**<Note to instructors:** This syllabus is pre-formatted to be accessible. All text that is bracketed with “<>” should be replaced with your own information or deleted. If you change the font, make sure you use an accessible font such as Tahoma, Calibri, Helvetica, Arial, Verdana, or Times New Roman. To add topics, use the pre-formatted heading options.

\*Information proceeded by an asterisk (\*) is suggested, but not required, content and/or wording. Asterisks should be removed or the information deleted before the syllabus is published to students.>

# Syllabus

## Course Title, Number, Section

<Meeting time, day of the week, location>

<Semester and year>

<Academic department>

## Instructor

Name:

Email:

Phone:

Office: <room number, building, and directions if needed>

## Instructor Availability

<Include office hours, preferred method of contact, zoom link if applicable>

##

## Course information

### Prerequisites

<Include information about prerequisites>

### Materials

* <List required textbooks, readings, and resources. Include appropriate links for locating materials when possible.>

### Course Description

<This is the scope of the material to be covered and should come from the [course catalog](https://catalog.uas.alaska.edu/course-descriptions/).>

### Instructional Methods

<Let students know what they can expect: lecture, case study, discussion, labs, peer revision, project-based learning, portfolio-based learning, etc.>

### Learning Outcomes

Upon completion of this course, the student will be able to:

* <see UAS [general education learning outcomes](https://catalog.uas.alaska.edu/general-education-requirements/#generaleducationlearningoutcomestext) for guidance in creating outcomes>

### Technology Requirements and Policies

* <List required technology with links as appropriate>

### Grading Scale

<Note: This table has been formatted to meet specific requirements to facilitate accessibility. If you use it, you may change the headings, add/delete columns or rows, but make sure that the top row is always designated as the header under properties and that the alt text (also under properties) is not deleted. If you choose not to use a table to display your grading scale, make sure you perform an accessibility check.>

| Letter Grade | Percentage (or points) |
| --- | --- |
| A |  |
| A- |  |
| B+ |  |
| B |  |
| B- |  |
| C+ |  |
| C |  |
| C- |  |
| D+ |  |
| D |  |
| D- |  |
| F |  |

### Grading Policies

\*Suggested content

* \*How will grades be calculated?
* \*What types of assignments will be used?
* \*How will they be weighted?
* \*How and where will assessment take place?

### Course Expectations

\*Suggested content

* \*Time Commitment
* \*Attendance Policy/late work
* \*Student behavior (online and/or in person)/ consider a link to the [student code of conduct](https://uas.alaska.edu/dean-of-students/code-of-conduct/) )
* \*Participation expectations

### \*Incomplete Grades

<Add your policy concerning Incomplete work and completing a course>

## Course Schedule

<Note: This table has been formatted to meet specific requirements to facilitate accessibility. If you use it, you may change the headings, add/delete columns or rows, but make sure that the top row is always designated as the header under properties and that the alt text (also under properties) is not deleted. If you choose not to use a table to display your course schedule, make sure you perform an accessibility check.>

| Date/ Week | Required materials/readings | Assignments/Assessments | Due Dates |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |