[**Course Title**][Quarter/Year]

[Class Meeting location]

[Class Meeting days/times]

# Course Information

**Instructor:** [Name] [Office, email address, phone number, website url]

**Office Hours:** [Room, Time, Virtual]

**IA/TA:**  [Name] [Office, email address, phone number, website url]

**Office Hours:** [Room, Time, Virtual]

**Course Description**

[course catalog description + prerequisites]

**Course Credit**

[number of units/credit hours, hours/wk. on assignments/reading/lab]

**About the Instructor**

[*A brief description of yourself and your teaching methods. This is your opportunity to invite students into the course, set the tone, convey positivity, and communicate the value and importance of this course topic.]*

# Overall Course Expectations

*[sample below]*

|  |  |
| --- | --- |
| **What I expect of you** | **What you can expect of me** |
| **Be informed.** Read this syllabus carefully and completely so you understand the course structure and expectations. | **Enthusiasm.** To be prepared for each class and to bring my enthusiasm for teaching to each lecture, lab, and office hour meeting. |
| **Be attuned.** Keep up with readings and lab assignments, as each one builds on the previous one. | **Responsiveness.** To respond to emails within 24 hours. For those that know me already, you know that I usually respond faster than this. Emails received on weekends or while I’m traveling may take longer. |
| **Ethical.** A good attitude and maintenance of honest and ethical principles towards me, your classmates, and the execution of the course. Please read UC San Diego’s [Principles of Community](https://ucsd.edu/about/principles.html) and [Conduct Code.](https://students.ucsd.edu/sponsor/student-conduct/regulations/22.00.html) | **Timely feedback.** To make every effort to return graded assignments within one week of the submission date and to post solutions or code as soon as is reasonably possible after the submission date. |
| **Integrity.** An honest, fair, responsible, respectful, trustworthy, and courageous effort on all academic work and collaboration. Please read UC San Diego’s Policy on [Integrity of Scholarship](https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/2). Then, take the [integrity pledge](http://academicintegrity.ucsd.edu/forms/form-pledge.html)! | **Integrity.** To uphold integrity standards and create an atmosphere that fosters active learning, creativity, critical thinking, and honest collaboration.  |
| **Be flexible.** Sometimes my schedule gets affected by unavoidable work travel, necessitating some office hour rescheduling at the last minute. | **Reasonable** accommodation and understanding for student situations that arise; however, I will not make exceptions for one person that are not available to every other person in the course. |

# Course Learning Outcomes

Upon completion of this course, learners will be able to:

1.

2.

3.

4.

5.

# Course Materials and Tools

 **Text/Readings/Other material**

[list cited readings, materials, supplies here]

**TritonEd**

TritonEd Learning Management System (<https://tritoned.ucsd.edu>)

Login: UC San Diego Active Directory credentials

**Technology Requirements**

[list iclicker or software programs here]

# Course Format

**[**Describe the format of the course: face-to-face, flipped, hybrid, online. Explain when students are expected to attend lecture, attend discussion sections, engage in learning activities online, participate in labs, and visit office hours.**]**

**Face-to-face Lectures:**

[Room]

[Day/Time]

**Synchronous Online Lectures:**

 [Zoom room url]

 [Day/Time]

**Learning Management System**

URL: <https://tritoned.ucsd.edu>

Login: Log in with UCSD Active Directory credentials.

[Purpose: Assignments Submissions, Discussion Forums weekly, Quizzes weekly, Lecture notes, and PowerPoint slides]

**Final exam – proctored**

[URL]

[Instructions]

# Grading Information

**Summary of Grade Criteria**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points** | **Weight** |
| Discussion x 5 |   | % |
| Quizzes x 10 |   | % |
| Assignments x 2 |   | % |
| Final Exam |   | % |
| Self-Checks x 10 | ungraded |  |
| Labs | ungraded |  |
|  |  | **100%** |

**Grading Scale**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** = 90-100% | **B** = 80-89% | **C** = 70-79% | **D** = 60-69% | **F** = 59%-below |

## **Grading Procedure and Feedback**

[Describe how students will be graded and evaluated: On a curve or absolute scale? When are assignments and activities due? Define when students should expect to receive feedback. Clarify the form of evaluation and feedback (digital feedback, handwritten feedback, rubric/grading forms, peer reviews, etc.).]

