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# Course ID and Title: [XXX 123 This is a title]

## Units: [#]

## Term—Day—Time: [Fall 2023] — [TuTh 10–11:50am OR 110mins twice weekly]

[The general expectation for a standard format course offered during a standard 15-week term is that the number of 50-minute contact hours per week should equal the number of semester units indicated, and that one semester-unit entails one 50-minute “hour” of class time and 2 hours of outside work (3 hours total) per week. There must be a final summative experience during the University’s scheduled final exam day and time. Please refer to the Curriculum Office [Resources](https://arr.usc.edu/faculty-staff/curriculum/resources/) page to find guidelines for courses that do not follow a standard format and/or a standard term.]

**Location:** [Physical address and/or course-related URLs, etc.]

## Instructor:

### Office: [Physical or virtual address]

### Office Hours: [Office hours. The general guideline is for one weekly office hour per unit of class. Office hours do not count as contact hours.]

### Contact Info: [Email, phone number (office, cell), Skype, etc.]

## Teaching Assistant:

**Office:** [Physical or virtual address]

### Office Hours:

**Contact Info:** [Email, phone number (office, cell), Skype, etc.]

## Catalogue Description

[Insert the 25-word Catalogue description. The description for the Catalogue is generally not given in complete sentences, but rather in telegraph style. Do not start with “This course will cover” or “Students will learn” or similar! Use close to the 25-word limit to be as descriptive as possible but use the word budget efficiently. See existing descriptions in the [Catalogue](https://catalogue.usc.edu/) for examples.]

## Course Description

[The Course Description is an expanded version of the description published in the University Catalogue. Describe the student audience for whom the course is appropriate. Aspirational statements are not learning objectives, but are valuable and belong in this section. Aspirational statements describe course goals that cannot necessarily be achieved during the course by most students, but ones the instructor hopes students continue to develop throughout their personal/professional lives. Aspirational statements commonly include phrases such as “students will develop an appreciation of…” or “value...” or “become aware of...”]

## Learning Objectives

[Learning Objectives identify the specific, measurable skills a student will demonstrate by the end of the course. Learning objectives should be both taught and assessed by the instructor. They are aligned with the assignments, assessments and learning materials. They complete the sentence “By the end of this course, students will be able to … ” and should avoid verbs such as understand, learn, and know; instead, use more active words. See <https://academiceffectiveness.gatech.edu/assessment-toolkit/developing-student-learning-outcome-statements/> for a good list of learning objective verbs.]

**Prerequisite(s): [**course(s), if any, that must be taken prior to this course. Must be a USC course, not a phrase such as “undergraduate calculus” or “coding skills.”]

**Co-Requisite(s): [**course(s), if any, that must be taken prior to or simultaneously.]

**Concurrent Enrollment: [**course(s), if any, that must be taken simultaneously.]

**Recommended Preparation:** [course work or background that is advisable, not mandatory. Please use phrases like “Multivariable calculus on the level of MATH 229,” “MATLAB coding on the level of ITP 168,” “Dynamics on the level of AME 301,” etc.]

## Course Notes

[Include grading type (e.g., Letter, Credit No/Credit, Numeric). Note any unique characteristics of the course of operating procedure. Is the course Web-Enhanced (i.e. Brightspace), Blended or Online? If copies of lecture slides and other class information will be posted on Brightspace, note that here. If multimedia or technology-enhanced learning strategies will be used, please describe them here.]

## Technological Proficiency and Hardware/Software Required

[If applicable, provide details for accessing the course if not in a traditional classroom setting. It is important to let students know if there are specific software or hardware requirements to engage in your course. Additional information may include:

* how to access free versions of the products if available;
* information for the [USC Computing Center Laptop Loaner Program](https://itservices.usc.edu/spaces/laptoploaner/);
* information for the [Engineering Computing Center](https://viterbiit.usc.edu/services/engineering-computing-center/)’s loaner laptop program;
* information for software support and availability;
* USC Technology Support Links [Zoom information for students](https://keepteaching.usc.edu/students/student-toolkit/classroom/zoom/), [Brightspace help for students](https://www.brightspacehelp.usc.edu/students/), and [Software available to USC Campus](https://software.usc.edu/).

