**SYLLABUS TEMPLATE**

**Legend:** Black = Required Language and Information

Blue = You fill this in. See the sample syllabi on the GEL website under New Instructor Resources <https://gel.sites.uiowa.edu/new-instructor-resources>. Feel free to copy, cut & paste, and rewrite any of the information. Information does not need to appear in a specific order.

**The University of Iowa  
The College of Liberal Arts and Sciences**

Semester, Year

**Interpretation of Literature:** ENGL:1200: Your Section #

Time You Meet    Room and Building

**Department of English:** <https://english.uiowa.edu/undergraduate>

**Course ICON site**: To access the course site, log into [Iowa Courses Online (ICON)](http://icon.uiowa.edu/index.shtml)

https://icon.uiowa.edu/index.shtml using your Hawk ID and password.

**Course Home**

For Undergraduate Courses: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the add and drop deadlines, the “second-grade only” option (SGO), academic misconduct policies, and other undergraduate policies and procedures. Other UI colleges may have different policies.

**Instructor**: Your Name

Office Location: Building and room number

Student drop-in hours: (i.e., office hours; you are required to hold 3 hours minimum per week; online GEL sections can have all online hours, but in-person sections must have **at least some in-person hours** each week) and by appointment.

Email: your-address@uiowa.edu (Students should contact you via email; do not list the department phone number as your phone number.)

Department Chair: Blaine Greteman, [blaine-greteman@uiowa.edu](mailto:blaine-greteman@uiowa.edu); 308 EPB.

Department Main Office: 308 EPB

Course Supervisor: Bluford Adams, Bluford-adams@uiowa.edu, 458 EPB, (319) 335-0461.

**Course Description**

This is where you describe what students should expect in the course and the department goals/outcomes. Usually, this section is 1-2 paragraphs in length. You should specify the goals and learning objectives of your course, its themes, and major issues. You can simply use the CLAS and departmental wording as is, or (much better) try to figure how it encompasses your own goals and objectives and go with your own explanation, in 3-4 sentences, of what you expect your students to learn during the semester. Giving your students a specific set of goals and learning objectives will make it easier for you to explain the relevance and importance of classroom assignments and exercises. You should mention that the course is in the “Communication and Literacy” content area of the CLAS General Education CLAS Core.

**Outcomes**

Here are the English Department and CLAS outcomes for GEL:

* Students cultivate lifetime habits of frequent, sensitive, intelligent, and satisfying reading
* Students refine their reading skills by the exposure to a wide variety of genres from multiple centuries.
* Students improve their reading comprehension and analysis by using a range of strategies or “ways of reading” appropriate for the assigned texts
* Students strengthen their analytical and critical responses to texts through the intensive use of oral and written responses.
* Through assigned readings, class discussion, and writing assignments, students begin to recognize the influence of a reader’s individual differences and experiences on interpretation and analysis.
* In discussion and in writing, students consider and begin to understand the crucial connections between individual texts and cultural, historical, political, social, and other contexts.
* Finally, students deepen their vision of themselves as readers, particularly as contrasted to beginning of the course.

And here is a typical restatement of these outcomes, tailored to a particular class:

* Students will use and refine their skills of reading, speaking, and writing to respond critically and thoughtfully to literary texts and other media
* Students will learn to see themselves as readers, recognizing the influence of individual differences (such as gender, ethnicity, geography) and experiences on interpretation.
* Students will consider the connections between individual texts and broader cultural contexts.

**Workload expectations**

The University of Iowa expects a 3-hour credit course to entail at least 6 hours of outside preparation per week by students. Sample description: For each semester hour credit in this course, students should expect to spend two hours per week preparing for class sessions. This is a three credit hour course, so your average out-of-class preparation per week is six hours. This will fluctuate throughout the semester; some weeks will be a bit lighter and others more intense.

