Date:

Course:

Term:

Instructor:

Any CU Succeed Ethnic Studies course syllabus must include the following:

* Should use CU Succeed Syllabus Template (see attached).
* CU Denver **course number** and **title** only.
* **Department and university name**.
* **Instructor name, email, and phone number**.
* **Term and class meeting hours, days, and location**.
* **University course** **catalog description** (from the CU Denver catalog).
* **Course overview** meaning a short description including major topics addressed, rationale for those topics, and recommendations for student success in the course.
* **Course goals and learning objectives** that are clearly measurable (these can be bulleted, listed, or outlined and as detailed as you like) including:
  + your own learning objectives.
  + the Ethnic Studies Department Learning Outcomes (please ask for a copy)
  + the CU Denver Core General Education Learning Outcomes the course is designated for (only if applicable):
    - ETST 2000: Introduction to Ethnic Studies and ETST 2010: Introduction to Latinx Studies are designated as Social Science Core classes (please ask for a copy).
    - ETST 2155: African American History and ETST 2357: Asian American & Pacific Islander Cultures are designated as Humanities Core classes (please ask for a copy).
  + the GT Pathway(s) Competencies and Learning Objectives the course is approved for (only if applicable) (please ask for a copy).
* **Course prerequisites**, specifically include skills students should have and courses they need to have taken.
* **Number of course credits**.
* **CU Succeed and CU Denver Credit statement**: “This is a CU Denver class being taught in your high school classroom through the CU Succeed program. You have the *option* to receive CU Denver credit for taking this class. To receive credit you need to register for this class with CU Succeed on the CU Succeed Website. If you register for this class with CU Succeed the grade you earn will be recorded on an official CU Denver transcript. It will become part of your permanent academic record at any of the University of Colorado campuses, unless you drop the course with CU by the drop deadline. There may be a tuition cost associated with this course. To learn more about CU Succeed, how to register, registration and drop deadlines, tuition, and transferability of credits please go to our website. <https://clas.ucdenver.edu/cusucceed/>.”
* List **required texts and materials** using full citations.
* List **supplementary texts and materials** (optional).
* **Course schedule** which should include the sequence of course topics, preparations or readings for each class, and assignments with due dates. Make sure to include specific chapters and page numbers. Exam dates should be firmly fixed while dates for topics and activities can be tentative. You MUST notify the students in writing if the syllabus is revised.
* List all course **assignments** includingdescriptions of each and their deadlines. Include discussion of how the assignments relate to the learning objectives of the course. For exams include test dates and formats. For written assignments included expected length, formatting, and rubrics.
* Explanation of **final grade breakdown** including a list of all assignments, corresponding points and percentages, and point total/percentage.
* **University grading scale** that is as detailed as possible (points or percentages and +/- system). See template for a sample. Also **include the following “Important Note”**: “the grade you receive in this course will be recorded on an official CU Denver transcript and will become a part of your permanent University of Colorado academic record. A grade below C could affect your admission to a CU or other campus. If you earn a grade of C- or lower and are later admitted to a CU campus, you will be on academic probation for the first semester of attendance and subject to University policies on satisfactory academic progress.”
* **Course policies on grading, attendance, late arrival, religious observances, late work, extra credit, and revision/resubmission**.See the template for things to consider and examples. Your policies should be as detailed as possible. In terms of attendance make sure your students understand the high school’s attendance policies don’t apply to your course.
* **The following statement on disability access**:“The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with Disability Resources and Services (DRS) in the Student Commons Building, Suite 2116 (Address: 1201 Larimer Street, Denver, CO 80217-3364; Phone: 303-315-3510; Fax: 303-315-3515; Email: disabilityresources@ucdenver.edu). I will be happy to provide approved accommodations, once you provide me with a copy of DRS’s letter.” Please note that DRS requires students to provide current and adequate documentation of their disabilities. Once a student has registered with DRS, DRS will review the documentation and assess the student’s request for academic accommodations in light of the documentation. DRS will then provide the student with a letter indicating which academic accommodations have been approved. If the student has been deemed eligible for accommodations by their high school, they will be issued a 504 plan. As the instructor, you may honor the school’s evaluation and grant the student the recommended accommodations in the 504, or you may instruct the student to request the accommodations from the office of Disability Resources and Services, which will conduct an evaluation and determine if the student is eligible for accommodations and what those accommodations should be.
* **Academic honesty statement** (see template for examples). Strongly consider including the following links: <https://clas.ucdenver.edu/faculty-staff/policies-procedures/handling-academic-dishonesty/definition-academic-dishonesty> and <https://clas.ucdenver.edu/writing-center/students/plagiarismturnitin>.
* **Statement on the university’s Student Code of Conduct** (see template for suggestions).

For more information on syllabus requirements see: <https://clas.ucdenver.edu/faculty-staff/policies-procedures/syllabus-requirements-inserts>.

Notes: