**University of Oregon**

**College of Education**

**Program Name (Program Prefix)**

1. **Course Information:**

PREFIX ###: Course Title (Fall term, CRN #####)

1. **Instructor Information:**

Name, Ph.D. [also add, if applicable to you and relevant to the course: licensure number]

Office: ### BUILDING

Phone: 541-346-####

Email: XXXXXX@uoregon.edu

1. **Office Hours:**

[DAY OF THE WEEK, TIME in-person (### HEDCO) \*and/or\* Zoom (link)] or by appointment (in person or by Zoom).

1. **Indigenous Recognition Statement**

The University of Oregon is located on Kalapuya Ilihi, the traditional indigenous homeland of the Kalapuya people. Today, descendants are citizens of the Confederated Tribes of the Grand Ronde Community of Oregon and the Confederated Tribes of the Siletz Indians of Oregon, and they continue to make important contributions in their communities, at UO, and across the land we now refer to as Oregon.

1. **Course Description**

[Include your course description here, if desired. This section is *optional*, but it is typically necessary to contextualize course objectives.]

1. **Course Objectives**

[Include your course learning objectives here. This section is *required* and is unique to each course. Please be sure you do not make changes to this section from the prior year's syllabi that might affect accreditation requirements for your or another program without consulting with program directors.]

1. **Grade Policies**

This course is **pass/no pass**. To receive a **pass**, students must [articulate work quantity and/or quality required, e.g., submit a minimum of 8 out of 10 reading responses].

--OR--

This course is **graded**. A letter grade will be assigned based on the table below. Grades [will or will not] be rounded up (e.g., 92.9% = A-).

A+ 98-100 B+ 87-89 C+ 77-79 D+ 67-69 less than 60 = F

A 93-97 B 83-86 C 73-76 D 63-66

A- 90-92 B- 80-82 C- 70-72 D- 60-62

1. **Absences**

This is a face-to-face course. Attendance is important because we will develop our knowledge through in-class activities that require your active engagement. We’ll have discussions, small-group activities, and do other work during class that will be richer for your presence, and that you won’t be able to benefit from if you are not there. Excessive absences make it impossible to learn well and succeed in the course. Although there is not an automatic grade deduction for missing classes, it is unlikely that students who miss [#] or more classes will be able pass this course. That said, if you are feeling ill, please stay home to heal and avoid infecting your classmates. Please take absences only when necessary, so when they are necessary, your prior attendance will have positioned you for success. If you must miss a class, please [state what the student must do.]

Assignments are due by the deadlines stated in Canvas. Students may submit one assignment 24 hours late for any reason once a term. After that it incurs a grade penalty of [# points or %] for each 24-hour period it is late.

There are times when a student may experience an *extraordinary circumstance*—an unanticipated and significant crisis—that impacts their attendance and assignment completion. Exceptions to the attendance policy and/or deadlines may be granted in the event of extraordinary circumstances.

Please contact me as soon as you are able to request it—ideally before the class or deadline has passed, or, if your circumstance makes this difficult, then as soon as possible afterwards. This exception will not be offered on an open-ended basis, so if you need to ask for it, please give some consideration to how much time you will realistically need to complete the work.

To activate this policy, send me an email with "Extraordinary circumstance request" in the subject line, and if you are requesting deadline flexibility, let me know by what updated deadline you will be able to submit your assignment. There is no need to explain or offer information about the nature of the extraordinary circumstance in your email—I trust you only to activate this policy in a crisis situation. Please note, too, that detailed feedback on your written work may be delayed or impossible to provide if you're submitting to meet an extended deadline.

Granting extensions at the end of term are hard because of UO's tight turnaround on grading. In the event that you experience an extraordinary circumstance toward the end of the term, you may be eligible to receive a “I” (incomplete). However, there is no guarantee that an “I” grade will be provided. See <https://registrar.uoregon.edu/grades-records/grading-system/incompletes>

1. **Course Materials and Activities**

**Readings**

[Specify all readings here.]

**Assignments**

[Describe your assignments here.]

1. **Expected Behavior**

Students are required to know and are expected to adhere to the UO Student Code of Conduct. [State other program- or course-specific expected behaviors here.]

1. **Generative AI**

Students may use GenAI tools in this course only with explicit instructor permission for certain tasks or on certain assignments. I will clearly indicate when you can use GenAI and provide clear guidelines for which GenAI tools are allowed and in what ways you can use them. If you use a GenAI tool in your assignment submissions, you must quote or cite it like any other source you use and reference in your work. Please use standard APA citation guidelines for GenAI, as indicated here: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>.

In accordance with UO policy, if I believe you’ve handed in work created in whole or in part by GenAI tools used without permission, I may submit a report of suspected academic misconduct to the Office of Student Conduct and Community Standards for that office to make a determination of responsibility and, if warranted, assess a grade penalty. The bottom line is, unless permission has been given, you should not use GenAI in this course. If in doubt, ask!

1. **University and College Policies and Notifications**

Please click on “University Course Policies” in the course Canvas page for all University-wide policies.

**COE Grievance Policy**

A student or group of students of the College of Education may appeal decisions or actions pertaining to admissions, programs, evaluation of performance and program retention and completion. Students who decide to file a grievance should follow University student grievance procedures and/or consult with the College Associate Dean for Academic Affairs: Edward M. Olivos at [emolivos@uoregon.edu](mailto:emolivos@uoregon.edu) or 541-346-2983.