

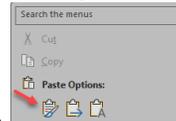
Ira A Fulton Schools of Engineering

Required Syllabus Itemsⁱ

Final for AY25-26 as of 07/17/2025

The distribution of a course information sheet or syllabus is required for all university undergraduate courses and strongly recommended for graduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. It must be made available (hard copy or online) during the first week of classes, and a hard copy available to students must be kept in the academic unit office for a period of not less than one year from the date the course was offered. The following information, **at minimum**, is required to be in the syllabus:

- Download this file so that you can copy, and then right click and paste text to use in your syllabus.



- Be sure to use this paste option to maintain all hyperlinks.
- Items in [brackets] are for information only and should be replaced as needed by appropriate content.
- Updates/changes that were added to this document either last year or this year are indicated in red.
 - **Please note mandatory covid accommodation language was deleted ~three years ago. If this information is still in your syllabus, it can be removed.**
- Any questions, you can contact Chuck Barbee at Charles.barbee@asu.edu

Required information starts here.

1. Contact Information

[Insert instructor's name, office/room number, telephone number, and e-mail address]

2. Office Hours

[Include office hours and a statement indicating how to contact the faculty member for an appointment outside office hours]

3. Course Description: [inserted here] If applicable, see Appendix A for mandatory statements related to General Studies Gold

4. Enrollment Requirements

[Indicate any prerequisites, corequisites, pre- or corequisites and/or antirequisites. Enrollment requirements should clearly indicate the academic preparation required for success in the courses. If there is not a specific course that prepares students for this work, preparation may be indicated in terms of a prerequisite number of hours or a class standing.]

5. Course Objectives

[A course objective describes what a faculty member will cover in a course. These are generally broader than student learning outcomes.]

[Objectives should be bulleted in the syllabus, Click [here](#) to see sample Objectives.]

6. Expected Learning Outcomes

[Course outcomes must be appropriate for the student's academic level. Combined courses must contain additional learning outcomes and assignments that differentiate the higher-level course from the lower-level course].

[Learning outcomes should be bulleted and provide a detailed description of what a student must be able to do at the end of the course. See this [link](#) for more information on how to develop learning outcomes.]

7. Grade Policies

- a. [An A-E grading scale that indicates in detail the cut off points for each grade.]
- b. [A breakdown of the assignments and their relative weighting, e.g., Exams 40%, Quizzes 30%...etc.]
- c. [If +/- grading is used indicate it clearly.]

8. Absence policies and the conditions under which assigned work and/or tests can be made up, which should include.

- a. [the instructor's general policy. Be sure to develop a system that provides for a fair application of your attendance policy for both face to face and Sync students, if applicable.]
- b. **and mandatory statement below.**

Excused absences for classes will be given without penalty to the grade in the case of (1) a university-sanctioned event [[ACD 304-02](#)]; (2) religious holidays [[ACD 304-04](#)]; a list of religious holidays can be found here <https://eoss.asu.edu/cora/holidays> ; (3) work performed in the line-of-duty according [[SSM 201-18](#)]. Students who request an excused absences must follow the policy/procedure guidelines. Excused absences do not relieve students of responsibility for any part of the course work required during the period of absence.

9. [NOTE, if applicable] Faculty recording of class sessions

Faculty may record class meetings to make an archived recording available to enrolled students, instructors, or support personnel. Creation of recordings for groups beyond these requires consent from students who are recorded.

[Sample language that class sessions will be recorded, see also copyright section below]

If you intend to record class meetings, the syllabus should (1) notify students that you may record and (2) indicate how recordings may be used.

Sample: Note that class sessions may be recorded, and recordings provided to enrolled students, instructors or instructional support personnel. If you have concerns about being recorded, please contact the course instructor.

Recordings may be used to accommodate student absences.

Recordings of all class sessions will be posted in Canvas for all students to access for reviewing course materials.

10. Lists of any required readings, assignments, examinations, special materials and extracurricular activities

- a. [Required textbooks or materials: Clearly indicate the required textbooks and optional textbooks]

- b. [ASU SYNC requirements (if applicable): Based on the needs of your class, insert the Sync computer/system requirements. When developing this policy, consider both ASU Sync classes participation requirements and proctoring requirements.]

Sample language below:

You are encouraged to use a PC or Apple laptop, or desktop equipped with a built-in or standalone webcam. You will need an internet connection that can effectively stream live broadcasts (e.g., 3G, 4G, Cable or DSL Wi-Fi).

If you are not able to personally finance the equipment needed to attend class via ASU Sync, ASU has a laptop and Wi-Fi hotspot checkout program available through the [ASU Library](#).

SYNC technology requirements, if applicable, adjust as necessary

Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))

[Adobe Acrobat Reader](#) (free)

Webcam, microphone, headset/earbuds, and speaker

Microsoft Office ([Microsoft 365 is free](#) for all currently enrolled ASU students)

Reliable broadband internet connection (DSL or cable) to stream videos.

