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| Course Title College, Department, or Program Name  Fall / Spring / Summer 20## | |
| --- | --- |
| Instructor Info **Dr. Amber B. Compton**  **Phone:** (207) 555-5555  **Email:** [abcompton@maine.edu](mailto:abcompton@maine.edu)  **Zoom:** (For Virtual Office hours)  **Office:** Room, Building, Campus  **Hours:** Days & Times | Course Meetings Room, Building, Campus  Days & Times (if applicable)  QR code pointing to the URL for USM's common services and policies for students webpage. The URL is: https://mycampus.maine.edu/group/usm/common-syllabus  [Academic Services & Policies](https://mycampus.maine.edu/group/usm/common-syllabus)[[1]](#footnote-0) |

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## 1. Course Information

### 1A. Course Description

[Write a brief, high-level overview of your course.]

### 1B. Course Materials & Books

#### Required

* [Delete any of these which are not applicable to your course.]
* [List required textbooks, equipment and online learning platforms, other than Brightspace. For books, please include ISBN#’s and/or USM Library call #’s]
* [Include any technology requirements for course-specific software]
* For Brightspace tech requirements, see the [Academic Services & Policies page](https://mycampus.maine.edu/group/usm/common-syllabus#treq)[[2]](#footnote-1).

#### Supplemental

* [List any resources that are optional but recommended.]

### 1C. Course Format

[Add a description of the course’s modality, expectations, etc. (~150 words). Be sure that it matches what is listed for this course in MaineStreet. For example, is the course fully asynchronous, or will there be any required synchronous components? If so, clearly articulate those elements and include any required meeting days or times.]

### 1D. Program Learning Outcomes

[List the Academic Program-level outcomes this course satisfies. If this does not apply to your course, please feel free to remove this section if it does not apply.]

### 1E. Course Learning Outcomes

[List no more than 7 learning outcomes. Learning outcomes are brief, clear statements about what students will have done or accomplished once they complete the course.]

## 2. Coursework & Grading

### 2A. Grade Scale

[This is a typical percentage-to-letter grade scheme for many U.S. postsecondary institutions.]

| 100-93% = A  92-90% = A-  89-87% = B+  86-83% = B  82-80% = B- | 79-77% = C+  76-73% = C  72-70% = C-  69-60% = D  59% or lower = F |
| --- | --- |

### 2B. Course Grade Breakdown

[Describe numerically how grades are calculated in the course. Break down the number and value of assignments in the course.]

| **Assessment Name** | **Value** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:** |  |

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### 2C. Assessment Descriptions & Requirements

[Write sections describing each of the assignments/activities you listed in the Course Grade Breakdown table above. This is also a good place to include or link to any rubrics you use to grade student work.]

### 2D. Writing Style & Formatting

[**Delete this section if it does not apply.** Tell students what style guidelines they should follow for written assignments, eg APA 7, MLA, etc.]

### 2E. Final Examination/Final Project

[Add your statement on whether there is a final exam, a final paper or project, and relevant due dates. If you administer a final exam, List the day, time, and location per the [Final Exam Schedule on the Registrar's website](https://usm.maine.edu/registration-services/final-exam-schedule)]

## 3. Class Schedule

[**FACULTY:** Right-click, Option-click, or two-finger tap and select ‘Delete Table’ to remove class session tables you don’t need.]

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| Week & Date | Topics & Items Due | Assigned for a Future Class Meeting |
| --- | --- | --- |
| **Week 1 - Date** | **Introduction To The Course**   * This is the first class meeting. You only need to show up. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date (be sure to distinguish between things due next meeting and things they should start on that are due sometime in the future.) |
| **Week 2 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 3 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 4 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 5 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 6 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 7 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 8 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 9 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 10 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 11 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 12 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 13 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |
| **Week 14 - Date** | **Topic Title**   * Come to class having read the items assigned in the previous class meeting. | **Read or Watch the Following:**   * List of assigned readings and where to find them   **Assignments:**   * Assignment Name - Due Date |

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## 4. Course-Specific Policies

### 4A. Attendance

[Your statement on class attendance expectations, including any ramifications of missed classes, assignments, and exams.]

### 4B. Late Work

[Your statement regarding how you handle student work that has been turned in late.]

### 4C. Class Cancellation

[**Remove this statement if this is a fully online course.** Your statement on the notification/process in case you must cancel class for reasons other than institution-wide closures due to weather or other incidents.]

### 4D. Inclement Weather Contingencies

[All faculty are encouraged to make a clear syllabus statement about their approach to campus closure days and online/remote learning. Campus closure notifications will maintain last year’s Faculty Senate recommended language that “online learning may continue,” leaving the approach to learning in the event of a campus closure due to inclement weather up to the instructor. ]

### 4E. Personal Device Usage in the Classroom

[**Remove this statement if this is a fully online course.** Your statement on technology (laptops, cell phones, tablets, etc.) in the classroom. Disability Services Center (DSC) recommends not using a blanket laptop ban as students who may require a laptop as a classroom accommodation will be identified as a student with a disability which is a violation of their privacy. If you have a no laptop policy, the DSC strongly encourages you to use the following alternate statement, “Generally laptops are not permitted in the classroom. However, please come talk to me if you feel that this policy creates barriers for you.” This would allow all students the option to request to use a laptop and does not single out students with disabilities.]

### 4F. Additional Instructor Notes

[If your course requires additional sections of information, add them here.]

## 5. Academic Services & Policies

Below you’ll find information for our most crucial student services and supports. For USM’s most complete and current information on services available to students, as well as academic policies, see [The Academic Services & Policies Overview webpage](https://mycampus.maine.edu/group/usm/common-syllabus).[[3]](#footnote-2)

* **Request disability accommodations** | (207) 780-4706 | dsc-usm@maine.edu
* **Report Interpersonal violence** | (207) 780-5767 | usm.titleix@maine.edu
* **Report On-Campus Emergencies and Safety Concerns** | (207) 780-5211 or your local police agency.
* **Get academic help** | mycampus.maine.edu/group/usm/learning-commons1
* **Get technology help** | usm.maine.edu/computing/helpdesk
* **Meet with an Advisor** | usm.maine.edu/advising



**Scan the QR Code to go to the** [**Academic Services & Policies webpage**](https://mycampus.maine.edu/group/usm/common-syllabus)[[4]](#footnote-3)

1. https://mycampus.maine.edu/group/usm/common-syllabus [↑](#footnote-ref-0)
2. https://mycampus.maine.edu/group/usm/common-syllabus#treq [↑](#footnote-ref-1)
3. https://mycampus.maine.edu/group/usm/common-syllabus [↑](#footnote-ref-2)
4. https://mycampus.maine.edu/group/usm/common-syllabus [↑](#footnote-ref-3)