UNIVERSITY OF WISCONSIN
PLATTEVILLE
TEACHING AND LEARNING CENTER

Syllabus Checksheet (2014-15)

ITEM	MUST	SHOULD	NOTES (CC=current catalog; EH=employee handbook; SH=student handbook; CP=common practice; FS = Faculty Senate policy)	=, -, O or N/A
COURSE INFORMATION				
Name of university & department		☑	CP (logo and wordmark)	
Name of course	☑		CC, EH	
Course prefix, number, & section number	☑		CC, EH	
Semester & year	☑		CP	
Description	☑		CC, EH (from catalog, pre/co-requisites & catalog year)	
If general education course, include outcomes from catalog	☑		CC (only for GE credit); FS	
Test-out procedures (if available)		☑	Department policy	
INSTRUCTOR INFORMATION				
Instructor contact information	☑		EH (salutation, name, phone, email, office location, office hours)	
Instructor's research interests		☑		
Informal tone (e.g., personal pronouns)		☑	CP	
Positive tone (e.g., "academic integrity")		☑	CP	
CLASS INFORMATION				
Course overview and/or purpose (i.e., your words)		☑	CP	
Required textbook(s); if none, say that	☑		Department policy; EH	
Other necessary materials		☑	Department policy; CP	
If using D2L , provide link & expectations for use		☑	CP	
If applicable, is course Web page listed		☑	CP	
Student learning outcomes	☑		Department policy; EH	
Attendance policy	☑		CC, EH, SH	
Inclusiveness statement (religious holidays)	☑		UWS 22.03 (see next page)	
Accommodations statement *	☑		UWS 22.03; UWS 96-6 (see next page)	
Grading policies	☑		EH, SH	
Assignment rubrics (or where/when students get these)		☑	CP	
Statement to connect SLOs with activities and assessment tools (i.e., journal, report, quiz)		☑	BP	
Expectations for participation, if grading it	☑		EH	
If field trips are required & graded, include details	☑		CP, EH	
Tentative semester calendar, with assignments		☑	CP	
Final exam schedule (may be in calendar)	☑		See course schedule in PASS; CP	
STUDENT GUIDELINES				
Academic honesty (misconduct) statement		☑	CC, EH, SH; UWS 14.04	
If a blended course, indicate this & explain		☑	FS	
Expectations for study/activities outside of class		☑	CP	
Classroom protocol (cell phones, hats, etc.)		☑	CP	
Campus resources pertinent to this course		☑	CP (see next page for recommendations)	

Review: + = item is complete; -- = item is partially in syllabus; 0 = item is not in syllabus; NA = isn't applicable

Statements to Add to Syllabus as Appropriate

Religious Observances *(required "inclusiveness" statement)*
As part of your attendance policy add: "Students have the right to miss class for religious observances. Students wishing time off for this reason should let the instructor know within the first two days of class."

SSWD *(required accommodations statement)*
"If you need an accommodation due to a disability, please make an appointment to see me during my office hours. A VISA from Services for Students with Disabilities authorizing your accommodations will be needed. Contact 608-342-1818 for more information about SSWD."

Academic and Career Advising Center (formerly Career Center and ACES)
Academic and career counselors provide academic advising for undecided majors and assist students in determining potential majors that fit their skills, interests, value, and personality. The ACAC team provides career services to students and alumni looking for internship, co-op, full-time and other employment opportunities. Career services include assisting with résumés and cover letters, hosting annual career fairs, developing interviewing skills, and answering other job-search questions. Please stop by 0200 Ullsvik Hall or call ACAC at 608-342-1183 to schedule an appointment with an academic and career counselor.

Dean of Students Office
The staff in the Dean of Students Office advocates for students and assists them in making positive connections with faculty, staff, and other students. We provide support for a variety of student concerns, including illness, academic trouble, and other personal emergencies. When necessary, the Dean of Students Office works with faculty and students on issues of academic misconduct. Contact 342-1854 for assistance.

Desire2Learn
Materials for this course can be found in Desire2Learn. To access Desire2Learn, go to www.uwplatt.edu/Desire2learn. Click the **Log In with NetID** button and enter your username and password (the same that you use for email). Courses are arranged in order by semester. Scroll down the page to locate this course and click on the link. Course materials can be found by clicking on the Content link. If you need assistance with Desire2Learn, please contact the Helpdesk – 608.342.1400 or email helpdesk@uwplatt.edu.

For International Students
U.S. federal regulations state that all international students on an F-1 or J-1 visa must register and maintain a full-course of study (12 credits for undergraduates and 9 credits for graduate students) during the fall and spring semesters. Prior to dropping below full-time status, international students should consult the International Student & Scholar Services (ISSS) Office in Royce Hall (first floor) or call 608-342-1852 if they are experiencing difficulties maintaining a full-time course load. Visit www3.uwplatt.edu/isss for more information.

Karrmann Library
Your library provides free access to scholarly and peer-reviewed online and printed resources. Librarians are skilled in helping you critically evaluate materials, narrow the focus of your research, and find just what you need--within library walls and around the world. Visit our website at: www.uwplatt.edu/library

PATH (formerly FYE Office)
If you need assistance with test-taking strategies, managing your schedule, study tips, and/or finding ways to enhance your college experience, please contact the PATH office in 120 Brigham Hall or via phone (342-1081) or e-mail (pathcenter@uwplatt.edu).

Student Support Services
This is a federally funded TRiO program through the US Department of Education. We provide a variety of free support services to help our participants become successful college graduates. Some of our popular services are free tutoring, academic coaching, study skills, FAFSA completion, course selection, and scholarship searching. Students must meet at least one of these criteria for our free services: 1) be a first-generation college student, 2) be an income-eligible student, or 3) be a student with a documented disability. Contact us at 105 Warner Hall or 608-342-1816.

URCE
Undergraduate research (including creative activity and scholarship) is an inquiry or investigation conducted by an undergraduate in collaboration with a faculty mentor to make an original intellectual contribution to the discipline. Visit or contact the Office of Undergraduate Research and Creative Endeavors at 515 Pioneer Tower or urce@uwplatt.edu for more information on research opportunities or URCE activities.

WATR
If you need tutoring for this class, contact Writing and Tutoring Resources (WATR) at 608.342.1615 or visit 314 Brigham Hall. Tutoring is either free (Writing Center) or the cost is minimal ($1.50/hr).

Wright Center for Non-Traditional and Veteran Students
Veteran and reserve duty military students with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor. For more information, contact the Wright Center, 320 Royce Hall, 608-342-7351.

Many more statements are possible. Contact the Teaching & Technology Center for more information.