- c. [Assignments: Describe the types of assignments in the course and their number and frequency (e.g., average number of pages per semester of critical writing; average hours spent in laboratory work). Include a brief explanation of discipline-specific assignments such as fieldwork or collaborative projects. Descriptions should clarify such things as length and format of papers, structure of projects, nature of exams, and how they correlate with learning outcomes. In other words, there should be a clear enumeration and description of the types of assignments]
- d. [Course Itinerary: outline the structure of this course (weekly meetings, modules, online, hybrid). The syllabus should include some form of itinerary or timeline (e.g., weekly schedule, modules) to provide a sense of how the course will be paced, when readings will be discussed, when assignments are due, and when exams will be given. If the student "self-paces," please indicate the criteria or guidelines you wish your students to follow.]

11. Policy regarding expected student behavior

Mandatory Statement

Students in this class are expected to acknowledge and embrace the FSE student professionalism expectation located at: <https://engineering.asu.edu/professionalism/>

[Your general/specific expectations here]

[If applicable, insert any requirements or expectations for how they are expected to participate in SYNC, e.g., appropriate dress, screen names, backgrounds, etc.]

12. Generative AI [may modify as needed]

Generative AI is a technology that can often be useful in helping students learn the theories and concepts in this course. However, unless explicitly allowed by your instructor, the use of generative AI tools to complete any portion of a course assignment or exam will be considered academic dishonesty and a violation of the [ASU Academic Integrity Policy](#). Students confirmed to be engaging in non-allowable use of generative AI will be sanctioned according to the academic integrity policy and FSE sanctioning guidelines.

13. Academic Integrity

Mandatory Statements

All students are expected to adhere to the ASU Student [Honor Code](#) and the ASU academic integrity policy, which can be found at <https://provost.asu.edu/academic-integrity/policy>). Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. If you have taken this course before, you may not reuse or submit any part of your previous assignments without the express written permission from the instructor.

All student academic integrity violations are reported to the Fulton Schools of Engineering Academic Integrity Office (AIO). Withdrawing from this course will not absolve you of responsibility for an academic integrity violation and any sanctions that are applied. The AIO maintains a record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

[optional] Specific academic integrity announcements for this class are... [* When discussing sanctions please use language like, *recommended sanctions for these violations will be...*this allows for the fact that the AIO may want to discuss the sanction with you to keep it within our sanctioning guidelines and the AIO may often need to increase the penalty because of a history of multiple violations by a student.]

14. Student Copyright Responsibilities

Mandatory Statements

You must refrain from uploading to this course shell, discussion board, website used by the course instructor or any other course forum, material that is not your own original work, unless you first comply with all applicable copyright laws. Course instructors reserve the right to delete materials from the course shell on the grounds of suspected copyright infringement.

Based on your course, choose one statement below to include as a mandatory statement.

FOR FACULTY WHO DO NOT RECORD AND DO NOT PERMIT STUDENTS TO DO SO. [On syllabus, also consider posting on Canvas in relevant locations. NOTE: should set Zoom options to prohibit recording.]

The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recording of class sessions by students is prohibited, except as part of an accommodation approved by the Disability Resource Center. (see [ACD 304-06](#), "Commercial Note Taking Services" and ABOR Policy [5-308 F.14](#) for more information).

FOR FACULTY WHO DO RECORD. [On syllabus, also consider posting at the beginning of each recording and/or on Canvas where the recordings are stored.]

The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recording of class sessions is authorized only for the use of students enrolled in this course during their enrollment in this course. Recordings and excerpts of recordings may not be distributed to others. (see [ACD 304-06](#), “Commercial Note Taking Services” and ABOR Policy [5-308 F.14](#) for more information).

15. Policy against threatening behavior, per the Student Services Manual, [SSM 104-02](#)

Mandatory statement

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see [SSM 104-02](#)). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students.

16. Warning of Offensive Class Materials (if appropriate),

[your written warning that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor or, alternatively, to the unit chair or director]

17. Disability Accommodations

Mandatory statement

Suitable accommodations are made for students having disabilities. Students needing accommodation must register with the ASU Student Accessibility and Inclusive Learning Services office and provide documentation of that registration to the instructor. Students should communicate the need for an accommodation in enough time for it to be properly arranged. See [ACD 304-08](#) Classroom and Testing Accommodations for Students with Disabilities.

18. Harassment and Sexual Discrimination

Mandatory statement

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including

counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

19. Photo requirement

Mandatory statement

Arizona State University [requires](#) each enrolled student and university employee to have on file with ASU a current photo that meets ASU's requirements (your "Photo"). ASU uses your Photo to identify you, as necessary, to provide you educational and related services as an enrolled student at ASU. If you do not have an acceptable Photo on file with ASU, or if you do not consent to the use of your photo, access to ASU resources, including access to course material or grades (online or in person) may be negatively affected, withheld or denied.

Optional but Suggested Syllabus Items from ACD 304-10

Syllabus changes: Any information in this syllabus (other than grading and absence policies) may be subject to change with reasonable advance notice.

How Long Students Should Wait for an Absent Instructor: In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

Appendix A

[If applicable, select the appropriate statement below and insert in the course description section of your syllabus.]

