



Course Rubric (e.g., AAS 100):

Title of Course

Semester 20XX

Course Information

- Course Duration (e.g., Full Semester, Second Eight Weeks)
- Contact Hours: (e.g., Monday, Wednesday, Friday 10:00 – 10:50 AM; three 50-minute lecture periods each week)
- Course Format: (e.g., in-person; synchronous online, etc.)
- Course Location: [Physical Room #, Zoom link, etc.]
- Weekly Hours of Expected Student Work, apart from instruction time: (e.g., 6 hours outside of class per week)
- # Credit Hours (e.g., 3 Credit Hours)

Instructor Information

- [Instructor Name]
- [Instructor Title]
- [Department/School/College/Unit/Other]
- Instructor contact information: [email address, phone number]
- Instructor office location: [physical room, Zoom link, etc.]
- Instructor drop-in hours for students: [Day/Time/Location]
- [Website if available]

- Teaching Assistant (TA): [Name]
- Teaching Assistant contact information: (e.g., email address)
- Teaching Assistant office location: (e.g., physical room, Zoom link, etc.)
- Teaching Assistant drop-in hours for students: [Day/Time/Location]

Course Description

Provide a general overview of the course, either copied directly or aligned with the description provided in the [Course Catalog](#).

Learning Outcomes

In this course, students will:

- Learning Outcome 1
- Learning Outcome 2
- Learning Outcome 3

Prerequisites

[List prerequisites for course if listed in the [Course Catalog](#)]

Course Materials

[Any of the below sections may be removed if not applicable]

Learning Management System

If Applicable, list any system(s) used for the course (e.g., [Canvas](#))

Required and Recommended Course Readings

If Applicable, list what texts, if any, students are required or recommended to obtain (e.g., purchase textbooks, access journal articles), information that identifies the version of the texts (e.g., edition, year of publication), and where they can acquire/access them (e.g., Illini Union Bookstore, Canvas). *Due dates of readings should be included in the "Course Schedule" section below.*

Required and Recommended Materials

If Applicable, list materials, if any, students are required or recommended to obtain (e.g., laptop, paint and brushes, etc.) and where they can acquire/access them.

Required Equipment

If Applicable, list what equipment, if any, students are required to obtain and where they can acquire/access them (e.g., functioning webcam and microphone if participation is required in an online course).

Required Software

If Applicable, list what software, if any, students are required to purchase and where they can acquire/access them (e.g., link to [Webstore](#) for available software; link to [Microsoft Office](#) if assignments are to be completed in Word).

Course Requirements and Policies

Grading Breakdown

Include a detailed breakdown of course grading. The **example** below could be adapted or used as a guide. ****Assignments & Grading Breakdown may be combined.****

Instructional Activity	Occurrences	Point Value	Total Points
Assignments	3	##	##
Weekly Discussion	8	##	##
Weekly Quizzes	##	##	##
Midterm Exam	##	##	##
Final Project	##	##	##
Final Exam	#	##	##
Total			##

Course Components

Include a description of all major assignments. It is helpful to provide information here on how and where assignments should be submitted or where they may locate additional information. ****Assignments & Grading Breakdown may be combined.****

Assignments

[Title, Overview/Details, Due Date/Time, How/Where to Submit, etc.]

Weekly Discussions

[Title, Overview/Details, Due Date/Time, How/Where to Submit, etc.]

Weekly Quizzes

[Title, Overview/Details, Due Date/Time, How/Where to Submit, etc.]

Final Project

[Title, Overview/Details, Due Date/Time, How/Where to Submit, etc.]

Exams

[Title, Overview/Details, Due Date/Time, How/Where to Submit, etc.]

Late Assignment Policy

Outline policy on late assignments (e.g., a certain number of points or percentage from total grade deducted each day after due date, no points are deducted if instructor is contacted a certain amount of time in advance of due date, etc.).

Class Attendance

The [Student Code](#) states "Regular class attendance is expected of all students at the university." *Each instructor's class attendance policy must be included in the syllabus. If there are expectations and/or grading based on class attendance/participation, instructors should include this section so students are aware of the expectations and clear information on how this will be calculated for the grade.*

Absence Policy

The [Student Code](#) outlines those circumstances in which a student may be eligible to obtain a letter from the Office of the Dean of Students for missed class. When eligible, students must submit an [absence letter request](#) within two weeks of returning to class following the absence.

Participation

If Applicable. If there are expectations and/or grading based on class participation, instructors should include this section so students are aware of the expectations and clear information on how this will be calculated for the grade.

Final Letter Grades/ Grading Scale

Include information about how final letter grades are determined. The **example** below, based on [point ranges](#), could be adapted or used as a guide. Additional details on how to approach grade discrepancies or other questions about final grades may be included.

