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Course number: Course title

**Syllabus**

**Term (e.g., Fall 2022)**

*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.”*

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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**Learning Objectives for Core Curriculum Requirements** (if applicable)

State which core curriculum area requirement your course satisfies and list the required core outcomes for your core area. The Student Learning Outcome (SLO) statements which have been approved for use at UTRGV are listed below so you can copy and paste them on your syllabus. Each core area has a required set of 3-4 outcomes as indicated below.

| **Core Objectives** | **UTRGV Student Learning Outcome Statement** | **Core Area Requiring this SLO** |
| --- | --- | --- |
| **Critical Thinking** | Students will demonstrate comprehension of a variety of written texts and other information sources by analyzing and evaluating the logic, validity, and relevance of the information in them to solve challenging problems, to arrive at well-reasoned conclusions, and to develop and explore new questions. | All Core Areas |
| **Communication Skills** | Students will demonstrate the ability to adapt their communications to a particular context, audience, and purpose using language, genre conventions, and sources appropriate to a specific discipline and/or communication task. | All Core Areas |
| **Empirical & Quantitative Skills** | Students will be able to make and communicate informed conclusions and predictions based on the interpretation, manipulation, and analysis of empirical and quantitative data. | Math, Life & Physical Sciences, Social & Behavioral Sciences |
| **Teamwork** | Students will collaborate effectively with others to solve problems and complete projects while demonstrating respect for a diversity of perspectives. | Communication, Life & Physical Sciences, Creative Arts |
| **Social Responsibility** | Students will recognize and describe cultural diversity, the role of civic engagement in society, and the link between ethics and behavior. | Language, Philosophy, & Culture; Creative Arts; American History; Government & Political Science; Social & Behavioral Sciences |
| **Personal Responsibility** | Students will demonstrate an awareness of the range of human values and beliefs that they draw upon to connect choices, actions, and consequences to ethical decision-making. | Communication; Language, Philosophy, & Culture; American History; Government & Political Science |

# Textbook, TECHNOLOGY, and/or Resource Material

*List required or 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://www.bkstr.com/utrgvstore/shop/electronics/computers-tablets) *add custom recommendations, contact IT for guidance on recommendations (**support@utrgv.edu**).*

Designations (if applicable)

*If your course is designated as* [***Service Learning***](https://www.utrgv.edu/cte/resources-new/approaches-to-learning/service-learning/index.htm) *or integrates* [***Sustainable Development Goals***](https://www.utrgv.edu/sustainability/resources-and-guides/guides-for-faculty/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 also find more detailed information on [Lockdown Browser and Monitor](https://www.utrgv.edu/online/getting-support/student-support/respondus/index.htm).

# 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, 8:00 a.m. - 5:00 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 long term complications from 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 semester, please consider COVID-19-related extenuating circumstances in accordance with the* [*UTRGV Commitment web page*](https://www.utrgv.edu/commitment/)*.*

COVID-19 RESOURCES**:** Recommended on all syllabi.

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

**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.** As referenced in [UTRGV HOP Policy STU 02-100 Student Conduct and Discipline](https://www.utrgv.edu/hop/policies/stu-02-100.pdf), doing so may result in disciplinary action.

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](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2FmySAS&data=05%7C01%7Cvanessa.ceballos%40utrgv.edu%7C87d26c6f203d469ec1be08da2a18e5c0%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637868583678310879%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=K04ReUTHURXodvmiIJr06UUYASk8gjm14nTrLVCbr1k%3D&reserved=0) 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 [Pregnancy and Parenting | UTRGV](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utrgv.edu%2Faccessibility%2Fpregnancy-parenting%2Findex.htm&data=05%7C01%7Cvanessa.ceballos%40utrgv.edu%7C87d26c6f203d469ec1be08da2a18e5c0%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637868583678310879%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=B%2BxNfxUKW5BXRId4TG67InysX5wOyIqnttFxlKyHfvM%3D&reserved=0).

