

CIMBA Required Syllabus Information

College of Liberal Arts and Sciences

The University of Iowa and the College of Liberal Arts and Sciences require that every organized course has a syllabus. Syllabi may be handed out in class, included in a course packet, or posted at the course web site. All information listed below must be included on every syllabus.

The CIMBA Office and the Department Executive Officers will review syllabi for compliance with departmental and CLAS policies. In order for the review of syllabi to be completed and any problematic issues corrected, syllabi should be emailed to Stephanie Schnicker (stephanie-schnicker@uiowa.edu) at least two months before departure.

Any questions or further information can be found on the [CLAS Teaching Policies & Resources](#) webpage or by emailing Stephanie Schnicker in the CIMBA Office

Required Information

According to the University [Operations Manual](#), the Office of the Provost, and CLAS policy, the following information must be included on every syllabus.

- Course number and title
- Instructor's name, office address, office hours, phone number, email address, and DEO contact information. Below is a list of the DEO information; please include the contact information the DEO of the course's department.

Communication Studies:	Walid Afifi	walid-afifi@uiowa.edu
Journalism and Mass Communication:	David Ryfe	david-ryfe@uiowa.edu
Music:	David Gier	david-gier@uiowa.edu
Italian and French:	Cinzia Blum	cinzia-blum@uiowa.edu
Engineering:	Alec Scranton	abscran@iowa.uiowa.edu

- Brief course description with topics covered
- Description of course goals and objectives
- Texts and other course materials and where they may be found, including the use of any electronic sites (such as ICON).
- Grading procedures, including the role of plus/minus grading. If an instructor chooses to modify the plus/minus system by not using the grade of A+ and/or D+ and/or D-, it is important to state this omission and its rationale on the syllabus. The College recommends that the A+ grade be used only to indicate rare and extraordinary academic achievement or that the A+ grade be omitted altogether.
- Expectations for assignments and examinations, including for electronic means of participation. All instructors are encouraged to define academic excellence, especially in terms assignment completion and examinations since many students have very unclear or varied definitions of what constitutes "excellent" work.
- Expectations for attendance- please include the CIMBA Attendance Policy below.

Attendance at all classes and CIMBA sanctioned activities is **MANDATORY**. All unexcused absences will have the following consequences:

- a. 1st absence will result in a loss of a 1/3 of a letter grade in that class (1/2 in summer program)
- b. 2nd (cumulative) absence will result in a loss of an entire letter grade in that class
- c. 3rd (cumulative) absence will result in a dismissal from the program

Absences due to illness require a note from the CIMBA Staff. If a student is sick and cannot attend class, he/she must inform the CIMBA Staff immediately. Failure to do so will result in an unexcused absence.

Additional Required UI and CLAS Policy and Procedures

Every syllabus must also contain important UI and CLAS policies and procedures which may be attached as the last page of the syllabus or may be included in the body of the syllabus. Many faculty simply copy this wording, however, faculty may also use their own variations of these statements in the syllabus as long as the same content is expressed.

- Administrative home of the course is the College of Liberal Arts and Sciences

The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies.

- University policy specifying that students are responsible for all official correspondence sent to the UI email address (@uiowa.edu)

University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu).

- Academic fraud

All CLAS students or students taking classes offered by CLAS have, in essence, agreed to the College's [Code of Academic Honesty](#): "I pledge to do my own academic work and to excel to the best of my abilities. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others; nor will I help fellow students to violate the Code of Academic Honesty." Any student committing academic misconduct is reported to the College and placed on disciplinary probation or may be suspended or expelled.

- Accommodations for students with disabilities

A student seeking academic accommodations such as a modification of seating, testing, timing, etc. should first register with Student Disability Services, then contact Shannon Lizakowski (shannon-lizakowski@uiowa.edu) in the CIMBA Office to make further arrangements. See <http://sds.studentlife.uiowa.edu/> for more information.

- Description of procedures for student complaints

Student concerns regarding this course should first be discussed with me, the faculty member teaching this course. If we can't resolve the complaint, you may contact the CIMBA Director, Brandelle Unkrich (319-335-1041, brandelle-unkrich@uiowa.edu). The Director will review the details of the complaint and involve the Associate Dean of the Undergraduate Programs, as needed.

- University sexual harassment policy

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. If you feel that you are being or have been harassed or you are not sure what constitutes sexual harassment, we encourage you to visit the University website, www.sexualharassment.uiowa.edu/index.php, and to seek assistance from the CIMBA Director, Brandelle Unkrich, at 319-335-1041 or brandelle-unkrich@uiowa.edu.