Percentage	Letter Grade
98.00% - 100.00%	A+
93.00% - 97.99%	A
90.00% - 92.99%	A-
87.00% - 89.99%	B+
83.00% - 86.99%	B
80.00% - 82.99%	B-

77.00% - 79.99%	C+
73.00% - 76.99%	C
70.00% - 72.99%	C-
67.00% - 69.99%	D+
63.00% - 66.99%	D
60.00% - 62.99%	D-
59.99% and below	F

Additional Course and Campus Policies

Academic Integrity

The University of Illinois Urbana-Champaign [Student Code](#) should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity.

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the [Academic Integrity Policy](#). Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

Students with Disabilities

The University of Illinois is committed to ensuring that all students, including those with disabilities, do not experience barriers to learning and participating fully in class. If you have a letter of accommodation from DRES and have not already given it to me, please do so as soon as possible to ensure your accommodation needs are met.

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may:

- Visit: 1207 S. Oak St., Champaign
- Contact: 217-333-1970
- Email: disability@illinois.edu
- Visit: [DRES website](#)

Family Educational Rights and Privacy Act (FERPA)

The federal Family Educational Rights and Privacy Act ([FERPA](#)) affords students certain rights with respect to their education records

Mental Health

Significant stress, mood changes, excessive worry, substance/alcohol misuse or interferences in eating or sleep can have an impact on academic performance, social development, and emotional wellbeing. The University of Illinois offers a variety of confidential services including individual and group counseling, crisis intervention, psychiatric services, and specialized screenings which are covered through the Student Health Fee. If you or someone you know experiences any of the above mental health concerns, it is strongly encouraged to contact or visit any of the University's resources provided below. Getting help is a smart and courageous thing to do for yourself and for those who care about you.

- [Counseling Center](#) 217-333-3704
- [McKinley Health Center](#) 217-333-2700
- National Suicide Prevention Lifeline 800-273-8255
- Rosecrance Crisis Line 217-359-4141 (available 24/7, 365 days a year)

If you are in immediate danger, call 911.

Community of Care

As members of the Illinois community, we each have a responsibility to express care and concern for one another. If you come across a classmate whose behavior concerns you, whether in regard to their well-being or yours, we encourage you to refer this behavior to the Connie Frank CARE Center (formerly the Student Assistance Center) in the Office of the Dean of Students. You may do so by calling 217-333-0050 or by submitting an [online referral](#). Based on your report, staff in the Student Assistance Center will reach out to offer support and assistance.

Further, as a Community of Care, we want to support you in your overall wellness. We know that students sometimes face challenges that can impact academic performance (examples include mental health concerns, food insecurity, homelessness, personal emergencies). Should you find that you are managing such a challenge and that it is interfering with your coursework, you are encouraged to contact the [Connie Frank CARE Center](#) (formerly the Student Assistance Center) in the Office of the Dean of Students for support and referrals to campus and/or community resources.

Disruptive Behavior

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the [Office for Student Conflict Resolution](#). For Disciplinary action visit:

- Email: conflictresolution@illinois.edu

- Contact: 217-333-3680

Emergency Response Recommendations

Emergency response recommendations and campus building floor plans can be found on the [Division of Public Safety website](#). I encourage you to review this website within the first 10 days of class.

Religious Observances

It is the policy of the University of Illinois Urbana-Champaign to reasonably accommodate its students' religious beliefs, observances, and practices that conflict with a student's class attendance or participation in a scheduled examination or work requirement, consistent with state and federal law. Students should make requests for accommodation in advance of the conflict to allow time for both consideration of the request and alternate procedures to be prepared. Requests should be directed to the instructor. The [Office of the Dean of Students](#) provides an optional resource to assist students in making such requests.

Sexual Misconduct Reporting Obligation

The University of Illinois is committed to combating sex-based misconduct. Faculty and staff members are required to report any instances of sex-based misconduct to the University's Title IX Office. In turn, an individual with the Title IX Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: wecare.illinois.edu/resources/students/#confidential.

Other information about resources and reporting is available here: wecare.illinois.edu.

Veterans and Military Students

As a military-friendly institution, and per federal regulations and Illinois statutes, the University of Illinois Urbana-Champaign has established policies and procedures to accommodate military-connected students. In addition to the support available at the [Chez Veterans Center](#), members of the National Guard or Reserves and active-duty military personnel with military obligations (e.g., deployments, training, drills) are encouraged to communicate these, in advance whenever possible, to the instructor. The policy for Excused Absences and Departure from the University for U.S. Military or other U.S. National Defense Services can be found at [Student Code website](#).

Course Schedule/Outline

Include a detailed course schedule that includes the due dates of major assignments and exams. Typically provided at the very end of the syllabus but based on instructor preference.

Week	Topics	Instructional Activities
Orientation (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 1 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 2 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 3 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 4 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 5 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]
Week 6 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[Assignment] [Assignment] [Assignment]

Week	Topics	Instructional Activities
Week 7 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[[[[[Assignment]]]] [[[[[Assignment]]]] [[[[[Assignment]]]]
Week 8 (Date – Date)	<ul style="list-style-type: none"> • Topic • Topic 	[[[[[Assignment]]]] [[[[[Assignment]]]] [[[[[Assignment]]]]