



Syllabus Template  
(cut, paste and modify for your course)

Course Description and Syllabus

Course Information

Course designator, number, and full title

Course description:

Number of credit hours:

Prerequisites (previous courses, knowledge, and skills):

General Education requirements satisfied (if applicable):

URL for syllabus/course (if available and if you choose to make it available)

Faculty Information

Name:

Phone, fax numbers:

Email address:

Where students may leave physical messages/assignments for you:

Your office hours:

Instructional Materials and Methods

Textbook title(s) and other required course materials:

List of references and reserve materials:

If non-traditional teaching methods are used, please describe.

Student Learning Outcomes — (Required for ALL courses and General Education categories)

Course Goals:

Instructional Objectives:

Student Learning Outcomes:

Grading and Course Expectations

Your grading criteria:

Components of final course grade and relative contribution of each to final grade:

Expectations for student engagement “beyond” the classroom wall (if applicable)

Any “hidden” factors, such as active participation, etc.:

Tentative exam schedule:

Your Policies:

- Attendance and class participation:
- Late assignments, make-up, retake and reschedule exams; and extra credit:
- Incomplete work:

There are two policy statements required for every syllabus at the University of Maine.

Academic honesty (plagiarism, etc.) Academic dishonesty includes cheating, plagiarism and all forms of misrepresentation in academic work, and is unacceptable at the University of Maine. As stated in the University of Maine’s online undergraduate “Student Handbook,” plagiarism (the submission of another’s work without appropriate attribution) and cheating are violations of the University of Maine Student Conduct Code. An instructor who has probable cause or reason to believe a student has cheated may act upon such evidence, and should report the case to the supervising faculty member or the Department Chair for appropriate action.

Students with disabilities statement: If you have a disability for which you may be requesting an accommodation, please contact Ann Smith, Director of Disabilities Services, 121 East Annex, 207.581.2319, as early as possible in the term.

Other possible inclusions:

- Some faculty also find it helpful to include a statement about classroom civility.
- Depending upon your course content, you may also wish to include a statement about inclusive or non-sexist language. The University of Maine’s non-sexist language policy may be viewed online ([umaine.edu/womensstudies/home/non-sexist-language-policy](http://umaine.edu/womensstudies/home/non-sexist-language-policy)).

Course Schedule

In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.

Please note in your course schedule:

- Topics
- Learning activities (both in-class and out-of-class)
- Assignments
- Quizzes, exams and projects
- Due dates
- Breaks (Fall Break, Thanksgiving, Spring Break)

#### Schedule of Assignments — one possible format

Week 1 Date	topics	assignments	readings	due dates	etc.
Week 2 Date	topics	assignments	readings	due dates	etc.
Week 3 Date	topics	assignments	readings	due dates	etc.
Week 4 Date	topics	assignments	readings	due dates	etc.
Week 5 Date	topics	assignments	readings	due dates	etc.
Week 6 Date	topics	assignments	readings	due dates	etc.
Week 7 Date	topics	assignments	readings	due dates	etc.
Week 8 Date	topics	assignments	readings	due dates	etc.
Week 9 Date	topics	assignments	readings	due dates	etc.
Week 10 Date	topics	assignments	readings	due dates	etc.
Week 11 Date	topics	assignments	readings	due dates	etc.
Week 12 Date	topics	assignments	readings	due dates	etc.
Week 13 Date	topics	assignments	readings	due dates	etc.
Week 14 Date	topics	assignments	readings	due dates	etc.
Week 15 Date	topics	assignments	readings	due dates	etc.

Final date for all work to be in, unless other arrangements have been made with instructor:

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#### **Nondiscrimination Notice**

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 Boudreau Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).