**List of all required texts** (list all course texts here including author/editor’s name, exact title, edition, ISBN number, retail price, date of publication, publisher, and place where books were ordered). **Under no circumstances should you order more than 2-3 books in any single genre.**

**Other required materials**

Note the other materials that are required for this course, such as paper and writing utensils for daily activities/quizzes, folders or notebooks for reading journals, and printing money for readings placed on the course website. You can also note here if you require students to print writing assignments and readings so that they have a sense of how much they should expect to spend.

**!! All GEL courses should include these assignments with the indicated grade weights:**

**Grading policies:**

Participation: 15%

Major Writing Assignment 1: 15 %

Major Writing Assignment 2: 20%

Midterm Exam: 15 %

Final Exam: 15%

Other Assignments (reading responses, quizzes, presentations, etc.): 20%

Final Portfolio: required to pass the class (may also be worth up to 5% if you choose)

= 100%

In this section, provide a brief description of the course work. Will the writing assignments be critical papers, or a combination of critical and creative responses? REMEMBER: Your students must write at least 5,000 words over the course of the semester. (This includes both formal writing assignments and informal writing exercises.) Will the quizzes be scheduled? What will be in the portfolio, and how will it count? Tell students that you will post full descriptions of all writing assignments on ICON.

Note: GEL requires students to submit a final portfolio at the end of the semester, but instructors have flexibility in how to use the portfolio. Some choose to make it a graded component of their course; others choose to make it a shorter assignment and simply give it a completion grade, while making it clear that students cannot pass the class without completing this assignment. Minimum requirements are: A copy of all major written assignments (minimum 3 assignments, tbd by instructor) and a final 2-3 page reflective paper on what the student learned during the course. See the GEL handbook for further details.

Below is the standard ICON grading scale of an A-F plus/minus scale that you should include. Note that A+ is only used in the case of rare and extraordinary academic achievement.

**Grading System**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | 94-100% | A- | 90-93.9% | B+ | 87-89.9% |
| B | 84-86.9% | B- | 80-83.9% | C+ | 77-79.9% |
| C | 74-76.9% | C- | 70-73.9% | D+ | 67-69.9% |
| D | 64-66.9% | D- | 61-63.9% | F | 60% and below |

**Attendance policy**

In this section, detail the GEL attendance policy (see below) and provide information about the differences between excused vs. unexcused absences, the relationship between attendance and participation, and additional expectations, such as that students are expected to submit assignments on time, even when they will miss a class. You might refer to the College of Liberal Arts and Sciences on attendance and absences: <http://clas.uiowa.edu/students/handbook/attendance-absences> as well as the language on the registrar’s website regarding absences: <http://registrar.uiowa.edu/absence-class>

!!!**Instructors: Please familiarize yourself with the GEL’s new attendance policy as described in the updated handbook.**

\*If you want to use this CLAS [absence form](https://clas.uiowa.edu/sites/default/files/ABSENCE%20EXPLANATION%20FORM.pdf), you can put a link to it in your syllabus. (It is also to be found on the Student Tools tab of ICON.) You should tell students it is due within **two weeks** of any absence.

*Instructors: Please paste in EITHER this section OR the next one, depending on whether your class meets 2 or 3 times each week*

Attendance Policy for MWF Class:

Students are expected to attend all classes. They should arrive on time and remain until I dismiss class. That said, occasionally everyone needs to miss class, whether it is due to illness, family or personal emergency, or even being overwhelmed by work for other classes. Therefore, I allow each student **six absences** without penalty. You do not need to provide any excuse for these absences, though if you know ahead of time you will be missing class, an email is always appreciated.

Each unexcused absence beyond the permitted six will lower your **final grade in the course** by **1/3 of a letter grade**. So, with seven unexcused absences, an A becomes an A- and a B- becomes a C+. With eight unexcused absences, an A becomes a B+, a B- becomes a C, etc.