General Studies Gold Syllabus Statements

Humanities, Arts and Design

This course fulfills the ASU **Humanities, Arts and Design** General Studies requirement. Students completing a Humanities, Arts and Design course will be able to:

1. Analyze cultural creations or practices in historical or contemporary context.
2. Interpret the formal, aesthetic, and creative elements in literary, visual, or cultural texts.
3. Articulate relationships among tradition, innovation, individual creativity, and communal expression in cultural creations or practices.
4. Communicate narratives, ideas, or arguments using such elements as evidence, creativity, and critical thinking.

[OR]

1. Analyze cultural, political, or social practices, texts, or discourses in historical or contemporary context.
2. Communicate coherent arguments or narratives using evidence drawn from qualitative or quantitative sources.
3. Identify perspectives or values as manifested in a given philosophical or religious framework or a given historical or cultural context.

Social and Behavioral Sciences

This course fulfills the ASU **Social and Behavioral Sciences** General Studies requirement. Students completing a Social and Behavioral Sciences course will be able to:

1. Utilize behavioral or social science approaches, qualitative or quantitative, to examine aspects of human experiences or explain social or behavioral phenomena.
2. Describe the strengths and limitations of behavioral or social science methods in predicting or understanding human behavior.
3. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

Scientific Thinking in Natural Sciences

This course fulfills the ASU **Scientific Thinking in Natural Sciences** General Studies requirement. Students completing a Scientific Thinking in Natural Sciences course will be able to:

1. Obtain and interpret qualitative or quantitative data and communicate the findings.
2. Employ evidence to construct and test scientific hypotheses.
3. Assess the validity of scientific claims using evidence from biological or physical science.
4. Create models to explain observable phenomena and understand biological or physical processes in the natural world.
5. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

Quantitative Reasoning

This course fulfills the ASU **Quantitative Reasoning** General Studies requirement. Students completing a Quantitative Reasoning course will be able to:

1. Understand variables, measurement and data, including how they can be used to pose and answer questions about society and nature, and to manipulate, organize, classify and visualize quantitative data.
2. Evaluate arguments from everyday life or academic fields of study that are represented mathematically, statistically, computationally, or in visualizations.
3. Formulate hypotheses, mathematical models or narratives that are consistent with quantitative data.
4. Communicate how quantitative data, interpretations, or models are connected to outcomes, predictions, decisions, explanations, or future states.
5. Effectively employ one or more digital tools to demonstrate quantitative reasoning, interpretations of calculations, or the creation and evaluation of visualizations.

Mathematics

This course fulfills the ASU **Mathematics** General Studies requirement. Students completing a Mathematics course will be able to:

1. Demonstrate an understanding of mathematical relationships from multiple perspectives, such as functions from graphical, numerical, and analytic points of view.
2. Apply mathematical skills in the solution of real-life problems.

American Institutions

This course fulfills the ASU **American Institutions** General Studies requirement. Students completing an American Institutions course will be able to:

1. Demonstrate how ideas and groups have historically shaped the creation of and change in U.S. institutions.
2. Identify key institutions in U.S. politics and their impacts on social, economic, or political outcomes. This will include differential impacts on disparate communities.
3. Describe the impact of key ideas, people, events, institutions, or movements on U.S. citizenship.
4. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

Governance and Civic Engagement

This course fulfills the ASU **Governance and Civic Engagement** General Studies requirement. Students completing a Governance and Civic Engagement course will be able to:

1. Analyze the context and consequences of one or more collective decision-making theories or practices.
2. Define an element of the common good and propose a way to pursue it within a specific contemporary context.
3. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

[OR]

1. Articulate diverse perspectives on the common or collective good.
2. Demonstrate the ability to collaborate effectively in the presence of dissenting opinions and experiences.

3. Communicate arguments, narratives, or information using qualitative or quantitative evidence.

Global Communities, Societies and Individuals

This course fulfills the ASU **Global Communities, Societies and Individuals** General Studies requirement. Students completing a Global Communities, Societies and Individuals course will be able to:

1. Describe historical, contemporary, or transforming global issues through the perspective of specific individuals, communities, or societies.
2. Analyze the interactions among social, political, economic, or cultural systems across local, regional, and global scales or spaces.
3. Articulate ways in which dimensions of difference such as race, gender, socio-economic status, religion, language, or citizenship separately and together affect individuals and communities.
4. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

Sustainability

This course fulfills the ASU **Sustainability** General Studies requirement. Students completing a Sustainability course will be able to:

1. Demonstrate an understanding of the earth and its ecosphere, including the measures that indicate their capacities and limits.
2. Trace historical impacts of a range of socio-economic, political or cultural choices on integrated human-environmental wellbeing.
3. Envision pathways toward futures characterized by integrated human-environmental wellbeing.
4. Articulate an approach to addressing contemporary questions or challenges that employs concepts or practices of sustainability.

ⁱ required items per ASU Academic Affairs Manual policy 304 – 10, the University Provost and Ira A. Fulton Schools of Engineering Dean’s Academic and Student Affairs Office.