[uh.edu/socialwork](http://www.uh.edu/socialwork)

**COURSE TITLE/SECTION**:

**TIME:**

**FACULTY: OFFICE HOURS**:

**E-mail: Phone:** 713/ **FAX:** 713/

# Course

* 1. **Catalog Description**

The “official” course description, limited to 30 words, and approved by GPSC. Cannot be changed, and is the same for all sections of the same course.

* 1. **Purpose**

Required statement as approved by the Faculty Association that expands the course description. Cannot be changed, and is the same for all sections of the same course.

# Course Objectives

As approved by the Faculty Association for all courses. Cannot be changed, and are the same for all sections of the same course. This section should begin with the following wording:

Upon completion of this course, students will be able to demonstrate the following objectives:

* 1. each course objective should be linked to CSWE competency

# Course Content

To include whatever content instructor wants regarding the specific content areas to be covered by the course. This section does not need to be uniform across course sections or classes. This section should begin with the following wording:

This course will include the following topical (content) areas:

1. list topics of course in order of presentation...

# Course Structure

To include whatever content instructor wants regarding the mode(s) of classroom instruction and class format. This section does not need to be uniform across course sections or classes.

# Textbooks

Use most recent APA format (sixth edition) for all textbooks or other required and optional readings.

# Course Requirements

This section should identify the course assignments, including written assignments, projects, and exams, as well as due dates. It is suggested that any stipulations regarding late submissions be included here.

# Evaluation and Grading

Must include the following language:

The following standard grading scale has been adopted for all courses taught in the college.

A = 96-100% of the points C+ = 76-79.9%

A- = 92-95.9% C = 72-75.9%

B+= 88-91.9% C- = 68-71.9%

B = 84-87.9% D = 64-67.9%

B- = 80-83.9% F = Below 64%

# Policy on grades of I (Incomplete):

Must include the following language:

The grade of "I" (Incomplete) is a conditional and temporary grade given when students are either **(a)** passing a course or **(b)** still have a reasonable chance of passing in the judgment of the instructor but, for non-academic reasons beyond their control have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students must contact the instructor of the course in which they receive an “I” grade to make arrangements to complete the course requirements. Students should be instructed not to re-register for the same course in a following semester in order to complete the incomplete requirements.

The grade of "I" must be changed by fulfillment of course requirements within one year of the date awarded or it will be changed automatically to an "F" (or to a "U" [Unsatisfactory] in S/U graded courses). The instructor may require a time period of less than one year to fulfill course requirements, and the grade may be changed by the instructor at any time to reflect work completed in the course. The grade of "I" may not be changed to a grade of **W**.

# Policy on academic dishonesty and plagiarism

Must include the following language:

Please click the link below for the full explanation of the Academic Honesty policy and procedure

Policy: <http://www.uh.edu/provost/policies/honesty/_documents-honesty/academic-honesty-policy.pdf>

Definitions:

“Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements. Academic dishonesty includes but is not limited to, the following:

*Plagiarism*

* + 1. Representing as one’s own work the work of another without acknowledging the source (plagiarism). Plagiarism includes copying verbatim text from the literature, whether printed or electronic, in all assignments including field.

*Cheating and Unauthorized Group Work*

* + 1. Openly cheating in an examination, as copying from another’s paper; c. Being able to view during an examination, quiz or any in-class assignment an electronic device that allows communication with another person, access to unauthorized material, access to the internet, or the ability to capture an image, unless expressly permitted by the instructor;

1. Using and/or possessing “crib notes,” as unauthorized use of notes or the like to aid in answering questions during an examination;
2. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information;
3. Securing another to take a test in the student’s place. Both the student taking the test for another and the student registered in the course are at fault;

*Fabrication, Falsification, and Misrepresentation*

1. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
2. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;
3. Falsifying results in laboratory experiments;
4. Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible;
5. Representing oneself as a person who has earned a degree without having earned that particular degree

*Stealing and Abuse of Academic Materials*

1. Stealing, as theft of tests or grade books, from faculty offices or elsewhere, or knowingly using stolen tests or materials in satisfaction of exams, papers, or other assignments; this includes the removal of items posted for use by the students;
2. Mutilating or stealing library materimaterials; misshelving materials with the intent to reduce accessibility to other students;

*Complicity in Academic Dishonesty*

1. Failing to report to the instructor or departmental hearing officer an incident which the student believes to be a violation of the academic honesty policy;

*Academic Misconduct*

1. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

Process:

Students shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor of record involved or to the appropriate authority if the alleged act is not associated with a specific class within 5 class days of the incident. Faculty or instructor of record shall have the responsibility of reporting incidents of alleged academic dishonesty through their college hearing officer within 5 class days of the incident. The faculty should include the recommended sanction in the report. The college hearing officer will notify the student of the report and recommended sanction. The student can accept the sanction and waive a hearing or request a college hearing. A hearing shall be set within 10 days and would be consist of two faculty and three students chosen by the hearing officer.

# Course Schedule and Reading Assignments

Includes class meeting dates and class assignments with due dates. Informs students when class meets, breaks, and when assignments are due for the entire semester.

# Bibliography-optional

Lists current references for students who are interested in pursuing additional information on course content.

# Americans with Disabilities Statement

Must include the following language:

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact the UH Center for Disabilities at 713-743-5400.

# Counseling and Psychological Services

# Must include the following language:

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps/)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus. <http://www.uh.edu/caps/outreach/lets_talk.html>

# Addenda – optional

To include any additional information the instructor wishes to provide to students, such as guidance regarding course expectations, use of Blackboard, use of electronic devices, classroom behavior, etc.

This template was prepared entirely in Arial 12 pt using **BOLD** font as illustrated.

Revised: July 11, 2017

Please email [gcswits@uh.edu](mailto:gcswits@uh.edu) a word version of your syllabus at least 2 weeks before the semester begins.