

The AACSB accredited Marilyn Davies College of Business provides reality-based education that enables a diverse student body to advance intellectually, professionally, and financially. We create student-focused learning environments and engage in predominantly applied research that contributes to educational excellence, and business and industry practices.

[Course Title and Number]

[Semester/Year]

[Credit Hours]

[Fully Online/Hybrid/FTF]

# Instructor Information:

**Instructor:**

**E-mail:**

**Office:**

**Office Telephone:**

**Office Hour(s):**

# Course Description:

# Learning Objectives:

**[Learning Objectives must be identical to those filed with the provost’s office]**

By the end of this course, students will:

# Course Text(s):

**[All syllabi must include this statement]**

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be purchased from an independent retailer, including an online retailer.

# Course Format and Structure:

# Prerequisites:

# Course Requirements:

Your final grade will be based on:

# Assurance of Learning (AoL)

| Course Learning Outcomes | Assessments |
| --- | --- |
| **[List here: the knowledge/skills students are expected to demonstrate]** | **[List here: graded activity to be used to determine students’ mastery of the stated outcome]** |
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# Grading Scale:

# Course Policies & Procedures:

## Late Work:

## Feedback Policy:

## Attendance & Participation Policy:

**[All syllabi must include this statement]**

Your failure to engage course material or make contact with faculty to adequately explain your absence by the 10th class calendar day of the semester will result in your being administratively dropped from this course.  Being dropped from this course may affect your enrollment status and/or your financial aid eligibility.

## Campus Services:

## Technology:

**[Below is an example description. Use it as is, or tweak it.]**

Students are not required to have advanced technology training or skills in order to be successful in the class. They should, however, feel confident about their ability to navigate through typical online websites and their ability to use common word processing software in order to submit written assignments. Failure to submit coursework according to the due dates because of technology difficulties will not be an appropriate excuse.

# University Policies:

Americans with Disabilities Act Statement​ of Reasonable Accommodations:

**[All syllabi must include this statement]**

The University of Houston-Downtown complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, UHD strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a documented disability requiring academic adjustments/auxiliary aids, please contact the Office of Disability Services, One Main St., Suite 409-South, Houston, TX 77002.

(Office) 713-226-5227

(Website) https://www.uhd.edu/student-life/disability/Pages/disability-index.aspx

(Email) disabilityservices@uhd.edu

It is important for students to understand that no accommodation can be made by an individual instructor for a student without specific direction from the Office of Disability Services.

Academic Integrity (PS 03.A.19 and UHD Student Handbook):

**[All syllabi must include this statement]**

The UHD Academic Honesty Policy states, "Students must be honest in all academic activities and must not tolerate dishonesty." Students are responsible for doing their own work and avoiding all forms of academic dishonesty. The most common academic honesty violations are cheating and plagiarism. Cheating includes, but is not limited to:

* submitting material that is not one's own;
* using information or devices that are not allowed by the faculty member;
* obtaining and/or using unauthorized material; fabricating information;
* violating procedures prescribed to protect the integrity of a test, or other evaluation exercise;
* collaborating with others on assignments without the faculty member's consent;
* cooperating with or helping another student to cheat;
* having another person take an examination in the student's place;
* altering exam answers and requesting that the exam be re-graded;
* communicating with any person during an exam, other than the faculty member or exam proctor; and
* plagiarism, which includes but is not limited to directly quoting the words of others without using quotation marks or indented format to identify them, using sources of information (published or unpublished) without identifying them, and/or paraphrasing materials or ideas of others without identifying the sources.

# End-of-Course Student Surveys (IDEA):

**[Below is an example description. Use it as is, or tweak it.]**

The university uses a third party called IDEA (located in Manhattan, Kansas) to administer the end-of-course student opinion surveys. IDEA is used by more than 380 colleges and universities nationwide. Your responses in the survey are anonymous. Your thoughtful and honest responses to the survey are extremely important. We learn best what works, and what doesn’t, by listening to our students. The survey is your chance to “talk to us” to help us improve.

# Syllabus Subject to Change:

This syllabus is tentative and subject to change. Changes, if any, will be announced.

# Course Calendar:

**[Below is an example description. Use it as is, or tweak it.]**

The Course calendar below contains only the general outline of the activities and assignments that you are responsible for each week. Specific instructions for each week are provided in Blackboard.

| Week/Dates | To-Do-List |
| --- | --- |
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