
- <http://dos.web.arizona.edu/uapolicies/cai1.html>

### 11. POLICIES AGAINST THREATENING BEHAVIOR BY STUDENTS:

- INCLUDE STATEMENT THAT THREATENING BEHAVIOR WILL NOT BE TOLERATED AND IF OCCURS UNIVERSITY POLICY WILL BE FOLLOWED

- PROVIDE WEB PAGE FOR STUDENT REFERENCE

<http://policy.web.arizona.edu/~policy/threaten.shtml>

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## MINIMUM REQUIREMENTS

12. REQUIRED EXTRACURRICULAR ACTIVITIES, IF ANY
  - ATTENDANCE AT A GUEST LECTURE, WATCH TELEVISED DEBATE, VISIT COURT HOUSE
  
13. SPECIAL MATERIALS REQUIRED FOR CLASS, IF ANY
  - E.G., SUBSCRIPTION TO THE NEW YORK TIMES, LEXIS/NEXIS
  
14. NOTIFICATION, IF NECESSARY, THAT SOME COURSE CONTENT MAY BE DEEMED OFFENSIVE BY SOME STUDENTS
  - E.G., WARNING THAT A FILM CONTAINS VIOLENCE, GRAPHIC MATERIAL, OR STRONG LANGUAGE

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15. STATEMENT THAT STUDENTS REGISTERED WITH THE DISABILITY RESOURCE CENTER (DRC) MUST SUBMIT APPROPRIATE DOCUMENTATION TO THE INSTRUCTOR IF THEY NEED REASONABLE ACCOMMODATIONS

<http://drc.arizona.edu/teach/syllabus-statement.html>

### Students with Disabilities:

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; [drc.arizona.edu](http://drc.arizona.edu)) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Should that student require individualized testing or other accommodations, that student must identify him/herself to the instructor and express your needs; however, please be advised, you are responsible for getting notes from the note taker if one is required. The Department of Political Science is happy to do whatever it can to assure each student a full and rewarding participation in classes. Students who have difficulty with writing should visit the writing center on campus—all exams are written essays that require proficiency in writing.

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## **MINIMUM REQUIREMENTS**

16. YOU MAY INCLUDE A STATEMENT THAT INDICATES SOME INFORMATION IN THE SYLLABUS, OTHER THAN GRADING AND ABSENCE POLICIES, MAY BE SUBJECT TO CHANGE
- BUT ONLY WITH ADVANCE NOTICE TO THE STUDENTS
  - COURSE REQUIREMENTS FOR GRADES AND ATTENDANCE POLICY MAY NOT CHANGE—EVER!

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## **STRONG RECOMMENDATIONS**

- A STATEMENT REGARDING COURSE ASSIGNMENTS AND HOMEWORK
  - TYPED, ONE INCH MARGINS, DUE AT BEGINNING OF CLASS, EMAIL ATTACHMENTS OF ASSIGNMENTS NOT ACCEPTABLE
- EMAIL CORRESPONDENCE
  - LANGUAGE
  - RESPONSE TIME
- DEPARTMENT REQUIREMENT:
  - ALL SYLLABI MUST BE APPROVED BY DIRECTOR OF UNDERGRADUATE STUDIES TWO WEEKS PRIOR TO START OF CLASS
  - A HARD COPY OF ALL SYLLABI MUST BE GIVEN TO GRADUATE SECRETARY OR BUSINESS MANAGER ONE WEEK PRIOR TO START OF CLASS