

# Course Number: Course Title

**Academic Year and Term**

**Course Format and Meetings Time and Place (if applicable)**

## Instructor Contact Information

Instructor Name and Preferred Title (pronouns):

Office Location:

Student Hours for out-of-class questions and conversations:

Phone:

Email:

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## Course Information: What Is This Course About?

### Course description

### Department Information

This course is offered through the [NAME OF DEPARTMENT/DIVISION]. To find out more about this program or to contact the [CHAIR] email [Dr. NAME] at [EMAIL]@uscupstate.edu, call 864-XXX-XXXX or visit [DEPARTMENT ADDRESS].

### Course Learning Outcomes

### Course Materials

## Learning and Classroom Environment

### Teaching Philosophy and Class Structure

### Course Communication

I will often communicate with you outside of class regarding grades, feedback, assignment instructions, and deadlines. Grades and feedback will be posted in Grades in Blackboard as I grade them. Be sure to click the “talk bubble” icon to view my comments.

Emails will be sent to your USC Upstate email address. In addition, announcements and messages will be posted on Blackboard. Set your “Global Notification Settings” under your Profile (click your name) in Blackboard to select which messages you want to be emailed or texted to you and how often and which you want to see in your “Activity Stream” link in Blackboard.

If you need to get in touch with me, the [best method is by email](https://blogs.uscupstate.edu/tip/2024/04/01/a-quick-guide-on-how-to-write-professional-emails-student-edition/). Generally, I will reply to emails within 24 hours and will provide feedback on short assignments within 48 hours. Long papers typically take me a week to grade.

If you have any questions or concerns about this course or its material, please come and talk to me to discuss the issues.

### Attendance Expectations

USC Upstate expects you will commit to your education by attending class and participating in course activities. In courses requiring attendance as a component of the overall grade, we recognize the distinction between excused and unexcused absences. Please do note that even when absences are excused and make-up work is provided, it may be very difficult to be successful in most classes if absences become excessive.

The University of South Carolina Upstate requires that several kinds of absences be categorized as excused. Please refer to the Academic Catalog section on [Class Attendance](https://academic-catalog.uscupstate.edu/academic-regulations/class-attendance/) for more details. Reasons for excused absences include performance of military duty, performance of jury duty, some documented medical conditions related to pregnancy or childbirth, a documented disability that prevents attendance in class, observance of a religious practice, holiday, or holy day (with advanced notification), required participation in authorized University activities, documented illness or injury that is too severe or contagious for class attendance, death or severe illness of immediate/dependent family member, University closure due to weather or other emergencies.

### Caregiver Responsibilities Policy

I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other family members. If you run into challenges that require you to miss a class, or if your caregiving responsibilities are interfering with your ability to engage in learning, please contact me. There may be some instances of flexibility we can offer to support your learning.

### Participation/Professional Behavior

I am committed to creating a learning environment where all perspectives are recognized and valued as we work together to achieve shared goals. To enable us to enjoy the free exchange of ideas in a climate of mutual respect and safety, I request that we engage in all course interactions by being mindful of our professionalism and civility. We can show respect for one another by exhibiting patience and courtesy in our exchanges and following the [Netiquette Guide](https://blogs.uscupstate.edu/tip/wp-content/uploads/2023/12/Netiquette-Infographic.pdf) in online communications. Please use appropriate language and refrain from personal attacks upon those whose perspectives differ from your own. Courtesy and kindness are the norms for those who participate in this class.

### USC Upstate Code of Student Conduct

USC Upstate students adhere to the [USC Upstate Code of Student Conduct](https://uscupstate.edu/wp-content/uploads/2024/07/Code-of-Student-Conduct-Clean-Version-12.7.23.pdf) available through the office of the Dean of Students.

### Academic Integrity

The International Center for Academic Integrity defines academic integrity as a commitment to engaging in ethical academic decision-making rooted in five fundamental values: honesty, trust, fairness, respect, and responsibility. You are expected to practice the highest possible standards of academic integrity, meaning at the most basic level that you have created, and produced all work that you submit as your own. The core assumption of academic integrity is that you are demonstrating what you think and what you know. 