There may also be other circumstances in which a student must miss class because of illness, military service obligations, religious holy day obligations, University-sponsored activities, or [“unavoidable circumstances” as defined by CLAS.](https://clas.uiowa.edu/faculty/student-attendance-and-absences#absences-unavoidable%20circumstances) Students with mandatory religious obligations or UI-authorized activities must discuss their absences with me as soon as possible. Religious obligations must be communicated within the first three weeks of classes. **I will excuse these absences only if you provide proper documentation (within two weeks of the absence) and make up all missed coursework.** These excused absences **will** count towards the aforementioned six, though you will not be penalized for excused absences accrued beyond the allowed six. For example, if you miss six classes for University-sponsored activities and then decide to skip a seventh class later in the semester, it will lower your final grade. However, if you need to miss a seventh class because of a documented illness, it will not lower your final grade. For information on excused and unexcused absences, see <http://clas.uiowa.edu/students/handbook/attendance-absences>

**Please note**: I will explicitly tell you if an absence is excused. **Otherwise, you should assume the absence is unexcused. I will keep an updated record of your absences on ICON, so you can keep track of how many you have.**

**STUDENTS WITH 13 OR MORE ABSENCES FAIL THE COURSE**

You will automatically fail the class if you accumulate more than twelve total absences, which is over one full month of the semester. **This rule does not apply to student athletes and others who miss more than twelve classes while participating in University-sponsored activities.**

**Tuition Insurance**: Any student who fears they cannot meet these attendance requirements should consider the tuition insurance available through the [UI Billing Office](https://ubill.fo.uiowa.edu/tuition-and-housing-rate-schedules).

Please note that an absence is not the same as an extension, and I still expect you to turn in via ICON any written assignments due that day. The only exception is reading quizzes, which you will not be penalized for missing as long as the absence is excused or one of your allotted six. If the absence is not one of the six or otherwise excused, you will also receive a 0 on the reading quiz for that class.

**\*Any student seeking an SDS absence accommodation should meet with me at the beginning of the course as should any student who feels that they will be unfairly impacted by these attendance policies.**

Attendance Policy for M/W or Tu/Th Class:

Students are expected to attend all classes. They should arrive on time and remain until I dismiss class. That said, occasionally everyone needs to miss class, whether it is due to illness, family or personal emergency, or even being overwhelmed by work for other classes. Therefore, I allow each student **four absences** without penalty. You do not need to provide any excuse for these absences, though if you know ahead of time you will be missing class, an email is always appreciated.

Each unexcused absence beyond the permitted four will lower your **final grade in the course** by **1/3 of a letter grade**. So, with five unexcused absences, an A becomes an A- and a B- becomes a C+. With six unexcused absences, an A becomes a B+, a B- becomes a C, etc.

There may also be other circumstances in which a student must miss class because of illness, military service obligations, religious holy day obligations, University-sponsored activities, or [“unavoidable circumstances” as defined by CLAS.](https://clas.uiowa.edu/faculty/student-attendance-and-absences#absences-unavoidable%20circumstances) Students with mandatory religious obligations or UI-authorized activities must discuss their absences with me as soon as possible. Religious obligations must be communicated within the first three weeks of classes. **I will excuse these absences only if you provide proper documentation (within two weeks of the absence) and make up all missed coursework.** These excused absences **will** count towards the aforementioned four, though you will not be penalized for excused absences accrued beyond the allowed four. For example, if you miss four classes for University-sponsored activities and then decide to skip a fifth class later in the semester, it will lower your final grade. However, if you need to miss a fifth class because of a documented illness, it will not lower your final grade. For information on excused and unexcused absences, see <http://clas.uiowa.edu/students/handbook/attendance-absences>

**Please note**: I will explicitly tell you if an absence is excused. **Otherwise, you should assume the absence is unexcused. I will keep an updated record of your absences on ICON, so you can keep track of how many you have.**

**STUDENTS WITH 9 OR MORE ABSENCES FAIL THE COURSE**

You will automatically fail the class if you accumulate more than eight total absences, which is over one full month of the semester. **This rule does not apply to student athletes and others who miss more than eight classes while participating in University-sponsored activities.**

**Tuition Insurance**: Any student who fears they cannot meet these attendance requirements should consider the tuition insurance available through the [UI Billing Office](https://ubill.fo.uiowa.edu/tuition-and-housing-rate-schedules).

