### Syllabus Template

### For ease of use and processing, please read and follow the following instructions:

### Please try to format your syllabus as much as you can using the following template.

### Leave blank any sections that do not pertain to your class or mark “n/a”.

### Info for highlighted areas should mostly be able to be found in your contract letters or can be obtained from Katie Farrell.

### There is no length requirement to this syllabus.

### Please returns this to us in .doc format.

### Please contact Katie Farrell with any questions

### Please remove all highlights and boilerplate/template instructions before returning your syllabus to us (including these instructions, the “if applicables” and the “Syllabus Template” heading and instructions above.

### Syllabus

### Course #: Title:

### Course Description [*from* CDCS]:

**Credits: Semester/Year:**
**Class Day/Time/s:** **Location:**

First Class: Last Class:

**Lab Days/Times:**

Labs begin: Last Lab:

**Location:**

**Does this course use Blackboard Learning Management?** Y N

**If yes, explain how Blackboard will be used:** *Will readings be posted; can assignments be submitted, message boards, etc.*

**Course Webpage/s** [if applicable]**:**

**Instructor:**
Contact Email: Contact Telephone\*:

Office Hours\*\*: Office Location:

***\* Only share a personal contact number if comfortable; otherwise leave blank***

***\*\* If you won’t have set office hours, please enter: “by appointment”***

**Entrance Prerequisites** [if applicable]**:**

**Course Aims & Objectives:**

**General Course Requirements**: *Outline number of hours expected to fulfill the course requirements and objectives; whether readings/research and other homework will be given; etc. Please include the Arts Explorer Initiative (see separate document) as part of your General Course Requirements.*

**Required Texts & Readings** [if applicable]**: *Please include whether these are available for purchase, will be provided, and/or on reserve at the library***

**Other Recommended Reading** [if applicable]**:**

**Assignments and Exams/Quizzes/Tests** [if applicable]**:**

**Recommended Attire** [if applicable]**: *Please note here any safety/movement/etc. requirements that might necessitate special attire, etc.***

**Attendance Policy:**

**Grading:** *Specify, if applicable, how grading is structured and weighted for assignments, exams, and in-class participation; what the policy is for late submissions of assignments; whether re-submissions of assignments are permitted; general weighting of grades across the semester/course. A general grading rubric is attached.*

**Academic Support Services:**

Center for Excellence in Teaching and Learning:www.rochester.edu/college/cetl/

Writing, Speaking and Argument Program: http://writing.rochester.edu/

**Academic Honesty:**

All assignments and activities associated with this course must be performed in accordance with the University of Rochester's Academic Honesty Policy. More information is available at: www.rochester.edu/college/honesty

**Disability Resources:**

The University of Rochester respects and welcomes students of all backgrounds and abilities. In the event you encounter any barrier(s) to full participation in this course due to the impact of disability, please contact the Office of Disability Resources. The access coordinators in the Office of Disability Resources can meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You can reach the Office of Disability Resources at: http://disability@rochester.edu; (585) 276-5075; Taylor Hall.

**Credit Hours:**

If your course is 4-credits and meets once or twice a week, include the following *replacing the items in red with material that is appropriate to your class*. There is no need to adjust anything except the words in red.

This course follows the College credit hour policy for four-credit courses. This course meets once/twice weekly for a total of three academic hours per week. The course also includes labs/rehearsals/group activities/independent group or solo work that meet/s for approximately one academic hour per week.

In this course, students will rehearse or complete other independent/group activities

If you course is **2-credits** and meets **once** a week for half the semester (7 weeks), include the following *replacing the items in red with material that is appropriate to your class*. There is no need to adjust anything except the words in red.

This course follows the College credit hour policy for two-credit courses. This course meets once/twice weekly for a total of three academic hours per week for half the semester (7 weeks). The course also includes labs/rehearsals/group activities/independent group or solo work that meet/s for approximately one academic hour per week.

**Content/Weekly Outline or Schedule:**

***It is helpful to outline what will be covered every week the class runs; also the key dates of exams and quizzes, paper deadlines, class showings etc.***

**Other Information: *Can include safety, Resources, Field trips, etc. Please include a note about the Arts Explorer Initiative here***