]

## Required Readings and Supplementary Materials

[Required readings and supplementary materials; include ISBN numbers to ensure students secure the correct edition. Clearly indicate which materials must be purchased by students and how/where they can obtain them.]

## Optional Readings and Supplementary Materials

[Optional course materials that are not required but recommended.]

## Description of Assignments and How They Will Be Assessed

[Assignmentsare aligned with the learning objectives, meaning that each assignment serves to measure student performance on at least one learning objective. This section describes each assignment, how it maps onto learning objective(s), and how it will be graded. Faculty can provide detailed descriptions of assignments here, or they can provide descriptions that provide an overview, reserving actual assignment descriptions/prompts for later in the course. Every category of graded work should be briefly described. Note: some programs also require [rubrics](https://cet.usc.edu/teaching-resources/creating-a-rubric/) on the syllabus. Search for examples of rubrics on the [CET website](https://cet.usc.edu/teaching-resources/).]

[Note: projects, particularly if they constitute a significant part of the semester grade or are in lieu of a final exam, must be described in sufficient detail that students understand the expectations. The project description may be included here, or with a very brief summary listed here and an appendix with greater detail. See, for example, a [sample project description](https://docs.google.com/document/d/1Z6SraLynLcWYmdwbO6xVR93SFTe565WK/edit).]

## Participation [if applicable]

[Credit for participation (if any) should be explained, including what a student must do to earn full credit for participation. Note thatin-class work may also count as participation.]

## Grading Breakdown

[Explain how students will be graded. Participation should not exceed 15% of the total grade; where it does, the syllabus must provide an added explanation and rubric for its evaluation. No portion of the grade may be awarded for class attendance, but non-attendance can be the basis for lowering the grade, when clearly stated on the syllabus. The sum of percentages must total 100%.]

| **Assessment Tool (assignments)** | **% of Grade** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

## Grading Scale

[If you use a fixed grading scale and are dead set on using exactly that grading scale, provide it; if you do not, explain in prose how numeric scores will be converted to letter grades.]

## Assignment Submission Policy

[Describe how and when assignments are to be submitted.]

## Course-Specific Policies

[Add any additional policies of which students should be aware: late work submissions, missed classes, use of technology in the classroom, etc. [Course-specific policies](https://cet.usc.edu/teaching-resources/course-policies/) differ from university policies in that they are set by each instructor or department/program.]

## Attendance

[No portion of the grade may be awarded for class attendance, but non-attendance can be the basis for lowering the grade, when clearly stated on the syllabus. Attendance policies may address student athletes with approved Travel Request Letters and students who give advance notice of religious observation.

Include information on alternative course work expectations for students who miss a class session.]

## Academic Integrity for this Class

Unless otherwise noted, this course will follow the expectations for academic integrity as stated in the [USC Student Handbook](https://policy.usc.edu/studenthandbook/). The general USC guidelines on Academic Integrity and Course Content Distribution are provided later in this syllabus.

For this class ... [Detail here any class-specific academic integrity policies. Include common examples of activities and assignments that might occur in your class, e.g.:

* Collaboration: In this class, you are expected to submit work that demonstrates your individual mastery of the course concepts.
* Group work: Unless specifically designated as a ‘group project,’ all assignments are expected to be completed individually.
* Computer programs: Plagiarism includes the submission of code written by, or otherwise obtained from someone else.]

[Include information regarding grade outcomes a student may expect if found in violation, such as: If found responsible for an academic violation, students may be assigned university outcomes, such as suspension or expulsion from the university, and grade penalties, such as an “F” grade on the assignment, exam, and/or in the course.]

Please ask the instructor [and/or TA(s)] if you are unsure about what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Class Recordings and Course Content Distribution: You may not record this class without the express permission of the instructor and all other students in the class. Distribution of any notes, recordings, exams, or other materials from a university class or lectures — other than for individual or class group study — is prohibited without the express permission of the instructor; violations will be considered an intentional act to facilitate or enable academic dishonesty and reported to the university.

***Use of Generative AI in this Course***

[Description of if/how Generative AI and similar tools may be used in this course.]

[Below are three sample policies on the use of (Generative) AI that range from "not permitted" to "any use encouraged" — you may use one of these or craft your own description. Some questions that may help you in considering a policy for your course:

* Does your department, program, or school have an existing policy?
* Under what circumstances is AI use permitted in the course and/or for specific assignments?
* How should students cite or credit AI-generated material? ([USC Libraries AI Generators Citation Guidance](https://libguides.usc.edu/generative-AI/citing-generative-ai))
* How will students be held accountable for AI’s tendency toward [hallucination](https://en.wikipedia.org/wiki/Hallucination_%28artificial_intelligence%29) (i.e., deceptive data)?
* What are the ethical considerations of using AI in general and in your discipline?
* How can AI be used as an effective learning tool, rather than a content creator for course assignments?

**A) Generative AI is not permitted:** This course aims to develop creative, analytical, and critical thinking skills. Therefore, all assignments should be prepared by the student working individually or in groups as described on each assignment. Students may not have another person or entity complete any portion of the assignment. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated text, code, or other content is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

**B) Generative AI is permitted but limited as follows:** In this course, you are permitted to use artificial intelligence (AI)-powered programs to help you, but only on assignments that explicitly indicate a permitted use of AI. However:

* You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, their answers may not meet the standards of this course.
* To adhere to our university values, *you must cite any AI-generated material (e.g., text, images, and other content) included or referenced in your work and provide the prompts used to generate the content*. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity.

Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

**C) Generative AI is encouraged:** You are expected to use AI (e.g., ChatGPT and image generation tools) in this class. Learning to use AI is an emerging skill; this is an opportunity for you to discuss with the instructor appropriate use of these tools. Keep in mind the following:

* AI tools are permitted to help you brainstorm topics or revise work you have already written.
* If you provide minimum-effort prompts, you will get low-quality results. You will need to refine your prompts to get good outcomes. This will take work.
* Proceed with caution when using AI tools and do not assume the information provided is accurate or trustworthy If it gives you a number or fact: assume it is incorrect unless you either know the correct answer or can verify its accuracy with another source. You will be responsible for any errors or omissions provided by the tool. It works best for topics you understand.
* AI is a tool, but one that you need to acknowledge using. Please *include a paragraph at the end of any assignment explaining if, how, and why you used AI and indicate/specify the prompts you used to obtain the results*. Failure to do so is a violation of academic integrity policies.

## Course Evaluations

[Course evaluation occurs at the end of the semester university-wide. It is an important review of students’ experience in the class. The process and intent of the end-of-semester evaluation should be provided. In addition, a [mid-semester evaluation](https://cet.usc.edu/teaching-resources/mid-semester-evaluation/) is recommended practice for early course correction. You may choose to [contact CET](https://cet.usc.edu/contact-us/) for support in creating a mid-semester evaluation.]

## Course Schedule

[Provide a detailed course calendar that includes a list of deliverables (homework assignments, examinations, etc.) broken down on a weekly basis. The format may vary, but the content must include:

* Week number (please also include a week “FINAL” for the final exam period)
* Subject matter (topic) or activity
* Required preparatory reading or tasks (e.g., viewing videos)
* Deliverables and when each deliverable is due. A blanket statement that there will be a deliverable due at a specified frequency (e.g., there will be homework due weekly) may obviate the need to state when certain deliverables are due

IMPORTANT: In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for time students spend on homework, readings, writing and other academic activities. There must be a final summative experience (a final exam, a final report, a final presentation, etc.) during the University-scheduled final exam day and time.]

|  | **Topics/Daily Activities** | **Readings/Preparation** | **Deliverables**  |
| --- | --- | --- | --- |
| Week 1 |  |  |  |
| Week 2 |  |  |  |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |
| Week 9 |  |  |  |
| Week 10 |  |  |  |
| Week 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |
| Week 15 |  |  |  |
| FINAL |  |  | Refer to the final exam schedule in the USC *Schedule of Classes* at [classes.usc.edu](https://classes.usc.edu/). |

## Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct — which includes any act of dishonesty in the production or submission of academic work (either in draft or final form) — is in contrast to the university’s mission to educate students through a broad array of academic, professional, and extracurricular programs.

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](https://policy.usc.edu/studenthandbook/). All students are expected to submit assignments that are their own original work and prepared specifically for this course and section in this academic term. You may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

Academic dishonesty has a far-reaching impact and is considered a serious offense against the university. Violations will result in a grade penalty, such as a failing grade on the assignment or in the course, and disciplinary action from the university itself, such as suspension or even expulsion.

For more information about academic integrity see the [student handbook](https://policy.usc.edu/studenthandbook/) or the [Office of Academic Integrity’s website](https://academicintegrity.usc.edu/), and university policies on [Research and Scholarship Misconduct](https://policy.usc.edu/research-and-scholarship-misconduct/).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment or what information requires citation and/or attribution.

**Course Content Distribution and Synchronous Session Recordings Policies**

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](https://policy.usc.edu/studenthandbook/), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relation to the class, whether obtained in class, via email, on the internet, or via any other media. Distributing course material without the instructor’s permission will be presumed to be an intentional act to facilitate or enable academic dishonestly and is strictly prohibited. ([Living our Unifying Values: The USC Student Handbook](https://policy.usc.edu/studenthandbook/), page 13).

## Statement on University Academic and Support Systems

**Students and Disability Accommodations:**

USC welcomes students with disabilities into all of the University’s educational programs. [The Office of Student Accessibility Services](https://osas.usc.edu/) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](http://osas.usc.edu/). You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

**Student Financial Aid and Satisfactory Academic Progress:**

To be eligible for certain kinds of financial aid, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. Visit the [Financial Aid Office webpage](https://financialaid.usc.edu/) for [undergraduate](https://financialaid.usc.edu/help-contact/)- and [graduate-level](https://financialaid.usc.edu/graduate-professional-financial-aid/admitted-and-continuing-students/eligibility/) SAP eligibility requirements and the appeals process.

**Support Systems:**

[*Counseling and Mental Health*](https://sites.usc.edu/counselingandmentalhealth/) *- (213) 740-9355 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[*988 Suicide and Crisis Lifeline*](http://988lifeline.org/) *- 988 for both calls and text messages – 24/7 on call*

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline consists of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[*Relationship and Sexual Violence Prevention Services (RSVP)*](https://sites.usc.edu/clientservices/) *- (213) 740-9355(WELL) – 24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[*Office for Equity, Equal Opportunity, and Title IX (EEO-TIX)*](http://eeotix.usc.edu/) *- (213) 740-5086*

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[*Reporting Incidents of Bias or Harassment*](https://report.usc.edu/) *- (213) 740-2500*

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

[*The Office of Student Accessibility Services (OSAS)*](http://osas.usc.edu/) *- (213) 740-0776*

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

[*USC Campus Support and Intervention*](http://campussupport.usc.edu/) *- (213) 740-0411*

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[*Diversity, Equity and Inclusion*](http://diversity.usc.edu/) *- (213) 740-2101*

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

[*USC Emergency*](https://emergency.usc.edu/) *- UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

[*USC Department of Public Safety*](https://dps.usc.edu/) *- UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call*

Non-emergency assistance or information.

[*Office of the Ombuds*](http://ombuds.usc.edu/) *- (213) 821-9556 (UPC) / (323-442-0382 (HSC)*

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[*Occupational Therapy Faculty Practice*](http://chan.usc.edu/patient-care/faculty-practice) *- (323) 442-2850 or* *otfp@med.usc.edu*

Confidential Lifestyle Redesign services for USC students to support health-promoting habits and routines that enhance quality of life and academic performance.