I know you are capable of learning the materials in our course, so please reach out to me before turning to other, less ethical sources. Academic integrity issues may arise by improperly citing sources, using another student's work or work for hire, looking up or paying for answers on Web services, presenting the work of artificial intelligence services (*e.g.*,ChatGPT, Copilot or Grammarly) as your own, re-using work from one course in another course, and any other form of academic misrepresentation. Violations of the Code of Academic Integrity include the following:

* Plagiarism. The [USC Upstate Library Plagiarism Prevention Guide](https://uscupstate.libguides.com/plagiarism_prevention) can help you remember and implement strategies for using sources effectively and avoiding plagiarism.
* Cheating.
* Falsification.
* Complicity.
* Improper use of Generative Artificial Intelligence (GenAI). The USC Upstate [Student Guide to Generative Artificial Intelligence](https://emailuscupstateedu.sharepoint.com/sites/Student-Intranet/SitePages/Student-Guide-to-Generative-Artificial-Intelligence-AI.aspx?CT=1722520135571&OR=OWA-NT-Mail&CID=60fdb7ca-0511-d8aa-54ff-f8493c55573c) can help you determine whether or not you are using technology ethically.

All elements of the USC Upstate Code of Academic Integrity apply to students regardless of course modality (online, hybrid, or in-person). This course uses a variety of tools to maintain academic integrity, including Safe Assign software for assignments and Respondus Lockdown Browser and Monitor for tests. Acting unethically may result in failure of the assignment or course and could result in additional disciplinary measures as explained in the [USC Upstate Code of Academic Integrity](https://uscupstate.edu/wp-content/uploads/2025/07/Student-Code-of-Academic-Integrity.pdf).

Please ask early and often if you have any questions about what is permitted and what is not. Communication is one of the keys to maintaining academic integrity.

### Generative AI Use Policy

ADD YOUR [CHOSEN AI USE POLICY](https://blogs.uscupstate.edu/tip/navigating-the-future-of-learning-with-gen-ai/) HERE

## Course Requirements, Assignments, and Grading

### Grade breakdown

Discussions and Homework (several small assignments) = 20%

Quizzes (4 @ 5%) = 20%

Critical Essay = 20%

Response Papers (2 @ 5%) = 10%

Midterm Exam = 10%

Final Presentation = 20%

Total = 100 %

### Designation of Grades

90% - 100% = A

86% - 89.99% = B+

80% - 85.99% = B

76% - 79.99% = C+

70% - 75.99% = C

66% - 69.99% = D+

60% - 65.99% = D

0% - 59.99% = F

### Assignment Descriptions

FILL IN YOUR DESCRIPTIONS HERE

### Late Work, Deadline Extension, and Makeup Policy

It is important you stay on track with your assignments. Not only will this help you feel less stressed, but it is also an important skill you will need in your career. Being able to meet deadlines and juggle many tasks are important career and life skills. Thus, you will need to complete all quizzes, exams, and assignments according to the schedule.

At the same time, I recognize that personal circumstances may at times make it difficult or impossible to complete a learning task on schedule. If you have a personal situation that prevents you from completing a task on time, you will need to discuss this with me prior to the due date if possible, or as soon as it becomes possible afterwards, so that we can come up with a plan. If an extension or make-up exam is provided, it is important to know that the format of the exam or the assignment may be modified.

If you are experiencing illness or other health issues that may lead to extended absences, please contact me as soon as possible so a suitable equivalent makeup arrangement can be provided. Students may also provide documentation to the Dean of Students Office. The Dean’s Office will notify me of the general circumstances of your absence without compromising your privacy with respect to the specific issue. Please communicate with me as soon as possible.

### Incompletes

If you are faced with a significant disruption in your ability to complete some portion of the assigned work in a course may be assigned an incomplete, at the discretion of the instructor.

## Student Support Services, Policies, and Resources

As a USC Upstate student, you have access to a range of support services and resources to support your academic progress, physical and mental health, basic needs, food security, career management, and much more.

**USC Upstate offers counseling services, medication management, psychological testing, and outreach services, along with 24/7 after-hours crisis support for enrolled students. You can contact Counseling Services at 864-503-5195. Email:**[**counselingservice@uscupstate.edu**](mailto:counselingservice@uscupstate.edu)**.**

Links to the full range of student services are available on the [Student Resources site](https://blogs.uscupstate.edu/tip/studentsupport/). Can’t find something you need? Please [Speak Up](https://emailuscupstateedu.sharepoint.com/sites/Student-Intranet/SitePages/Grievances-and-Complaints.aspx), using our online feedback forms to help us connect you with the right people.

