**COURSE NAME; NUMBER; SEMESTER; MEETING DAYS, TIMES, AND PLACE.**

Click here to enter Course Title

Click here enter Course Number Add Semester & Year

Click here enter Prerequisiste(s) and/or Corequisite(s)

Click here to enter Meeting Days and Times

Click here to enter Meeting Location

**CONTACT INFORMATION:**

Instructor(s): Enter Instructor Name.

Office Location: Enter Office Location

Phone: Enter Phone Number Email: Enter Email

Office Hours: Enter your Office Hours

**COURSE WEBSITE, RESOURCES AND MATERIALS:**

* Click here to enter course website and other online tools; texts (include ISBN); and other resources. ‘Return adds a new line

**COURSE DESCRIPTION:**

Click here to enter the Course Description

**LEARNING GOALS:**

Click here to add Core Curriculum Learning Goals met by this course and include this logo (ONLY IF THIS COURSE HAS BEEN CERTIFIED AS A CORE CURRICULUM COURSE, contact the Dean of Academic Programs for details)



Add Undergraduate Major Program Learning Goals met by this course (CONSULT WITH YOUR UNDERGRADUATE PROGRAM DIRECTOR FOR THIS INFORMATION)

Add any additional Learning Goals met by this course (EXAMPLES INCLUDE COURSE LEARNING GOALS, WHICH ARE OFTEN MORE DETAILED ELABORATIONS OF THE PROGRAM LEARNING GOAL)

**ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:**

Click here to enter the assignments and work that will be required of the students. Explain the criteria for evaluating assignments and work, Explain how the grade will be calculated. Explain how student learning will be assessed.

**ACCOMODATIONS for Students with disabilities**

Please follow the procedures outlined at https://ods.rutgers.edu/students/getting-registered. Full policies and procedures are at <https://ods.rutgers.edu/>

Enter additional text here if you wish

**ABSENCE POLICY**

Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website <https://sims.rutgers.edu/ssra/> to indicate the date and reason for your absence. An email is automatically sent to me.

Above is suggested text. Can be deleted. To edit, cut and paste elsewhere. Add your personal or dept’s policies here

**COURSE SCHEDULE:**

Enter text. Or add as separate page: (see attached)

**Final Exam/Paper Date and Time**

Online Final exam Schedule: <http://finalexams.rutgers.edu/>

Click here to enter text (we advise that you keep the link above.)

**ACADEMIC INTEGRITY**

Enter optional text here or delete this box. Below is required

The university's policy on Academic Integrity is available at <https://academicintegrity.rutgers.edu/sites/default/files/pdfs/current.pdf>. The principles of academic integrity require that a student:

* properly acknowledge and cite all use of the ideas, results, or words of others.
* properly acknowledge all contributors to a given piece of work.
* make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
* obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
* treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
* uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

* everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
* all student work is fairly evaluated, and no student has an inappropriate advantage over others.
* the academic and ethical development of all students is fostered.
* the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Enter optional text or delete. Copy and paste elsewhere if you wish to edit. Here is an example from a syllabus: *Cheating on tests or plagiarizing materials in your papers deprives you of the educational benefits of preparing these materials appropriately. It is personally dishonest to cheat on a test or to hand in a paper based on unacknowledged words or ideas that someone else originated. It is also unfair, since it gives you an undeserved advantage over your fellow students who are graded on the basis of their own work. In this class we will take cheating very seriously. All suspected cases of cheating and plagiarism will be automatically referred to the Office of Judicial Affairs, and we will recommend penalties appropriate to the gravity of the infraction. To help protect you, and future students, from plagiarism, we require all papers to be submitted through Turnitin.com.*

**SEBS DEI Statement**

Click here to add your DEI statement. A DEI statement MUST be included in ALL course syllabi. Instructors should discuss their DEI Statement with their students on the first day of class. The components of a DEI statement typically include ideas such as:

* Respect for classmates and their identities
* Diversity of students’ experiences and ideas
* The historical context and possible biases of the subject area
* Information regarding who to contact in the event of an issue, such as the Office of Academic Programs and/or <http://inclusion.rutgers.edu/report-bias-incident/>

Faculty are free to choose the wording of their DEI Statement. More information and examples can be found here: <https://sebscourseapproval.rutgers.edu/policies/syllabus-dei-statements-policy/>

The Rutgers University Student Assembly urges that the following resource information be included at the end of every syllabus. Edit or delete as you wish:

**STUDENT WELLNESS SERVICES**

**Counseling, ADAP & Psychiatric Services (CAPS)**

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ [www.rhscaps.rutgers.edu/](http://www.rhscaps.rutgers.edu/)

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students’ efforts to succeed at Rutgers University. CAPS offers a variety of services that include individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

**Violence Prevention & Victim Assistance (VPVA)**

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / [www.vpva.rutgers.edu/](http://www.vpva.rutgers.edu/)

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

**Disability Services**

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://webapps.rutgers.edu/student-ods/forms/registration.

**DoSomething** button through Rutgers Dean of Students office:

<http://health.rutgers.edu/do-something-to-help/>

**Wellness Coaching** through Rutgers HOPE:

<http://health.rutgers.edu/education/hope/wellness-coaching/>

**Self-Help Apps** found on the Rutgers Student Health website:

<http://health.rutgers.edu/education/self-help/self-help-apps/>

**NJ Hopeline** - (1-855-654-6735) **|** **National Suicide Hotline** - (1-800-273-8255)

**BASIC NEEDS RESOURCES**

Any student who has difficulty affording groceries or accessing sufficient food, or who lacks a safe and stable place to live, is urged to contact the Rutgers Student Food Pantry and/or the Dean of Students (details below). Furthermore, please notify the professor if you are comfortable doing so, as they may be able to provide additional support.

**Rutgers Student Food Pantry**  
848-932-5500 / College Ave Student Center, Room 115 (126 College Ave) / <http://ruoffcampus.rutgers.edu/food/>Check their website for hours and additional locations. The Rutgers Student Food Pantry is dedicated to helping all Rutgers students in need of food, no questions asked.  Students will be provided with groceries that typically last about one week.

**Dean of Students Office**  
848-932-2300 / 88 College Avenue, New Brunswick, NJ 08901 / <https://deanofstudents.rutgers.edu/>   
Mon-Fri, 8:30am-5:00pm  
The Dean of Students Office at Rutgers University-New Brunswick provides solutions, services, and support to help students navigate Rutgers University. The Office serves as a student support network by providing advocacy, problem resolution, and critical incident intervention for those times when additional assistance is needed. Please call to schedule an appointment to meet with a representative from the Dean’s office.