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Course number: Course title

**Syllabus**

**Term (e.g., Fall 2021)**

*Subject to any new Texas legislative mandate changes.*

# Course Information:

Meeting times

Meeting location

**Course Modality:** Select from below

Online Asynchronous Courses (OASYNC) | Online Synchronous Courses (OSYNC) | Hybrid/Reduced Seating Courses (REDUC) | Traditional Face-to-Face Courses (TR) | Accelerated Online Programs (VIRT) | Interactive Video Courses (ITV)

# Instructor Information:

Instructor Name:
Phone: (956) 123-4567
E-Mail: X@utrgv.edu
Office location:
Office hours:

# Course Description, Prerequisites & MODE OF LEARNING

Please upload your course description & prerequisites as you have in the past (visit the course catalog for details). In addition to the course description and prerequisites, please provide a detailed description of what the modality will mean for **your** course. This is most applicable for the hybrid modality where face-to-face meetings will need to be defined; for example, if you have a MW 11:00 class, you could write in this section, “Half of the class (Group A) will meet on Mondays at 11:00 in the classroom and will join class via Zoom on Wednesdays at 11:00. The other half of the class (Group B) will meet in the classroom on Wednesdays at 11:00 and will be on Zoom on Mondays at 11:00. I will assign you to Group A or B before the semester begins so you know which days to show up in person.”

COVID-19 RESOURCES**:** Required on all syllabi. Do not modify.

Please visit the [UTRGV COVID-19 protocols web page](https://www.utrgv.edu/commitment/info/protocols/index.htm) for the most up-to-date COVID-19 campus information and resources. The [COVID-19 Frequently Asked Questions (FAQs) web page](https://www.utrgv.edu/commitment/faq/covid19/index.htm) offers additional guidance to specific questions. To submit a question for the FAQ, please email WelcomeBack@utrgv.edu.

**UTRGV VACCINE PORTAL** Required on all syllabi. Do not modify.

UTRGV Students are eligible to receive the COVID-19 Vaccine.  Students may access and complete their vaccine profile via the [UTRGV Vaccine Portal](https://apps.powerapps.com/play/6f63d352-fd99-4000-8107-c78a2b2eb84c). For additional information on the COVID-19 Vaccine, please visit the [UTRGV Vaccine web page.](https://www.utrgv.edu/commitment/vaccine/index.htm)

Teaching Philosophy **(optional)**

In this section, consider including an abbreviated version of your statement of teaching philosophy that links to the learning objectives/outcomes for the course.

# Learning Objectives/Outcomes for the Course

In this section, provide a brief description of each major course requirement, including each major assignment and examination. It is recommended to provide this information in the form of a table to expressly note the alignment of these course requirements to the course student learning outcomes, the program student learning outcomes, and standards, including a list of current accrediting affiliations. Consult your department/college for this information.

| **Student Learning Outcomes** | **Program****Student Learning Outcomes** | **Standards** | **Major Course Requirement/Major Assignment/Examination** |
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# Textbook, TECHNOLOGY, and/or Resource Material

List required of recommended textbooks, reading, and/or any resource material necessary for this course.

The following information must be included: (a) the retail price; (b) the author; (c) the publisher; (d) the most recent copyright date; (e) the International Standard Book number assigned, if any; and (f) whether the textbook is an open educational resource\*. To find this information, visit the [Textbook Resource Tool](https://www.utrgv.edu/facultysuccess/_files/documents/textbook_resource_tool_handout_campusstores.pdf) quick guide.

\*An open education resource as defined by SB810, is "Open educational resource means a teaching, learning, or research resource that is in the public domain or has been released under an intellectual property license that permits the free use and repurposing of the resource by any person. The term may include full course curricula, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.”

Please include technology recommendations for maximum success in the chosen course modality. Faculty may elect to include recommendations for the Dell and Apple bundles available [at the UTRGV bookstore](https://link.utrgv.edu/campusstores-tech/) , add custom recommendations, contact IT for guidance on recommendations (Robert.Allen@utrgv.edu), or copy and paste from the attached Educational Technology and IT recommendations.

