# **Course Syllabus**

**Course number: Course Title**  **# of Credits**

Semester/ Term:

Course Dates (or designated meeting times for Independent Study):

Location/ Modality: (classroom location, online, or hybrid)

Instructor Name:

Email Address /response time:

Availability/Office Hours and location:

Attributes: Writing Intensive [list additional attributes if applicable]

Course Prerequisites (if applicable):

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**Course Description:**

[INSTRUCTOR: ADD SPECIFIC COURSE DESCRIPTION]

**WI Statement: This is a writing-intensive (WI) course**. For a full description of the Writing Requirement and WI course guidelines, see <https://www.unh.edu/student-success/university-writing-programs/students/university-writing-requirement-wi-checklist>).

**Learning Outcomes:**

Students in this course will:

[INSTRUCTOR: ADD COURSE-SPECIFIC LEARNING OUTCOMES.]

**Writing Intensive SLOs:**

* Students should use writing as an intellectual process to learn material, to discover, construct, and order meaning. [Writing is substantial and integral to the course; writing accounts for at least 50 percent of the grade.]
* Students should learn to write effectively in various academic and disciplinary genres for professional and lay audiences. [The course employs feedback and process; writing is done in stages, allowing for meaningful feedback and revision based on feedback.]
* Students should learn to display competence with the generic features and conventions of academic language. [The course also employs informal or low stakes, ungraded writing; writing has a role outside of graded events (write-to-learn opportunities).]

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**Course Resources:**

The following resources are available via the  [online bookstore](https://unh.bncollege.com).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Author | Edition | Year | ISBN # | Required or Recommended |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

[Optional: If course materials are provided in the course and students are not required to purchase materials from the bookstore, please remove the chart and just include the sentence: All course materials are provided in the course. There is no additional fee for these resources. Open Educational Resources are resources that include a Creative Commons license and are openly available to use per the license specifications.]

**Other Class Materials:**

[Optional: Please describe how and where to obtain and approximate cost. Note that any required course supplies must be discussed with your hiring manager well in advance so accurate costs can be provided to students. Delete this section if no other class materials are required.]

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**Course Policies:**

[Required: Use this section to describe any policies applicable to your course. Include academic expectations. Topics might include participation or engagement, civility or confidentiality, or late work.]

**Description of Course Activities and Requirements:**

[Required: Define your course activities and requirements here.]

* + The syllabus must explicitly demonstrate how students will be provided with opportunities to revise their work based on feedback. Feedback can take any form appropriate for the course (instructor, TA, peer review). **For a WI INDEPENDENT STUDY,** feedback will come directly from the faculty advisor/instructor either in the form of written comments or verbal conferences/communications.
  + To fulfil the WI guidelines, the syllabus must explicitly include informal assignments designed to promote learning, such as invention activities, in-class essays, reaction papers, journals, reading summaries, or other appropriate exercises**.** These are known as “write to learn” opportunities. They are preferably ungraded or in the form of a complete/incomplete credit assessment.

**Grading Percentages:**

[Required: Define your course grading scheme here. Add or delete rows as appropriate.]

|  |  |
| --- | --- |
| **Category** | **Percentage of Grade** |
| Example: Attendance/ Participation |  |
| Example: Homework [number of assignments] |  |
| Example: Journal entries [number] |  |
| Example: Discussions [number] |  |
| Example: Labs [number] |  |
| Example: Paper(s) [number] |  |
| Example: Presentation [number] |  |
| Example: Exams [number] |  |
| **Total** | **100 %** |

Horizontal blue line used to separate sections**Course Schedule & Topics:**

| **Module**  **Dates** | **Module Topics** | **Readings & Resources Due** | **Activities & Assignments Due** |
| --- | --- | --- | --- |
| 1  [Insert Dates] | [Insert Module Topics] | * [Insert Module Readings & Resources] | * [Insert Module Activities & Assignments]   **For WI:** It’s helpful to set a timeline of the writing process (when drafts are due, when feedback will be given, when final drafts are due, etc.)  **Independent studies** may have a more generalized structure or schedule but still need deadlines/ timeline to indicate stages of project development (process). |
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Horizontal blue line used to separate sections**Grading Scale:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percent** | **Grade** | **Grade Points** | **Level of Achievement** |
| 94-100 | A | 4.0 | Excellent |
| 90-93 | A- | 3.67 |
| 87-89 | B+ | 3.33 |
| 84-86 | B | 3.0 | Superior |
| 80-83 | B- | 2.67 |
| 77-79 | C+ | 2.33 |
| 74-76 | C | 2.0 | Satisfactory, Competent |
| 70-73 | C- | 1.67 |
| 67-69 | D+ | 1.33 |
| 64-66 | D | 1.0 | Marginal |
| 60-63 | D- | 0.67 |
| 59-Below | F | 0.0 | Failure |