Please note that an absence is not the same as an extension, and I still expect you to turn in via ICON any written assignments due that day. The only exception is reading quizzes, which you will not be penalized for missing as long as the absence is excused or one of your allotted four. If the absence is not one of the four or otherwise excused, you will also receive a 0 on the reading quiz for that class.

**\*Any student seeking an SDS absence accommodation should meet with me at the beginning of the course as should any student who feels that they will be unfairly impacted by these attendance policies.**

**Policy on the Use of AI**

**Your students are likely to use AI to help them with their assignments, so you must set down clear guidelines about that practice in your syllabus. Will you ban their use of AI entirely? (If so, you should say that any use of AI will be considered plagiarism and treated as such.) Will you allow students to use AI-generated material as a source for their papers, provided that they properly cite it? (If so, you should explain how you want students to cite the AI-generated material.) It is up to you to set boundaries on the use of AI and to make those boundaries clear in your syllabus. You should periodically remind students of your policies on the use of AI throughout the semester, especially when they are working on their papers. For some valuable tips on teaching in the age of AI, including help with syllabus language, see the FAQ’s at** [**https://teach.its.uiowa.edu/artificial-intelligence-tools-and-teaching**](https://teach.its.uiowa.edu/artificial-intelligence-tools-and-teaching)

**Plagiarism and Academic Misconduct**

Plagiarism is presenting someone else’s work as if it were your own. It can occur intentionally or unintentionally. Intentional plagiarism is cheating; it’s when you deliberately copy another person’s words or ideas without acknowledgment. Examples of this include copying all or any portion of an encyclopedia entry or published essay, downloading a paper off the internet, and handing in a paper from a fraternity’s files. Keep in mind that your instructors read widely and have a lot of experience reading student work. Believe us when we tell you that words that are not your own are easy to spot. The consequences for plagiarizing are severe: we report all cases to the college, and the usual consequences is a zero on the assignment and often failing the course.

Unintentional plagiarism is by far the most common form, and usually involves improper citation of your reference sources. The best way to avoid this is to learn how to cite your sources correctly and, when in doubt, to cite anything you have consulted. Careful notetaking and a clear understanding of the rules for quoting, paraphrasing, and summarizing sources, according to a recognized manual of style, will help prevent accidental plagiarism. Proper citation tells your instructors where you got your information and demonstrates to them that you are not trying to cheat.

If you are unsure about which citation form to use, check with your instructor and then visit our Style and Citation webpage at <http://clas.uiowa.edu/history/teaching-and-writing-center/style-and-citation>

**Late Assignment Policy**

Late work will be **docked 1 letter grade** for every day late, beginning as soon as the original due date has passed. A paper due at 12 p.m. turned in at 12:30 p.m., for example, will be docked 1 letter grade. Late major work submitted over four or more days after the due date will receive an automatic F. If you miss class, you are still responsible for submitting work on time via ICON or email.

Please Note: You can add further explanation of this policy as needed, but it is IMPERATIVE that you stress this policy at the beginning of the semester. Obviously, some unavoidable emergencies and/or scheduling conflicts may appear that will cause us to make exceptions to this policy, such as documented family emergencies.

**Optional Additional Sections: See Sample Syllabi for Examples**

* Technology Policy (What kinds of tech they can bring into the classroom? Do you allow computers, e-readers, etc.)
* Additional Resources (Confidential reporting options on and off campus, Writing Center, Tutor Iowa, UI Counseling Services)
* Communication (email etiquette, classroom environment)
* Participation (What counts as engaged participation in your classroom? What are examples of class disruptions? Mention that students have a right to a distraction-free learning environment.)
* Policies for discussing graded work
* Collaboration (CLAS asks that instructors specify if collaboration is allowed on assignments and, if so, your expectations for a student’s individual performance. If collaboration is not allowed or is considered academic misconduct, this should be emphasized. The student’s responsibility for understanding these boundaries and for asking for clarification should be stressed.)