## **Attendance and Participation**

Absences for any sincerely held religious belief, observance, or practice will be accommodated where reasonable. (See Academic Regulations and Policies)

## **Extra Credit**

[Describe your policy for extra credit, how to earn extra credit and the value of each extra credit activity here. Remove if not applicable.]

## **Late or Missing Assignments**

**[**Describe your policy for late or missing assignments, how to notify you, how many points are deducted, deadlines, etc. here.**]**

# Course Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/****Module** | **Topics** | **Activities, Assessments, and Due dates** | **Learning Outcome** |
| 1 | 4/2 “Introduction”4/4 “Principles of Speech”4/6 “Planning a Speech” | Reading: Chapter 1Discussion: Introduce yourself (due 4/6) | 1.11.2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Student Resources for Support and Learning

Library Help

For questions about eReserves and research tools, [Ask a Librarian](https://library.ucsd.edu/ask-us/index.html).

Learning Resources

[Writing Hub](https://commons.ucsd.edu/students/writing/index.html)

[Supplemental Instruction](https://commons.ucsd.edu/students/supplemental-instruction/index.html)

[Tutoring](https://commons.ucsd.edu/students/math-chemistry-tutoring/index.html)

CAPS [Student Health and Well-Being](https://wellness.ucsd.edu/CAPS/Pages/default.aspx)

Community Centers

Learn about the different ways UC San Diego explores, supports and celebrates the many cultures that make up our diverse community at [Student Life Diversity](https://students.ucsd.edu/student-life/diversity/index.html).

Accessibility

Students requesting accommodations for this course due to a disability must provide a current Authorization for Accommodation (AFA) letter issued by the Office for Students with Disabilities (OSD) which is located in University Center 202 behind Center Hall.  Students are required to present their AFA letters to Faculty (please make arrangements to contact me privately) and to the OSD Liaison in the department in advance so that accommodations may be arranged.

Contact the OSD for further information: <https://disabilities.ucsd.edu/>.

osd@ucsd.edu | 858. 534.4382

Inclusion

[Express a commitment to creating a learning environment that supports diversity of thought, perspective, experience, and identities. Encourage students to participate in discussion and contribute to the field from their perspective. Invite anonymous feedback as an option.]

Office of Equity, Diversity, and Inclusion:

858.822.3542 | diversity@ucsd.edu | <https://diversity.ucsd.edu/>

[Student Life - Diversity](https://students.ucsd.edu/student-life/diversity/index.html)

[Policy on University of California Diversity Statement](https://regents.universityofcalifornia.edu/governance/policies/4400.html)

 Basic Needs

Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in this course, is encouraged to contact:

foodpantry@.ucsd.edu |  basicneeds@ucsd.edu  | (858)246-2632

Technical Support

For help with accounts, network, and technical issues:

<https://acms.ucsd.edu/contact/index.html>

For help connecting to electronic library resources such as eReserves and e-journals:

<https://library.ucsd.edu/computing-and-technology/connect-from-off-campus/>

For help installing Zoom for video conferencing, virtual office hours, synchronous lectures:

<https://blink.ucsd.edu/technology/file-sharing/zoom/index.html>

# UC San Diego Academic Policies

Academic Integrity

Academic Integrity is expected of everyone at UC San Diego. This means that you must be honest, fair, responsible, respectful, and trustworthy in all of your actions. Lying, cheating, or any other forms of dishonesty will not be tolerated because they undermine learning and the University’s ability to certify students’ knowledge and abilities. Thus, any attempt to get, or help another get, a grade by cheating, lying or dishonesty will be reported to the Academic Integrity Office and will result in sanctions. Sanctions can include an F in the class and suspension or dismissal from the University. So, think carefully before you act. Before you act, ask yourself the following questions: a: is my action honest, fair, respectful, responsible, and trustworthy, and b) is my action authorized by the instructor? If you are unsure, don’t ask a friend, ask your instructor, instructional assistant, or the Academic Integrity Office. You can learn more about academic integrity at [academicintegrity.ucsd.edu](https://academicintegrity.ucsd.edu).

(Source: Bertram Gallant, T. (2017). Teaching for integrity. UC San Diego Academic Integrity Office.)

Classroom Behavior Policy

[Present policies to foster a positive learning environment, including use of cell phones, mobile devices, etc. Express expectations for how learners are to communicate online and in the classroom including tone, awareness, and sensitivity.]

Refer to:

[UCSDStudentConductCode](https://students.ucsd.edu/_files/student-conduct/ucsandiego-student-conduct-code_interim-revisions1-16-18.pdf)

(https://students.ucsd.edu/\_files/student-conduct/ucsandiego-student-conduct-code\_interim-revisions1-16-18.pdf)

[PrinciplesofCommunity](https://ucsd.edu/about/principles.html)
(https://ucsd.edu/about/principles.html)

Religious Accommodation

See: [EPC Policies on Religious Accommodation, Final Exams, Midterm Exams](https://senate.ucsd.edu/operating-procedures/educational-policies/courses/epc-policies-on-courses/policy-exams-including-midterms-final-exams-and-religious-accommodations-for-exams/)

It is the policy of the university to make reasonable efforts to accommodate students having bona fide religious conflicts with scheduled examinations by providing alternative times or methods to take such examinations. If a student anticipates that a scheduled examination will occur at a time at which his or her religious beliefs prohibit participation in the examination, the student must submit to the instructor a statement describing the nature of the religious conflict and specifying the days and times of conflict.

For final examinations, the statement must be submitted no later than the end of the second week of instruction of the quarter.

For all other examinations, the statement must be submitted to the instructor as soon as possible after a particular examination date is scheduled.

If a conflict with the student’s religious beliefs does exist, the instructor will attempt to provide an alternative, equitable examination that does not create undue hardship for the instructor or for the other students in the class.

Discrimination and harassment

See:[Nondiscrimination Policy Statement](http://ophd.ucsd.edu/policies-procedures/nps_student.html)

The University of California, in accordance with applicable federal and state laws and university policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). The university also prohibits harassment based on these protected categories, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking. The nondiscrimination policy covers admission, access, and treatment in university programs and activities.

If students have questions about student-related nondiscrimination policies or concerns about possible discrimination or harassment, they should contact the Office for the Prevention of Harassment & Discrimination (OPHD) at (858) 534-8298, ophd@ucsd.edu, or reportbias.ucsd.edu.

Campus policies provide for a prompt and effective response to student complaints. This response may include alternative resolution procedures or formal investigation. Students will be informed about complaint resolution options.

A student who chooses not to report may still contact CARE at the Sexual Assault Resource Center for more information, emotional support, individual and group counseling, and/or assistance with obtaining a medical exam. For off-campus support services, a student may contact the Center for Community Solutions. Other confidential resources on campus include Counseling and Psychological Services, Office of the Ombuds, and Student Health Services.

CARE at the Sexual Assault Resource Center

858.534.5793 | sarc@ucsd.edu | <https://care.ucsd.edu>

Counseling and Psychological Services (CAPS)

858.534.3755 | <https://caps.ucsd.edu>

# Subject to Change Policy

[Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be – under certain circumstances such as mutual agreement to enhance student learning – subject to change with reasonable advance notice, as deemed appropriate by the instructor.]

# Attachments

[Rubric, grading form, course map]

