

University of Wisconsin Milwaukee

Department of Communication

SYLLABUS POLICIES

1. This document outlines the Department of Communication's course syllabus policy. The following information should be included in all Department of Communication course syllabi:
2. Course title and number and, when appropriate, section number.
3. Class meeting times and location(s).
4. Professor's, instructor's and/or teaching assistant's name.
5. Professor's, instructor's and/or teaching assistant's office location and telephone number.
6. Professor's, instructor's and/or teaching assistant's office hours.
7. Description of course content including general course objectives.
8. Course prerequisites and any additional special skill prerequisites beyond those found in the Bulletin or Schedule of Classes.
9. If applicable, any special out-of-class requirements (computer and software usage, e-mail, field trips).
10. Unless included in the course syllabus, a statement that course policies for academic misconduct, accommodation for religious observances, attendance, change of grades, drop policy, equal treatment, financial obligation, grade appeal and complaint procedures, INCOMPLETES, participation by students with disabilities, sexual harassment, record-keeping, responsibility for evaluating academic progress may be found on the bulletin board outside the administrative offices of the Department of Communication and in the University of Wisconsin Milwaukee library and student services office.
11. Attendance policy, including any penalties imposed.
12. Assignment completion policy, including make-up procedures and late penalties if imposed.
13. A list and description of all graded and ungraded assignments and examinations.
14. Grading policy, including weight given to each graded assignment/examination, quality and quantity expectations, scale and/or criteria used to determine final letter grade.

15. Listing of all required and recommended readings with adequate citations and physical location(s) where the student may find the readings.

16. Schedule of lecture/discussion topics, course reading assignments, graded and ungraded assignments and examinations by date, including due dates and time for all graded assignments and the date, time and location of examination(s).

Approved by the Faculty of the Department of Communication 03/29/95

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