***The following*** ***CLAS “Course Policies” and “University Policies” links must be included in your syllabus so just cut and paste this entire section:***

**College of Liberal Arts and Sciences (CLAS) Course Policies**

[**Exam Policies**](https://clas.uiowa.edu/faculty/examination-policies-and-best-practices)

**Communication: UI Email**

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community.

**University Policies**  
[**Accommodations for Students with Disabilities**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#accommodations-for-students-with-disabilities)  
[**Basic Needs and Support for Students**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#basic-needs-and-support-for-students)  
[**Classroom Expectations**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#classroom-expectations)  
[**Exam Make-up Owing to Absence**](https://opsmanual.uiowa.edu/students/absences-class#8.1)  
[**Free Speech and Expression**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#free-speech-and-expression)  
[**Mental Health**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#mental-health)  
[**Military Service Obligations**](https://opsmanual.uiowa.edu/students/absences-class#8.2)  
[**Non-discrimination**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#non-discrimination-statement)  
[**Religious Holy Days**](https://opsmanual.uiowa.edu/students/absences-class#8.2)  
[**Sexual Harassment/Misconduct and Supportive Measures**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sexual-harassment--sexual-misconduct-and-supportive-measures)  
[**Sharing of Class Recordings**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sharing-of-class-recordings-if-appropriate)

Fall 2023 Calendar of Course Assignments

*This is a tentative calendar and is subject to change. Updates will be posted to ICON and/or announced in class.  Students are  responsible  for  tracking  course  activities, readings, and  assignments. Note midterm dates and significant deadlines, such as the last day to drop. The master calendar, which includes university holidays and other important deadlines, can be found here: https://registrar.uiowa.edu/academic-calendar*

NOTE: returning GEL instructors are allowed to change the order of these units (i.e., to begin with Poetry or Drama instead of nonfiction), but the sequence of major assignments and exams should remain roughly the same, and you should aim to devote at least three weeks to each of the genres. This should leave you four weeks to return to one or more of these genres and/or introduce new ones, such as the Graphic Novel, Film and Visual Media, etc.

Week 1 (August 21-25) Unit 1: Essaying and Nonfiction

M: Introduce the syllabus. What is an essay/nonfiction? Why are you reading the ones you've chosen?

W: describe reading and assignments here, etc.

F:

Week 2 (August 28-September1)

M:

W:

F:

Week 3 (September 4-8)

M: Labor Day, University Holiday

W:

F:

Week 4 (September 11-15) Unit 2: Poetry

M: Introduce poetry unit and assign first major writing assignment if you have not done so.

W:

F:

Week 5 (September 18-22)

M:

W:

F:

Week 6 (September 25-29)

M:

W:

F: The first major writing assignment is due by now or before

Week 7 (October 2-6): Midterm and Unit 3: Narrative Fiction

M:

W: Review for midterm and introduce narrative fiction unit and the novel and/or short stories you will be reading.

F: **Midterm exam**

Week 8 (October 9-13)

M:

W:

F:

Week 9 (October 16-20)

M:

W:

F:

Week 10 (October 23-27)

M:

W:

F: Assign the second major writing assignment by now.

Week 11 (October 30-November 3) Unit 4: Drama

M: Introduce the drama unit and the play(s) you will read

W:

F:

Week 12 (November 6-10)

M:

W:

F:

Week 13 (November 13-17) Final weeks on materials of your choice (Graphic novel, drama, novel, etc)\_

M:

W:

F: Major writing assignment 2 due by now.

Week 14 (November 20-24)

Fall Break (check calendar)

Week 15 (November 27-December 1)

M:

W:

F:

Week 16 (December 4-8). Do not assign any major projects this week (aside from portfolio submissions). Please remember that final exams may only be given during finals week according to CLAS policy (unless the course is off-cycle). Likewise, no major exams may be given the week before finals week.

M:

W:

F: Final review and conclusion.

Week 17: Finals Week

The final exam schedule for each semester is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this final exam information.