### Accessibility and Accommodations

USC Upstate supports the ongoing development of an accessible university that embraces diversity through educational programming, services, resources, and facilities that are usable by all members of the campus community. In keeping with University policy, any student with a disability who requests academic accommodations should contact Disability Services at 864-503-5199 to arrange an appointment with a Disability Services staff member. Students are encouraged to seek an appointment as early in the semester as possible, as accommodations are not provided retroactively.

USC Upstate partners with the Neurodiversity Hub and offers a [range of resources](https://uscupstate.edu/student-experience/student-services-resources/accessibility/neurodiversity/)to meet the needs of neurodivergent students.

### Student Success Center and Other Academic Support Services

In partnership with USC faculty, the Student Success Center offers a number of programs to assist you in better understanding your course material and to aid you on your path to success.

* **Peer Tutoring:** You can schedule an online appointment with a peer tutor by emailing Laura Merritt at lm104@uscupstate.edu.  Login with your USC Upstate email username and password.  Tutoring is available in person or virtually. Tutoring requests must be made a minimum of 24 hours in advance.  If a course is unavailable, please contact the Student Success Center at 864-503-5392 for assistance.
* **Supplemental Instruction (SI):** Student SI Leaders are assigned to specific sections of courses and hold weekly study sessions. Sessions focus on the most difficult content being covered in class.
* **Writing Center:** Improve your college-level writing skills by bringing writing assignments from any of your classes to a Peer Writing Tutor.
* **Math Lab:** The Math Lab in Library, Room 263, offers drop-in tutoring Monday – Thursday, 12 p.m. – 5 p.m.
* **Career Management**: Connect your learning and degree to the career goals that motivate you.

### Library Resources

The [USC Upstate Library](https://uscupstate.libguides.com/library) includes a late night computer lab, subject-specific databases, and [24/7 Ask a Librarian](https://uscupstate.libguides.com/ask) reference support.

## Technology Needs and Resources

### Minimum Technical Skills Needed

* Ability use check and send email
* Ability to create, download, and upload files in common Office 365 applications
* Ability to view videos
* Ability to navigate web-based materials and use institution-provided usernames and passwords to access secure sites

### Technical Support

If you have problems with your computer, technology, IT-related questions, support, including Blackboard, please contact the [Division of Information Technology](https://emailuscupstateedu.sharepoint.com/sites/Student-Intranet/SitePages/Information-Technology.aspx) Help Desk at 864-503-5257 or email helpdesk@uscupstate.edu. The Help Desk in the lower level of the John D. Stockwell Administration Building is open Monday-Friday from 8:00 AM-5:00 PM. Remote support is available from 5-10 on Monday-Friday and Sundays. The USC Upstate Library also has a late-night computer lab just inside the main entrance. Remote support for using Blackboard or Zoom is available 24/7 at 803-777-1800 or put in a help request ticket at [sc.edu/ithelp](https://scprod.service-now.com/sp?id=sc_cat_item&sys_id=75c4128c1307be003f0f50782244b035&referrer=popular_items).

An introduction to Blackboard may be found on the [Student Resources](https://emailuscupstateedu.sharepoint.com/sites/Student-Intranet/SitePages/Student-Resources.aspx) page in the Spartan Hub. Please see our online collection of [Privacy and Accessibility Statements](https://blogs.uscupstate.edu/tip/privacy-and-accessibility-statements/) for applications commonly used in USC Upstate courses.

## Course Calendar

### Course Requirements Modification

Changes may be made to this syllabus due to weather or other unforeseen circumstances as the class situation dictates. Students will be given adequate notice of any changes through Blackboard announcements and email, and no changes will negatively impact the grade breakdown or your workload.

### Course Schedule of Topics, Assignments, and Due Dates

Find a [detailed academic calendar](https://emailuscupstateedu.sharepoint.com/sites/Employee-Intranet/SitePages/Academic-Calendar.aspx) of University breaks, start/end dates, final exam dates, and deadlines for withdrawal without academic penalty, tuition payments, and graduation applications online. Please note that [withdrawing from a course](https://emailuscupstateedu.sharepoint.com/sites/Student-Intranet/SitePages/Withdrawal-and-Refund.aspx) can result in a negative impact on your GPA, your tuition bill, or your financial aid eligibility. Please consult your instructor, your advisor and/or Financial Aid before withdrawing from a course.

[COPY YOUR COURSE SCHEDULE OF ASSIGNMENTS HERE USING TEXT FORMAT OR AN ACCESSIBLE TABLE]