### Syllabus Resource Template – Summary of Content to Include

### Department and Course Identification

(e.g.)



Department of Kinesiology

### KINE-1650 Functional Anatomy

### Instructor Information

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Office: \_\_\_\_\_\_\_\_\_
* Office Hours: \_\_\_\_\_\_\_\_ (and by appointment)
* Office Phone Number: 519-253-3000 x\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_@uwindsor.ca (\*add any personal email policy information as well e.g., 24hr response time Monday - Friday)
* Mailbox: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Website: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Locations and Information**

* Room numbers, building names
* Meeting types (e.g., lectures, labs, seminars)
* Weekly times offered

### Graduate Assistant (GA) Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Office | Office Hours (and by appointment) | Office Phone Number (extension #) | Email | Mailbox |
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### Course Description

Copy from the current University of Windsor Undergraduate Calendar or Graduate Calendar at: <http://web4.uwindsor.ca/calendars>

### Resources

* Texts, courseware, readings
* Websites
* Learning Management System (e.g., Blackboard)

**Learning Outcomes**

By the end of this course, successful students will be able to:

|  |  |  |
| --- | --- | --- |
| Number | Learning Outcome | Learning Outcome Code (i.e., 1a) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

### Course Schedule and Topics

A detailed schedule of topics, dates and readings should be provided in all course outlines. This helps to describe to anyone else (e.g., people determining the equivalency of your course for a transfer student) what content is covered in your course. The schedule and topics can be tentative, but changes should be communicated in class and through Blackboard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic, activity, assignment, etc.** | **Textbook Chapter or Readings** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 3 |  |  |  |
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| 4 |  |  |  |
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| 8 |  |  |  |
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| 11 |  |  |  |
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| 12 |  |  |  |
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| 13 |  |  |  |
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### Assessment Methods

The course grade will be assessed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method of Assessment** | **% of Final Grade** | **Due Dates**\* | **Related Learning Outcomes** |
| Include as many rows as necessary.  Sample Assessment: Juggling, Reports, Exam, Discussion Groups, etc. |  |  | (e.g., Learning Outcomes 1, 3, and 5 from table above) |
| Description of Assessment (Include brief description here OR detailed description below for each item) |  |  |  |

#### **University Marking Scale**

The following is the Senate-approved marking scale that will be used to determine your final grade in the class. You will receive a final grade expressed as a percentage, not as a letter grade.

* If instructors do anything to the grades (e.g., rounding up, curving), you need to provide this information here
* You can include the actual marking scale or link to it at: <http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/grading_and_averages_amended_april_13_2018.pdf>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A+  B+  C+  D+  F | 90 – 100%  77 – 79.9%  67 – 69.9%  57 – 59.9%  0 – 49.9% | A  B  C  D | 85 – 89.9%  73 – 76.9%  63 – 66.9%  53 – 56.9% | A-  B-  C-  D- | 80 – 84.9%  70 – 72.9%  60 – 62.9%  50 – 52.9% |

**Missed Assessment Procedures**

Instructors are encouraged to communicate their expectations related to missed assessments in their course syllabi. There are a number of different approaches that can be followed, but it is important to be clear about the procedures that students need to follow, and what you will do if they miss an assessment.

Although it is more effort on your part to have students take missed midterms, it is the fairest approach for students and less stressful on students than putting the weighting for the midterm on the final examination. Setting midterm makeup times is therefore encouraged.

**Bylaw/Policy Statements and Information**

1. Student Evaluations of Teaching (SET) forms will be completed within the last two weeks of term.

2. Exams in this course are protected by copyright. Reproduction or dissemination of exams or the contents or format of exams in any manner whatsoever (e.g., sharing content with other students), without the express permission of the instructor, is strictly prohibited. Students who violate this rule or engage in any other form of academic misconduct will be subject to disciplinary action under Senate Bylaw 31: Academic Integrity.

3. Please read Senate Bylaw 31 on Academic Integrity procedures at the following link:

<http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_-_academic_integrity_amended_170526.pdf>

Bylaw 31 defines the various types of academic misconduct that exist (e.g., plagiarism, cheating), lists and describes the stages of the process that will be followed in the event that academic misconduct is suspected or identified, and includes definitions and examples of sanctions that will be applied to first-time and subsequent offences. The rights of students and the roles that the instructors and Department Head of Kinesiology play within this process are also outlined in this bylaw. If instructors plan to use software (e.g., SafeAssign, Turnitin) to prevent plagiarism and provide students with feedback on their writing, they must indicate this in their syllabi.

4. Please read Senate Bylaw 51 on academic evaluation procedures at the following link:

<http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_51_-_academic_evaluation_procedures_amended_170526.pdf>

Instructors should feel free to highlight specific clauses from Bylaw in full, if they wish to draw things to the attention of students (e.g., what to do if they have three or more in-term assessments within a 24-hour period).

5. Please read the Senate Policy on the Conduct of Exams and Tests at the following link:

<http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/conduct_of_exams_and_tests_amended_sa161111.pdf>

**Expectations and Responsibilities (Code of Conduct and/or Classroom Behaviours)**

Instructors are encouraged to describe any expectations they have of students in a code of conduct as related to classroom behaviours. Alternatively, instructors should describe the process by which students will contribute to the development of a code of conduct or expectations for classroom behaviours for the class.

**Student Accessibility Services**

Student Accessibility Services (SAS) provides a variety of services and supports to students with documented disabilities (including: learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions, and psychiatric issues).

If you have, or think you may have a disability, you may wish to visit SAS to learn how best to meet your academic goals. Students with disabilities who require academic accommodations in this course must contact an Advisor in SAS (lower level of Dillon Hall, (519) 253-3000 ext. 6172 or online at <http://www.uwindsor.ca/studentaccessibility/>)to complete SAS Registration and receive the necessary Letters of Accommodation.

After registering with SAS, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible.

**Mental Health**

University students face obstacles from time to time that can affect academic performance. If you face difficulties and need help, it is important to reach out to someone. Discuss your situation with your instructor or an academic advisor. For help addressing mental or physical health concerns, contact: Health Services at 519-973-7002, Student Counselling Centre at 519-253-3000, ext. 4616; Peer Support Centre at ext. 4551; or visit: http://www.uwindsor.ca/studentcounselling/299/resources. Another source for help is Good2Talk, a 24/7 helpline for Ontario college and university students (not affiliated with University of Windsor): 1-866-925-5454.