Horizontal blue line used to separate sections**Other Course Policies:**

[INSTRUCTOR: add any additional course policies relevant to your course]

**Artificial Intelligence [optional]:**

* Sample boilerplate language on A.I. for your syllabus can be found here: <https://www.unh.edu/student-success/sites/default/files/media/2024-09/boilerplate-ai-syllabus-examples_0.docx>
* Student writing and A.I. handout: <https://www.unh.edu/student-success/sites/default/files/media/2024-09/student-ai.pdf>
* Faculty options and A.I.: <https://www.unh.edu/student-success/sites/default/files/media/2024-09/ai-and-faculty-.pdf>

**Institutional Policies and Resources**

[**UNH Statement on Diversity:**](https://www.unh.edu/diversity-inclusion/) <https://www.unh.edu/diversity-inclusion/>

**Accessibility**: If you think you have a disability requiring accommodations, you must register with [Student Accessibility Services (SAS)](https://www.unh.edu/diversity-inclusion/student-accessibility). You can reach SAS by phone at (603) 862-2607.

**Academic Honesty:** Students are required to abide by the UNH Academic Honesty policy located in the [Student Rights, Rules, and Responsibilities Handbook](https://catalog.unh.edu/srrr/). Incidents of cheating are reported to the school dean and may be grounds for further action. If you have questions about proper citation refer to your department’s guidelines or contact me at any time on this issue.

**Course Platform:** Information on Canvas, the learning management tool we use for this course, may be accessed through [mycourses.unh.edu .](https://mycourses.unh.edu/) You will need to access the Canvas site on a regular basis throughout course to access important materials and announcements relevant to the course.

**Center for Academic Resources (CFAR)** is where students go to improve study skills, time management, and understanding of UNH’s academic culture. Email [unh.cfar@unh.edu](mailto:unh.cfar@unh.edu); use Chat Live on our website at [https://www.unh.edu/cfar](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unh.edu%2Fcfar&data=05%7C01%7CDawna.Perez%40unh.edu%7C526fdf42b1784f2cf4e908da7a0cfac1%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637956493399552290%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=V4OyQ2CPuUesQUOGEb%2F3eM03hIypagjxDBm%2F78uqLYw%3D&reserved=0); or stop by **Smith Hall 2nd floor, Mon-Fri 8am-4:30pm**.

**The Connors Writing Center** is an invaluable resource for *all* writers at UNH. The CWC is not only for those who struggle with writing, but for even the strongest writers to share ideas, work through concepts, and fine-tune your writing. The Center also helps with group projects and oral presentations. Please visit the CWC by appointment or drop in ([www.unh.edu/writing](https://www.unh.edu/writing); 603-862-3272; Dimond Library room 329).

**Library Services:** The UNH Library offers services in information and data literacy, discovery of and access to information resources and knowledge, and vibrant community spaces to support the public good. Dimond is the main library at the Durham campus. The two science branch libraries are located in Kingsbury Hall (Engineering, Math, Computer Science, Chemistry) and DeMeritt Hall (Physics). See more at [www.library.unh.edu](https://www.library.unh.edu) (603) 862-3125.

**Technical Assistance:** For technical assistance please call 603-862-4242 or go to: <https://www.unh.edu/it>

**Emotional or mental health distress:** Please contact Psychological and Counseling Services (PACS) (3rd fl., Smith Hall; 603-862-2090/TTY: 7-1-1) which provides counseling appointments and other mental health services. <https://www.unh.edu/pacs/>

**Academic Credit Hour**

This syllabus reflects the federal definition of a credit hour, which entails a minimum 3 hours of engaged time per week per credit over a 15-week semester. Examples of engaged time include class time, assignments, examinations, labs, participation in course-related experiences (attending a talk or performance, speakers and events, fieldwork, etc.), conferences, and office hours. Student work reflects intended learning outcomes and is verified through evidence of student achievement. For more information, please see: [Pp111\_Policy\_On\_Credits-And-Degrees.pdf (neche.org)](https://www.neche.org/wp-content/uploads/2018/12/Pp111_Policy_On_Credits-And-Degrees.pdf)