EXPANDED SYLLABUS TEMPLATE –   
All highlighted content is optional.

[Course Number and Name]

[Spring/Summer/Fall] Semester 20[XX]  
[Meeting Days], [Time-Time]; [Room]

# Instructor Information

**Instructor:** [Name]

**Email:** [Email]

**Phone Number:** 801- 58X-XXXX

**Office Hours:** [Hours/By appointment]

**Office Location:** [Location/Zoom Link]

# Course Description

[The description should be from the course catalog; for courses that are special topics your department should approve the description. Here you should also indicate whether the course meets a GE requirement, what the pre/co-requisites are, and how many credit hours the course is too.]

# Course Outcomes and Objectives

[Learning outcomes should be phrased with active terminology. Ensure these learning outcomes map to course assessments, so you can measure student success in attaining these.]

By the end of this course, you will be able to:

• …[example] identify the six major components of…

• …

• …

• …

# Course Requirements

[This section should include the major expectations and activities for the course that are essential to earning credit and on which grading is based.]

* [example] Attendance and participation – 15%
* [example] Homework assignments – 30%
* [example] Four exams – 40%
* [example] Final Project – 15%

# Required and Recommended Readings

[Required for mandatory courses only. [Learn more about the guidance issued from USHE on state requirements for syllabi and definition of "mandatory course" here.](https://www.google.com/url?client=internal-element-cse&cx=009101457874032902310:nlmdhdnqiup&q=https://ushe.edu/wp-content/uploads/pdf/Board/Board_Guidance/USHE_HB_261_Guidance_December_2024.pdf&sa=U&ved=2ahUKEwj84KzV6paMAxUzJUQIHWeLDgMQFnoECAEQAQ&usg=AOvVaw3Fowdrv7dmoPhAkVnGd0Zw&fexp=72913893,72913894)]

[This section should include all required and, if applicable, recommended readings.]

# Grading Scale

[Depending on your approach – percentages, numeric values, scale you will use, any details about curves, etc.]

# Course Policies

[[Consider including additional course or content-specific policies like those listed at CTE’s website under Optional Additions](https://cte.utah.edu/instructor-education/syllabus/optional-additions.php#:~:text=Course%20Policy%20Additions).]

## Program/Department Policies

[Some programs and departments have discipline-specific requirements for their syllabi. Be sure to consult with your department and find out if there is a template or set of guidelines you are required to use.]

## Attendance Policy

Given the nature of this course, attendance is required and adjustments will only be permitted as required by [Policy 6-100, Section III.O](https://regulations.utah.edu/academics/6-100.php#a.III.O). If you need to seek an ADA accommodation to request an exception to this attendance policy due to a disability, please contact the [Center for Disability and Access](https://disability.utah.edu/) (CDA). CDA will work with us to determine what, if any, ADA accommodations are reasonable and appropriate.

## Teaching Methodology

[Are there specific teaching and learning methods to be used in this course? Describe.]

## [Insert Additional Policies]

[[Consider including additional policies like those listed at CTE’s website under Optional Additions](https://cte.utah.edu/instructor-education/syllabus/optional-additions.php#:~:text=Course%20Policy%20Additions).]

# University Policies

Updated mandatory syllabus policies regarding the ADA Act, Safety at the U, Addressing Sexual Misconduct, and Academic Misconduct can be viewed at: <https://cte.utah.edu/instructor-education/syllabus/institutional-policies.php>

# Preliminary Course Schedule

[Topic/discussion information required for mandatory courses only. [Learn more about the guidance issued from USHE on state requirements for syllabi and definition of "mandatory course" here.](https://www.google.com/url?client=internal-element-cse&cx=009101457874032902310:nlmdhdnqiup&q=https://ushe.edu/wp-content/uploads/pdf/Board/Board_Guidance/USHE_HB_261_Guidance_December_2024.pdf&sa=U&ved=2ahUKEwj84KzV6paMAxUzJUQIHWeLDgMQFnoECAEQAQ&usg=AOvVaw3Fowdrv7dmoPhAkVnGd0Zw&fexp=72913893,72913894)]

[Provide a preliminary schedule for major examinations and assignment due dates, as well as a short description of the subject matter for each lecture/discussion.]

**Date Topic/Discussion Due Dates:**

***Week 1:*** Course Introduction and Homework #1 Due Jan.10

Syllabus/Schedule Review

***Week 2:*** Topic 2 Homework #2 Due Jan .17

***Week 3:*** Topic 3

***Week 4:*** Exam 1 In Class

***Week 5:*** Topic 4 Homework #3 Due…

***Week 6:*** Topic 5 Homework #4 Due…

***Week 7:*** Topic 6 Homework #5 Due….

***Week 8:*** Exam 2 In Class

***Week 9:*** Topic 7 Homework #6 Due…

***Week 10:*** Topic 8 Homework #7 Due…

***Week 11:*** Topic 9 Homework #8 Due…

***Week 12:*** Exam 3 In Class

***Week 13:*** Topic 10 Homework #9 Due…

***Week 14:*** Topic 11 Homework #10 Due…

***Week 15:***  Topic 12 In Class

***Week 16:*** Final Project Presentations Due in class

***Finals Week:***  Final Exam April 26, in class

**This syllabus is subject to change at the discretion of the instructor.**

**[Version 08/07/2025]**