

Course Syllabus Guidelines

Course information

- Course title
- Subject area code
- Course number
- Course section
- Meeting day/time
- Semester/year
- Course format
- Method(s) of instruction (lecture; lecture-discussion; lab; service-learning; on-line or blended instruction; etc.)

Faculty contact information

- Name
- Office address
- Office hours
- Telephone
- Email address

Course materials

Required textbook(s)

- Textbook name
- Textbook name

Optional textbook

- Textbook name
- Textbook name

Library material(s)

- Material
- Material

Required and optional readings for assignments and exams

- Required/optional material
- Required/optional material

Course details

Description

[Enter description here]

Major and minor topics to be covered

[Enter topics here]

Learning objectives/outcomes (e.g., at the completion of this course, students should be able to...a)...b)...c...)

- Learning objective/outcome 1
- Learning objective/outcome 2

Grading policies and due dates for tests, assignments, and attendance

Specific descriptions of the criteria and methods to be used in evaluating/grading student performance

Differential grading criteria/requirements may be required if this is a dual level course (i.e., at the 5000 or 6000 level and can be taken for credit by both undergraduate and graduate students)

Inclusion of [tentative] due dates for assignments, exams, and papers

[Enter due dates here]

Online courses only

- Will class be held in case of school closures (e.g., due to snow)?
<https://reg.wayne.edu/students>
- Hardware and software requirements
- Are there any extra fees associated with access to required course materials (e.g., a subscription to Netflix)
- Are any synchronous meetings required; if so, what are the dates and times?
- Are any proctored exams required; if so, how many and what is the method for proctoring (e.g., at a testing center or via an electronic proctoring system that might involve costs)?

- Information on how to remotely access library resources

University policies

Class recordings

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information. Violations of this syllabus policy may result in charges under the student code of conduct.

Religious holidays (from the online Academic Calendar)

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Land acknowledgement

Wayne State University rests on Waawiyaataanong (Waa-we-yaa-tih-nong), also referred to as Detroit, the ancestral and contemporary homeland of the Three Fires Confederacy. These sovereign lands were granted by the Ojibwe (Oh-jib-way), Odawa (Oh-daa-waa), Potawatomi (Pow-tuh-waa-tuh-mee), and Wyandot nations, in 1807, through the Treaty of Detroit. Wayne State University affirms Indigenous sovereignty and honors all tribes with a connection to Detroit. With our Native neighbors, WSU can advance educational equity and promote a better future for the earth and all people.

Student Disability Services

For students: If you have a documented disability that requires accommodations, you will need to register with [Student Disability Services](#) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. The SDS telephone number is 313-577-1851 (main number) or 313-202- 4216 for videophone use. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

To [register with Student Disability Services, complete the online registration form.](#)

Counseling and Psychological Services (CAPS)

It is quite common for college students to experience mental health challenges, such as stress, anxiety, and depression, that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at [WSU Counseling and Psychological Services](#) (CAPS; 313-577-3398). Other options, for students and non-students, include the [Mental Health and Wellness Clinic at the College of Education](#). Services at all these clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about. Also know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

Sexual Misconduct and Title IX

Most faculty and staff are considered “**Responsible Employees**” and are **required to report** information they receive about incidents of sexual misconduct (including sexual assault, stalking, dating/domestic violence, and sexual harassment) to the Title IX Coordinator when it involves a student.

Confidential support is available 24/7 through the [Rape, Abuse & Incest National Network \(RAINN\)](#). Call **1-800-656-4673** or [Chat](#) with a professional support specialist.

Options for Self-Reporting Sexual Misconduct

Any student impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Reporting to the University

The [Title IX Office](#) is available to consult with individuals impacted by sexual violence or discrimination regarding resource referrals, supportive and protective measures, and reporting and resolution options. Where WSU has jurisdiction, the affected party may request an administrative investigation by the University.

Phone: 313-577-9999

Email: TitleX@wayne.edu

Reporting to Law Enforcement

The [WSU Police Department](#) is available 24/7 to assist individuals reporting criminal activity or concerns on or near campus. Report off-campus incidents to the appropriate police jurisdiction. In the event of an emergency or imminent threat, reporting to the police is highly encouraged.

Phone: 313-577-2222

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination. If you or someone you know has been impacted by sexual violence or discrimination, please visit TitleX.wayne.edu to learn more about resources and support on campus and in the community.

Basic Needs Statement

Learning is always more challenging when you are struggling to meet basic needs. Wayne State recognizes that you may face a number of challenges during your time here, and we are here to support you. Any student who faces challenges securing food, housing, or medical care is encouraged to contact relevant university offices noted on the [Financial Aid website](#) for support. You are also encouraged to notify the processor, so that they can help you access resources and support.

Academic Dishonesty – Plagiarism and Cheating

[Academic misconduct](#) is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

- **Plagiarism:** To take and use another's words or ideas as your own without appropriate referencing or citation.
- **Cheating:** Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
- **Fabrication:** Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.
- **Other:** Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University.

Course drops and withdrawals

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on [Academica](#). You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on [course drops and withdrawals can be found on the Registrar's site](#).

Student Services

The Academic Success Center

The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit the [Academic Success Center](#) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).

The Writing Research and Technology Zone

The Writing Research and Technology Zone is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit the [Writing Research and Technology Zone](#) to obtain information on tutors, appointments, and the type of help they can provide.

Library research assistance

Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? [Request an appointment with a Wayne State librarian](#), who can provide on- campus or online personalized help.