Designations **(if applicable)**

If your course is designated as [Service Learning](https://www.utrgv.edu/cte/resources/service-learning/index.htm) or integrates [Sustainable Development Goals](https://www.utrgv.edu/sustainability/sustainability-resources/sust-development-guides/faculty-guides/index.htm), provide a short description explaining to students how these efforts link to the student learning outcomes, program learning outcomes, standards, and major course requirements, as applicable. Please visit the appropriate office websites to comply with designation requirements.

# Grading Policies

State the course grading policy. Include graded assignments, weighting, and how late work will be treated. All major graded assignments should be described, at least briefly. UTRGV’s grading policy is to use straight letter grades (A, B, C, D, or F).

**(If you're using Respondus Monitor in your course, include the following statement in your Syllabus and in Blackboard)**

## Notice:

Your enrollment in this course requires that you use Respondus Lockdown Browser and Respondus Monitor for online assessment proctoring. LockDown Browser is a custom browser that locks down the testing environment within Blackboard and replaces regular browsers such as Chrome, Firefox, and Safari. Respondus Monitor requires you to have a webcam and microphone as it will record you while taking your assessment. **YOUR ACTIVITIES ARE RECORDED WHILE YOU ARE LOGGED INTO OR TAKING YOUR ASSESSMENT(S).  THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.**

You can find more detailed information on [Lockdown Browser and Monitor](https://www.utrgv.edu/online/getting-support/student-support/respondus/index.htm) at [UTRGV.edu/online](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2Fonline%2Fgetting-support%2Fstudent-support%2Frespondus%2Findex.htm&data=02%7C01%7Cpriscilla.lozano%40utrgv.edu%7C6e38d72002b74279921d08d7df9e3c2c%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637223743015282674&sdata=lE6Dcm7gfPcp7rp86Xm5vTjmjTZ1CJCAxSfY6mJ7F7A%3D&reserved=0).

# Blackboard Support

# If you need assistance with course technology at any time, please contact the [Center for Online Learning and Teaching Technology](https://www.utrgv.edu/online/) (COLTT).

| **Campus:** | **Brownsville** | **Edinburg** |
| --- | --- | --- |
| **Location:** | Casa Bella (BCASA) 613 | Education Complex (EEDUC) 2.202 |
| **Phone:** | 956-882-6792 | 956-665-5327 |

## Toll Free: 1-866-654-4555

Office Hours: Monday - Friday, 7:30 a.m. - 6:00 p.m.
Support Tickets Submit a Support Case via our [Ask COLTT Portal](https://utrgv.edu/coltthelp)

## 24/7 Blackboard Support

Need Blackboard assistance after hours? You can call our main office numbers, 956-882-6792 or 956-665-5327, to speak with a support representative.

ATTENDANCE: Recommended on all syllabi; may be modified by the instructor as long as it is consistent with UTRGV policy.

*Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences (please denote the specific number of unexcused absences which will trigger a “drop-by-instructor” in your class.) UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; have been provided such an accommodation by Student Accessibility Services (SAS); for observance of religious holy days; or for military service. Accommodations related to COVID-19 should also go through SAS. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.*

AbSENCE/SICK POLICY:See recording of instruction option below or identify other means students can participate if unable to attend class at the designated time.

*When setting your attendance policy for the Fall semesters, please consider COVID-19-related extenuating circumstances. For instance, you may encounter students who cannot attend class at the scheduled time of a face-to-face, hybrid or synchronous course because they have been advised by the UTRGV COVID-19 response team based on their exposure. It will be important to consider how you will accommodate students in these and similar situations and share your approach with students in the syllabus. Based on the student reporting protocol on the* [*UTRGV COVID-19 protocol web page*](https://www.utrgv.edu/commitment/info/protocols/index.htm) *the student will be able to provide you documentation from the UTRGV COVID-19 response team.*

Makeup Work:Additionally, if work can be made up, what mechanisms have you set up to help students keep up with coursework in the event they have to miss class? Will you have recordings of all class meetings available? Will on-line quizzes/examinations be available?

*Should you elect to record your instruction, sample syllabus language is included here:*

The use of classroom recordings is governed by the Federal Educational Rights and Privacy Act (FERPA), UTRGV’s acceptable-use policy, and UTRGV HOP Policy STU 02-100 Student Conduct and Discipline. A recording of class sessions will be kept and stored by UTRGV, in accordance with FERPA and UTRGV policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action under UTRGV HOP Policy STU 02-100 Student Conduct and Discipline.

