



Syllabus/Class Overview Template Required Components

General Class Information

Instructor Name and Contact Information:

Subject Area and Catalog Number:

Year and Term:

Class Title:

Level (Graduate or Undergraduate):

Credit Type:

Class Description (Use the SIS 400 characters from catalog description):

Required Text (Include ISBN, specific edition):

Learning Outcomes:

Assessment Components:

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):

Required Technical Resources and Technical Components:

Class Specific Information

Class Instruction and Activities:

Class Requirements:

Evaluation Standards and Assessments:

Class Schedule:

Communication & Student Response Time:

Assignments:

Resources:

Grading:

Technical Specifications

- Computer Hardware: For currently supported technologies, please see <https://in.virginia.edu/support>
- Minimum Requirements
 - Hard drive free space: 256GB, SSD recommended
 - Processor speed: Intel Dual-Core i5 1.3 GHz or faster
 - RAM: 8GB
 - Network connectivity: 2 mbps download/upload speeds

Technical Support Contacts

- Login/Password: <https://in.virginia.edu/helpdesk>
- Canvas: <https://canvas.virginia.edu/getting-help>
- Zoom Support: <https://virginia.zoom.us> and <https://in.virginia.edu/zoom>

UVA Policies

SCPS Grading Policies: Courses carrying a School of Continuing and Professional Studies subject area use the following grading system: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F. S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University. Please visit www.scps.virginia.edu/audience/students/grades for more information.

For additional information on SCPS grading policies and minimum grade requirements:

- **Undergraduate certificate programs:**
<http://records.ureg.virginia.edu/content.php?catoid=45&navoid=3243#certifprograms>
- **Post Bac and Graduate certificate programs:**
http://records.ureg.virginia.edu/content.php?catoid=46&navoid=3357#certificate_programs

UVA Undergraduate / Graduate Grade Scale

A+	100	A	99-95	A-	94-90
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
				F	Below 60 (no credit)

Attendance: Students are expected to attend all class sessions. Instructors establish attendance and participation requirements for each of their courses. Class requirements, regardless of delivery mode, are not waived due to a student's absence from class. Instructors will require students to make up any missed coursework and may deny credit to any student whose absences are excessive. Instructors must keep an attendance record for each student enrolled in the course to document attendance and participation in the class.

Recording of Class Sessions: Class sessions for this course will be recorded. Recordings will be available only to the instructor(s) and students enrolled in the class, including those who cannot attend the live sessions. Recordings will be automatically deleted 180 days after their date of creation. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments. Students who are not comfortable with participating in a recorded discussion session should let the instructor know and use an alternate method to engage in class (e.g., use of chat function or remove/change names in the recording). Students in a class are prohibited from recording of any kind unless authorization is obtained from the instructor.

Add/Drop/Withdrawal: <https://www.scps.virginia.edu/students/add-drop-withdrawal/>

University Email Policies: Students are expected to check their official UVA email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

Mid-Term and End-of-Class Evaluations: Students may be expected to participate in an online mid-term evaluation. Students are expected to complete the online end-of-class evaluation. As the semester comes to a close, students will receive an email with instructions for completing this. Student feedback will be very valuable to the school, the instructor, and future students. We ask that all students please complete these evaluations in a timely manner. Please be assured that the information you submit online will be anonymous and kept confidential.

SCPS Refund Policy: <https://www.scps.virginia.edu/class-registration/refunds/>

University of Virginia Honor System: All work should be pledged in the spirit of the Honor System at the University of Virginia. The instructor will indicate which assignments and activities are to be done individually and which permit

collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: "I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)". The pledge must be signed by the student. For more information, visit www.virginia.edu/honor.

Accessibility Statement: UVA is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with your instructor. If you have a disability, or think you may have a disability, you may also want to meet with the Student Disability Access Center (SDAC), to request an official accommodation. You can find more information about SDAC, including how to apply online, through their website at <https://www.studenthealth.virginia.edu/sdac>. If you have already been approved for accommodations through SDAC, please make sure to send your accommodation letter to your instructor and meet with them so that you can develop an implementation plan together.