

# Course Prefix & Number: Course Title

Credit hours

Term and year

Delivery Mode (Course section and meeting location as appropriate)

 **Instructor:** First Last

 **Office:** Building and Room

 **Office Hours:** Monday and Tuesday 9 to 11am

 **Phone:**  217-206-xxxx

 **Email:**  you@uis.edu

 **Fax:** 217-206-xxxx

## Course Description (required on all syllabi)

Enter course description here.

## Course Objectives (required on all syllabi)

Upon completion of the course, students will:

* Measurable Course Objective 1
* Measurable Course Objective 2
* Measurable Course Objective 3

## Learning Outcomes (required on all syllabi)

## Prerequisites (optional)

## UIS Academic Integrity Policy (recommended on all syllabi)

I support the UIS policy on Academic Integrity, which states, in part: “Academic integrity is at the heart of the university’s commitment to academic excellence. The UIS community strives to communicate and support clear standards of integrity, so that undergraduate and graduate students can internalize those standards and carry them forward in their personal and professional lives. Living a life with integrity prepares students to assume leadership roles in their communities as well as in their chosen profession. Alumni can be proud of their education and the larger society will benefit from the University’s contribution to the development of ethical leaders. Violations of academic integrity demean the violator, degrade the learning process, deflate the meaning of grades, discredit the accomplishments of past and present students, and tarnish the reputation of the university for all its members.”

Academic sanctions range from a warning to expulsion from the university, depending on the severity of your violation and your history of violations. Whatever the sanction, I will file a report of academic dishonesty to the Office of the Provost.

You are responsible for understanding and complying with the [UIS Academic Integrity Policy](http://www.uis.edu/academicintegrity).

## Early Alert Participation (If applicable)

This course participates in the Starfish Early Alert System, an early intervention system designed to enable academic success, student persistence, and graduation. When an instructor observes student behaviors or concerns that may impede academic success, the instructor may raise an alert flag that 1) notifies the student of the concern, 2) requests an individual contact to discuss the issue, and 3) in most cases, also refers the student to the academic advisor. If you receive an email notification of an early alert, it is your responsibility to contact the instructor as soon as possible to discuss the issue. The purpose of the contact is to determine the severity of the issue, accurately assess its potential impact on your academic success, and to plan actions to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact your academic advisor.

## Academic Accommodations (required on all syllabi)

If you are a student with a documented temporary or ongoing disability in need of academic accommodations, please contact the Office of Disability Services at 217-206-6666.

Disabilities may include, but are not limited to: Psychological, Health, Learning, Sensory, Mobility, ADHD, TBI and Autism Spectrum Disorder.  In some cases, accommodations are also available for shorter term disabling conditions such as severe medical situations.  Accommodations are based upon underlying medical and cognitive conditions and may include, but are not limited to: extended time for tests and quizzes, distraction free environment for tests and quizzes, a note taker, interpreter and FM devices.

Students who have made a request for an academic accommodation that has been reviewed and approved by the ODS will receive an accommodation letter which should be provided by the student to the instructor as soon as possible, preferably in the first week of class.

## Inclement Weather

On rare occasions, the university cancels classes because of inclement weather.  If circumstances are harsh and the university decides to cancel, an announcement should be made by 6 a.m. or 3 p.m.  Check the UIS website or listen to WUIS 91.9 FM for the latest information.  Road conditions can vary greatly within the UIS region, some students have longer drives than others, and some drivers are more skilled at dealing with inclement weather than are others.  Please do not drive if you conclude that the weather makes it dangerous for you to do so, but please let me know of your decision.

## Library Resources

Get help at your library!  You can access library resources, databases, and helpful research guides from [Brookens Library](https://library.uis.edu/).

For in-depth help, please contact one of our librarians directly via email or schedule a one-on-one research consultation conducted in-person, over the phone, or online.

[View full list of librarians by subject](https://libguides.uis.edu/librarians).

## Required Text(s) (If applicable)

## Course Requirements (Required on all syllabi)

## Methods of Evaluation (Required on all syllabi; may include descriptions of major assignments)

The College of Business and Management requires that assignments be linked to learning outcomes.

## Grading (Required on all syllabi)

## Course Calendar

| Week | Topic | Assignment |
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| 1. Finals Week
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## Assignment/Discussion Web Links

| Week or Topic | Links |
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## Hyperlinked URLs

UIS Academic Integrity Policy may be found online at http://www.uis.edu/academicintegrity

Brookens Library may be found online at https://library.uis.edu/

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