ACADEMIC INTEGRITY: Recommended on all syllabi.

Members of the UTRGV community uphold the [Vaquero Honor Code](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2Fstudentlife%2Fabout%2Fvaquero-honor-code%2Findex.htm&data=02%7C01%7Cdavid.granado%40utrgv.edu%7C2b62b139d6dd4e81de4208d83567012f%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637318063815870808&sdata=u3JK2q8UqFwgzYkzXZWeIRM%2FuNsVreezdMT5ZQr8tdE%3D&reserved=0)’s  shared values of honesty, integrity and mutual respect in our interactions and relationships. In this regard, academic integrity is fundamental in our actions, as any act of dishonesty conflicts as much with academic achievement as with the values of honesty and integrity.  Violations of academic integrity include, but are not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts (Board of Regents Rules and Regulations, STU 02-100, and UTRGV Academic Integrity Guidelines).  **All violations of Academic Integrity will be reported to Student Rights and Responsibilities through** [**Vaqueros Report It**](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2Fen-us%2Fstudent-experience%2Freport-it%2F&data=02%7C01%7Cdavid.granado%40utrgv.edu%7C2b62b139d6dd4e81de4208d83567012f%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637318063815880802&sdata=AxekhYtwdB%2Baey6EThon1hqp19tXWY7HmAdrWDFIELA%3D&reserved=0)**.**

## OTHER COURSE INFORMATION

*In this section, please provide any other information that is pertinent to your course and your expectations for students.*

# UTRGV Policy Statements

The UTRGV disability accommodation, mandatory course evaluation statement and sexual misconduct statement are required on all syllabi. Additional policy statements are optional, such as those covering attendance, academic integrity, and course drop policies.

STUDENTS WITH DISABILITIES: (Required on all syllabi. Do not modify.)

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive reasonable academic accommodations should contact **Student Accessibility Services (SAS)** for additional information.  In order for accommodation requests to be considered for approval, the student must apply using the [*mySAS* portal](http://www.utrgv.edu/mySAS) and is responsible for providing sufficient documentation of the disability to SAS. Students are required to participate in an interactive discussion, or an intake appointment, with SAS staff. Accommodations may be requested at any time but are not retroactive, meaning they are valid once approved by SAS. Please contact SAS early in the semester/module for guidance. Students who experience a broken bone, severe injury, or undergo surgery may also be eligible for temporary accommodations.

### Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) should submit the request using the form found at <https://www.utrgv.edu/pregnancyandparenting> for review by **Student Accessibility Services.**

### Student Accessibility Services:

**Brownsville Campus**: Student Accessibility Services is located in 1.107 in the Music and Learning Center building (BMSLC) and can be contacted by phone at (956) 882-7374 or via email at ability@utrgv.edu.

**Edinburg Campus:** Student Accessibility Services is located in 108 University Center (EUCTR) and can be contacted by phone at (956) 665-7005 or via email at ability@utrgv.edu.

MANDATORY COURSE EVALUATION PERIOD**:** Required on all syllabi. Do not modify.

Students are encouraged to complete an ONLINE evaluation of this course, accessed through your UTRGV account (<http://my.utrgv.edu>); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

Fall Module 1 (7 weeks) October 6-12, 2021

Fall Regular Term 2021 November 12- December 1, 2021

Fall Module 2 (7 weeks) December 1-7, 2021

SEXUAL MISCONDUCT and MANDATORY REPORTING:  Required on all syllabi. Do not modify.

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (OIED@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.utrgv.edu%2Fequity&data=02%7C01%7Cdavid.granado%40utrgv.edu%7C3d4a82332e444b8e606d08d834d42073%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637317432985425767&sdata=jCnOqfBL3vxfYuvYF3qtjVy4tmK9o9m%2FBghvXKfL%2FN4%3D&reserved=0), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at (956) 665-8287, (956) 882-8282, or OVAVP@utrgv.edu.

COURSE DROPS: Recommended on all syllabi; may be modified by the instructor as long as it is consistent with UTRGV policy.

According to UTRGV policy, students may drop any class without penalty earning a grade of DR (drop) until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

STUDENT SERVICES:Recommended on all syllabi.

Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Student Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Advising Center, Career Center, Counseling Center, Learning Center, and Writing Center. The centers provide services such as tutoring, writing help, counseling services, critical thinking, study skills, degree planning, and student employment. In addition, services such as the Food Pantry are also provided. Locations are listed below.

| **Center Name** | **Brownsville Campus** | **Edinburg Campus** |
| --- | --- | --- |
| **Advising Center**AcademicAdvising@utrgv.edu  | BMAIN 1.400(956) 665-7120 | ESWKH 101A(956) 665-7120 |
| **Career Center**CareerCenter@utrgv.edu  | BINAB 1.105(956) 882-5627 | ESSBL 2.101(956) 665-2243 |
| **Counseling Center**Counseling@utrgv.edu [Mental Health Counseling and Related Services List](https://www.utrgv.edu/facultysuccess/_files/documents/syllabus-statement-for-counseling-12-16-19.pdf) | BSTUN 2.10(956) 882-3897 | EUCTR 109(956) 665-2574 |
| **Food Pantry**FoodPantry@utrgv.edu  | BCAVL 101 & 102(956) 882-7126 | EUCTR 114(956) 665-3663 |
| **Learning Center**LearningCenter@utrgv.edu | BMSLC 2.118(956) 882-8208 | ELCTR 100(956) 665-2585 |
| **Writing Center**WC@utrgv.edu  | BUBLB 3.206(956) 882-7065 | ESTAC 3.119(956) 665-2538 |

# Calendar of Activities: Required on all syllabi. To be completed by the instructor.

Include in this section a table or list that provides a general description of the subject matter of each lecture or discussion.

| **Day** | **Topic** | **Assignments** |
| --- | --- | --- |
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*Be sure to include important dates relative to the academic calendar. The UTRGV academic calendar can be found on* [*My.UTRGV*](https://my.utrgv.edu/home) *at the bottom of the screen prior to login. Some important dates for Fall 2021 include:*

*Fall Module 1*

*August 25 First day of classes.*

*August 25 Last day to add a class or register for Fall 2021 Module 1 classes.*

*October 5 Last day to drop a class or withdraw.*

*October 13 Final Exams (Term Ends)*

*October 15 Grades Due at 3 p.m.*

*Fall Regular Term*

*August 23 First day of classes.*

*August 26 Last day to add a class or register for Fall 2021 classes.*

*November 10 Last day to drop a class or withdraw.*

*December 2 Study Day – NO classes*

*December 3-9 Final Exams*

*December 13 Grades Due at 3 p.m.*

*Fall Module 2*

*October 20 First day of classes.*

*October 20 Last day to add a class or register for Fall 2021 Module 2 classes.*

*November 30 Last day to drop a class or withdraw.*

*December 8 Final Exams (Term Ends)*

*December 10 Grades Due at 3 p.m.*

**DEAN OF STUDENTS RESOURCES:**

The Dean of Students office assists students when they experience a challenge with an administrative process, unexpected situation such as an illness, accident, or family situation, and aids in resolving complaints. Additionally, the office facilitates student academic related requests for religious accommodations, support students formerly in foster care, helps to advocate on behalf of students and inform them about their rights and responsibilities, and serves as a resource and support for faculty and campus departments.

[Vaqueros Report It](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2Fen-us%2Fstudent-experience%2Freport-it%2F&data=02%7C01%7Cdavid.granado%40utrgv.edu%7C2b62b139d6dd4e81de4208d83567012f%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637318063815880802&sdata=AxekhYtwdB%2Baey6EThon1hqp19tXWY7HmAdrWDFIELA%3D&reserved=0) allows students, staff and faculty a way to report concern about the well-being of a student, seek assistance in resolving a complaint, or report allegations of behaviors contrary to community standards or campus policies.

The Dean of Students can be reached by emailing dos@utrgv.edu, by logging into [Virtual Office hours](https://www.utrgv.edu/studentlife/about/virtual-office-hours/index.htm) in which a representative is available Monday-Friday 9:00-11:00 a.m. and 1:00-4:00 p.m, or by visiting one of the following office locations: Cavalry (BCAVL) 204 or University Center (EUCTR 323). Phone: 956-665-2260.