

**Course Name**

Course Number

Semester

Professor Name: XXX

Professor Email: XXX

**Course Description**

**Course Objectives**

**Course Materials & Resources**

**Grading**

*\*\*\*Within this section, you will need to include how grades will be allocated, whether or not a plus/minus will be used, and a statement discussing the recommended grade distribution. To determine the grade distribution for your course, see UI Policies on the CIMBA website:* [*http://cimbaitaly.com/ui-policies/*](http://cimbaitaly.com/ui-policies/) *. In addition, allocation or award of “participation” points can be highly subjective and are often the scores that students challenge during grade appeals. If you choose to include participation points in your grading process, you must outline here how, in detail, those points will be determined (i.e.- verbal participation in course, quantity and quality of participation, paying attention, attendance, etc.). We also strongly recommend that you keep a document with notes and comments regarding the quantity and quality of participation for each student as well as any notes on how the participation grade was determined for each student.*

**Class Schedule**

*\*\*\*Since CIMBA’s schedule changes and is flexible, it is easier to mark classes with course meeting #1, #2, etc. or by week rather than specific dates. There are 21 course meetings in the semester, including the final or 12 academic weeks.*

**Attendance Policy**

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 the 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 Office 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.

**Grievance Policy**

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.

**Academic Misconduct**

The Tippie College of Business at the University of Iowa follows an honor code regarding academic misconduct. That code can be found at <http://tippie.uiowa.edu/honorcode.cfm> and includes cheating, plagiarism, unauthorized collaboration, obtaining an unfair advantage, forgery, facilitating academic dishonesty, and misrepresentation. Be sure you are familiar with this code. Students who exhibit academic dishonesty will receive a zero (0) for the assignment or examination involved and may receive an "F" for the class. All incidents of cheating will be reported to the CIMBA staff, as well as to the Senior Associate Dean of the Tippie College of Business. The decision of the professor may be appealed to a Judicial Board. The Honor Code for the Tippie College of Business will determine the appropriate appeal process.

**Accommodating Students with Disabilities/Academic Accommodations**

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.

**Sexual Harassment**

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](http://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.