### Student Accessibility Services staff can be contacted at either campus:

**Brownsville Campus**:

Music and Learning Center building (BMSLC, 1.107), phone (956) 882-7374, email ability@utrgv.edu.

**Edinburg Campus:**

University Center (EUCTR, 108), phone (956) 665-7005, email 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 12 – 18, 2022

Fall Regular Term 2022 November 18 – December 7, 2022

Fall Module 2 (7 weeks) December 7 – 13, 2022

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 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: (956) 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 | EITTB 1.000(956) 665-7120 |
| **Career Center**CareerCenter@utrgv.edu  | BINAB 1.105(956) 882-5627 | ESTAC 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 |
| **University Library** circulation@utrgv.edu[www.utrgv.edu/library](http://www.utrgv.edu/library) | BLIBR(956) 882-8221 | ELIBR(956) 665-2005 |
| **Writing Center**WC@utrgv.edu  | BLIBR 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*](https://www.utrgv.edu/_files/documents/admissions/utrgv-academic-calendar.pdf) *can be found on* [*My.UTRGV*](https://my.utrgv.edu/home)[*at the bottom of the screen prior to login*](https://www.utrgv.edu/_files/documents/admissions/utrgv-academic-calendar.pdf)*. Some important dates for Fall 2022 include:*

*Fall Module 1*

*August 31 First day of classes.*

*August 31 Last day to add a class or register for Fall Module I classes.*

*October 11 Last day to drop a class or withdraw.*

*October 19 Final Exams (Term Ends)*

*October 21 Grades Due at 3 p.m.*

*Fall Regular Term*

*August 29 First day of classes.*

*September 4 Last day to add a class or register for Fall classes.*

*September 7 Last day to submit an honors-by-contract form.*

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

*December 8 Study Day – NO classes*

*December 9-15 Final Exams*

*December 15 Fall classes end; Official last day of the term*

*December 19 Grades Due at 3 p.m.*

*Fall Module 2*

*October 26 First day of classes.*

*October 26 Last day to add a class or register for Fall Module 2 classes.*

*December 6 Last day to drop a class or withdraw.*

*December 14 Final Exams (Term Ends)*

*December 16 Grades Due at 3 p.m.*

**DEAN OF STUDENTS:**

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 email (dos@utrgv.edu), phone (956-665-2260), or by visiting one of the following office locations: Cavalry (BCAVL) 204 or University Center (EUCTR 323).

**HONORS COLLEGE- COURSES BY CONTRACT:** *If your course will be available to students in the Honors College as an honors-by-contract course, please include the following language.*

 *If you have questions about the honors-by-contract process, see the* [*honors-by-contract guidelines*](https://www.utrgv.edu/honors/for-faculty/index.htm) *for additional information. Instructors of honors-by-contract courses must turn in their* [*evaluation forms*](https://www.utrgv.edu/honors/for-faculty/index.htm) *by the close of business on the date that grades are due. This is a hard deadline, since we must notify the registrar’s office to add a notation to the student’s transcript showing that this was an honors course. If you have additional questions, please feel free to contact Dr. Mark Andersen, Dean of the Honors College, at* [*mark.andersen@utrgv.edu*](file:///C%3A/Users/bll658/OneDrive%20-%20The%20University%20of%20Texas-Rio%20Grande%20Valley/Faculty%20Success%20%26%20Diversity/Syllabus%20Template/mark.andersen%40utrgv.edu)*.*

Students in the UTRGV Honors College may receive honors credit for this course by taking the course as “honors-by-contract.” Honors contract forms along with honors-by-contract guidelines may be downloaded from the Honor’s College “[Current Student Information](https://www.utrgv.edu/honors/for-current-students/index.htm)” web page. These forms must be sent (along with a copy of the course syllabus and a brief description of the extra work to be done in order to earn honors credit) to honors@utrgv.edu no later than September 7, 2022. Your instructor must send the honors-by-contract evaluation form to the same email address by close of business on the date that grades are due. Therefore, your instructor may impose an earlier deadline for honors contract work to be submitted.