

Syllabus Requirements

According to University policy, you are **required** to furnish a written syllabus on the first day of class. The following elements must be on all course syllabi:

1. Goals and objectives
2. Textbooks, required readings
3. Course description and topical outline
4. Office hours/contact information
5. Attendance policy
6. Number and type of exams to be given
7. Make-up policy
8. Assignments
9. Penalty for late work (if any)
10. How final grade is determined
11. Statement on requirements changes

Since all classes do not progress at the same rate, I may wish to modify the above requirements or their timing as circumstances dictate. For example, I may wish to change the number and frequency of exams, or the number and sequence of assignments. However, students must be given adequate notification. Moreover, there may be non-typical classes for which these requirements are not strictly applicable in each instance and may need modification. If such modification is needed, it will be in writing and conform to the spirit of this policy statement.

12. Statement regarding students with disabilities

In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The Office of Special Student Services (OSSS) will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please notify the instructor/professor and provide certification from Disability Services. (OSSS is located in Room 270 of the Student Center (460-7212).

A statement regarding plagiarism/academic honesty is also recommended.

Academic honesty is expected of all students at USA. Your responsibilities as a student include being familiar with the honor code and plagiarism policy of the university with regard to exams, class assignments, and papers. All sources for your papers must be clearly documented, and the extent of your indebtedness to them must be adequately represented by the appropriate quotation marks and citations. Keep copies of your paper drafts and sources; you should be able produce these to me upon request. You should never present another person's ideas or direct words as your own. Please discuss this with me if you have any questions.

The University of South Alabama is committed to the fundamental value of academic honesty. The student handbook, *The Lowdown*, defines plagiarism as one form of academic misconduct which is "subject to investigation and disciplinary action through appropriate university procedures." Plagiarism is using somebody else's ideas and/or words in your writing without correctly identifying the sources. As one resource for helping you avoid plagiarism, your written work in this class may be submitted to Turnitin.com, or a similar detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. Assignments submitted to Turnitin.com will be included as source documents in a restricted access database solely for the purpose of detecting possible plagiarism of such documents. As part of this process, you may be required to submit electronic as well as hard copies of your writing. By taking this course, you agree that all assignments may be subject to some form of originality review. A paper not submitted according to procedures and format set by the instructor may be penalized or may not be accepted at all.