

*Department*

**Course Prefix and Number**

**Course Name**

**Semester**

Instructor

**Course Prefix and Number: Course Name**

**Course Description:** (from the University Catalog)

**Prerequisites:**

**Text(s):**

**Instructor Email:** (also you can include your phone number if you would like to)

**Office Location:**

**Office Hours:**

**Methods of Instruction:**

**Key Assessments: (List the Key Assessment that will occur and be evaluated in this course that contribute to the program’s evaluation system [COEAS]. Not all courses are tied to key assessments)**

**Course Objectives:**

**Assignments, Exams, and Grading Criteria**

**Major Assignments, Grade breakdown, etc.**

**Course Requirements**

**Attendance, Participation, etc.**

**College of Education Course Policies and Procedures**

**Disability Resources for Students (DRS)** : The University of Memphis values all students, and, therefore, students with diverse learning preferences and needs are welcome in this course. You are encouraged to speak with me privately if there are aspects of instruction or design of this course that result in barriers to inclusion or accurate assessment of achievement. If barriers are preventing anyone with a temporary injury or a physical, mental, or cognitive condition from participating fully in this course, please contact Disability Resources for Students (DRS) to submit an official request for course accommodations. You may contact DRS by calling 901-678-2880, emailing drs@memphis.edu, or visiting 110 Wilder Tower.

DRS also offers volunteer opportunities for students who provide copies of notes to students who have that as an approved accommodation. Scholarship, community service, and volunteer hours can be validated for this service by DRS.

**Title IX Statement**: The University is committed to ensuring equality in education and eliminating all acts of sexual misconduct from its campus. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking. If you or someone you know has been harassed or assaulted, you can make a report to the Office for Institutional Equity at oie@memphis.edu or 901.678.2713. Please note that if you make a report to me, I am required to report it. If you want to make a confidential report you can contact the University Counseling Center, 214 Wilder Tower, 901.678.2068.

**Mental Health**: As a student you can sometimes feel overwhelmed, lost, experience anxiety or depression, and struggle with relationship difficulties or diminished self-esteem. Mental health challenges can interfere with optimal academic performance. However, many of these issues can be effectively addressed with some help. If you find yourself struggling with your mental or physical health this semester, please feel free to approach me. I will try to be flexible and accommodating. As your instructor, I am not qualified to serve as a counselor, but UofM offers confidential counseling services on-campus and via telehealth that are available to students taking six or more credits at no cost. UofM Counseling Center is staffed by experienced, professional psychologists, clinical social workers, and counselors, who are attuned to the needs of college students. I strongly encourage you to take advantage of this valuable resource. To connect with Counseling Center services, please visit 211 & 214 Wilder Tower, or call 901.678.2068. To know more about their services, you can visit their website at memphis.edu/counseling. In a crisis, please call 901.678.HELP (4357) to speak to the On-call counselor. Remember, getting help is an intelligent and courageous thing to do -- for yourself and for those who care about you

**Personal or Academic Challenges**: If you are experiencing personal or academic challenges including, but not limited to food or housing issues, family needs or other stressors, please visit the Dean of Students Office to learn about resources that can help. Any student who faces personal challenges including, but not limited to securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students Office located in the University Center, Suite 359, at 901.678.2187 or sos@memphis.edu for assistance. If you are comfortable doing so, please also let the instructor know you are experiencing challenges as they may be able to assist you in connecting with campus or community supports.

**Written Assignments and Academic Misconduct:** All written work submitted must be the student’s original work and conform to the guidelines of the *American Psychological Association* (APA) available online and via their publications. This means that any substantive ideas, phrases, sentences, and/or any published ideas must be properly referenced to avoid even the appearance of plagiarism. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers of other academic materials. It is the student’s responsibility to know all relevant university policies concerning plagiarism. Any documented cases of plagiarism can result in dismissal from the course with a failing grade, and may result in other more serious sanctions by the College of Education.

**Turnitin.com Legal Statement: (if applicable)   
“**Your written work may be submitted to Turnitin.com or a similar electronic detection method for rating originality of your ideas and evaluating the proper use of assignment sources. As part of this process, you may be required to submit an electronic as well as hard copies of your work. By taking this course, you agree that all assignments may undergo this review process. The assignment may be included as a source document in Turnitin.com's restricted-access database. It is solely for the purpose of detecting plagiarism in such documents. Assignments not submitted according to the instructor's procedures may be penalized or may not be accepted at all.” (Office of Legal Counsel, October 11, 2018)