

ARHU SYLLABUS TEMPLATE – 2015-16

Adapt this template to suit your style, but please include all information listed in black. Directed notes for your consideration are in blue brackets []

1. Course Info: [number and title; semester; meeting times]
2. Contact info: [Professor, Office, Office Hours, Phone, Email]
3. Elms site or Course webpage [if applicable]
4. Required Texts and Technology [include author, title, publisher, edition, ISBN (required). You may also suggest where students might procure the materials.]
5. Pre- or co-requisites [if applicable]
6. Course Description: [Course focus, format - lecture, discussion, etc.; major assignments and expectations; expected methods of communication outside the classroom.]
7. Course Goals: [Relevant skills, areas of knowledge, experiences, understandings, etc. that will be developed during the semester, e.g., “*By the end of this course students can expect to be able to ... relate, interpret, analyse, create, etc.*” This section can also offer a rationale statement on how the course fits into the rest of the program’s curriculum. Please refer to your Learning Outcomes for General Education, if applicable.]
8. Expectations and Grading Procedures: [Explain your expectations, even if only in 1-2 sentences, *for each category*. Provide specific weightings of assignments, exams, etc. that factor into the final grade, e.g.:

x% class participation (please describe expectations)
x% quizzes, in-class assignments, etc.
x% papers
x% midterm exam
x% final exam (cumulative)]

See undergraduate catalogue for description of grades, e.g., A+, A, A-, etc.:

<http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1534>

9. Course Schedule [including daily/weekly readings and due dates for major assignments and assessments, e.g.:

Week: 1 – 09 – Introduction to Course

Week 2 – 09/6-8 - The First Years

- Screening: Lumière, Méliès, Porter, Linder (shorts)

- Readings: Noel Burch, *Life to Those Shadows*, pp. 43-76; Susan Hayward, *French National Cinema*, pp. 68-80
- FIRST reflection paper due (see elms discussion board for prompt)]

10. Final Exam: [Please provide information, including the date, for the final exam. All undergraduate courses are required to have final exams unless departmental permission is granted otherwise. Note on the syllabus your assigned final exam time according to the Schedule of Classes (www.testudo.umd.edu). NB: You must give your final at the time listed. For more info on UMD's final exam policies: <http://faculty.umd.edu/teach/exam.html>]

A student may seek to reschedule final examinations so that he or she has no more than three (3) examinations on any given day. It is the responsibility of the student to initiate the rescheduling or be responsible for taking the examination as originally scheduled.

11. Course Procedures and Policies

Attendance and absences: [You may not require class attendance as a separate course component, but if attendance is an integral part of the course, it can play a part in determining class participation. If so, note how you will calculate this in the participation grade. Clearly state your absence policy for medical emergencies, missed assignments or quizzes and tests, extended absences, etc. Please use this University language in addition to your own expectations for daily attendance:]

Students are expected to inform the instructor in advance of medically necessary absences, and present a self-signed note documenting the date of the missed class(es) and testifying to the need for the absence. This note must include an acknowledgement that (a) the information provided is true and correct, and (b) that the student understands that providing false information to University officials is a violation of Part 9(h) of the Code of Student Conduct. [The university's policies on medical and other absences can be found at: https://faculty.umd.edu/teach/attend_student.html]

Prolonged absence or illness preventing attendance from class requires written documentation from the Health Center and/or health care provider verifying dates of treatment when student was unable to meet academic responsibilities.

Absence due to religious observance will not be penalized, however, it is the student's responsibility to notify the instructor within the first 3 weeks of class regarding any religious observance absence(s) for the entire semester. [The calendar of religious holidays can be found at: http://faculty.umd.edu/teach/attend_student.html#religious]

Academic integrity: The student-administered Honor Code and Honor Pledge prohibit students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents and forging signatures. On every examination, paper or other academic

exercise not specifically exempted by the instructor, students must write by hand and sign the following pledge:

I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment).

Allegations of academic dishonesty will be reported directly to the Student Honor Council: <http://www.shc.umd.edu>

[You may add additional thoughts, e.g.: Students who engage in academic dishonesty in this course will receive no points for the assignment in question, and will be immediately reported to the Honor Council and Office of Judicial Programs for further action. There will be no warnings. Remember, cheating, plagiarism or other types of fabrication are never worth it.]

Students with disabilities: The University of Maryland is committed to providing appropriate accommodations for students with disabilities. Students with a documented disability should inform the instructors within the add-drop period if academic accommodations are needed. To obtain an Accommodation Letter prepared by Disability Support Service (DSS), a division of the University Counseling Center, please call 301-314-7682, e-mail dissup@umd.edu, or visit the Shoemaker Building for more information.

Copyright notice: Class lectures and other materials are copyrighted and they may not be reproduced for anything other than personal use without written permission from the instructor.

Emergency protocol: [Note the means by which the course will be continued if the university is closed for an extended period of time.]

This syllabus is subject to change. Students will be notified in advance of important changes that could affect grading, assignments, etc.

Course evaluations are a part of the process by which the University of Maryland seeks to improve teaching and learning. Your participation in this official system is critical to the success of the process, and all information submitted to CourseEvalUM is confidential. (Instructors can only view group summaries of evaluations and cannot identify which submissions belong to which students.) [Consider dedicating 15-20 minutes of class time near the end of the semester to allow students to complete the online course evaluation during class --- **CourseEvalUM is mobile-device friendly**, thus students can complete it using laptops, smart phones, and tablets. Including the activity on the syllabus shows that you value the process, and allowing students to complete the survey during class will improve participation rates.]

Academic Accommodations for Students Who May Experience Sexual Misconduct
[You may want to consider using the following text, from the Faculty Handbook]

The University of Maryland is committed to providing support and resources, including academic accommodations, for students who experience sexual or relationship violence (as defined by the University's Sexual Misconduct Policy). To report an incident and/or obtain an academic accommodation, contact the Office of Civil Rights and Sexual Misconduct at 301-405-1142. If you wish to speak confidentially, contact Campus Advocates Respond and Educate (CARE) to Stop Violence at 301-741-3555. Disclosures made to faculty are not confidential and must be reported to the Office of Civil Rights and Sexual Misconduct. For more information visit www.umd.edu/Sexual_Misconduct/.

Diversity: [This is a sample statement – feel free to compose your own!] The University of Maryland values the diversity of its student body. Along with the University, I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate. [See Statement on Classroom Climate, <http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1541>].]

[Finally, remember to list any other policies relevant to your course, e.g., *expectations for student use of electronic devices, laptops, eating and drinking, etc.* NB: ***If you decide to have a 'no laptops' rule it is suggested that you put in a proviso for students with learning disabilities who may need to rely on that medium for note-taking.***]