Course Number and Name

Fall 2026

Instructor name:
Office hours:
Office location:
Instructor contact info:
Meeting day(s) and time:
Meeting location:
Number of units:

Course description: A 1-2 paragraph description of the overarching goals of the course and the key topics, themes, and content that will be covered in the course.

What students can expect to learn in the course (course learning outcomes): A succinct communication to students about the specific knowledge, skills and attitudes with which students are expected to leave the course. You are encouraged to indicate -- here or below in the list of assignments – which assessments will be used to evaluate each aspect(s) of student learning.

How student learning will be evaluated (assessment): This is the required work for the course, such as exams and papers, both graded and ungraded, that facilitates and gauges student learning. You are encouraged to indicate -- here or above in the list of learning outcomes -- which aspect(s) of student learning (as defined under "What students can expect to learn in the course") each assignment addresses.

Grading breakdown and grading policies: An explanation of how student grades will be calculated and any other policies related to grading.

Texts and supplies for the class and where to buy/find them.

Course schedule**:** Assigned readings and major writing (or other types of) assignments with due dates.

<u>August 2025</u>
T – 25: *Classes, late registration begins*
W – 26
R – 27
F – 28
S – 29

M – 31: *Late registration ends, last day to add a class*

<u>September 2026</u>

T – 1
W – 2
R – 3
F – 4
S – 5

M – 7: *Labor Day Holiday, No Classes*
T – 8
W – 9
R – 10
F – 11: *Census Date*
S – 12

M – 14
T – 15
W – 16
R – 17
F - 18
S - 19

M – 21
T – 22
W – 23
R – 24
F – 25
S – 26

M – 28
T – 29
W – 30

<u>October 2026</u>
R – 1
F – 2
S – 3

M – 5
T – 6
W – 7
R – 8
F – 9
S – 10

M – 12
T – 13
W – 14
R – 15
F – 16
S – 17

M – 19: *Fall Break, No Classes*
T – 20: *Fall Break, No Classes*
W – 21
R – 22
F – 23
S – 24

M – 26
T – 27
W – 28
R – 29
F – 30
S – 31

November 2025
M – 2
T – 3
W – 4
R – 5
F – 6: *Last day to drop courses or withdraw*
S – 7

M – 9: *Spring Continuing Student Registration Begins (through November 25, 2026)*
T – 10
W – 11
R – 12
F – 13
S – 14

M – 16
T – 17
W – 18
R – 19
F – 20
S – 21

M – 23

T – 24
W – 25
R – 26: *Thanksgiving Recess, No Classes*
F – 27: *Thanksgiving Recess, No Classes*
S – 28

M – 30

December 2026
T – 1
W – 2
R – 3
F – 4
S – 5

M – 7
T – 8
W – 9: *Last day of classes*
R – 10: *Study/review day*

Final Examination Period: Friday, December 11 - Thursday, December 17, 2026

Mid-Year Commencements: Friday, December 18, 2026

Last Day to Submit Grades: Friday, January 4, 2027

Attendance policy.

Communication: This should include the following boilerplate statement, along with any additional information you want to provide about communication: "All course communications, like all other USF communications, will be sent to your USF official email address. You are therefore strongly encouraged to monitor that email account."

Program learning outcomes and special designations: All syllabi should include a list of and/or a link to the learning outcomes for the program in which the course is housed (available on your program's page in the USF Catalog); please briefly indicate which program learning outcomes are met by the course. If your course has been approved to meet Core, Community Engaged Learning (formerly Service Learning), or Cultural Diversity graduation requirement, the syllabus should include a list of and/or a link to the relevant learning outcomes. (Note: Per decision of the Core Advisory Committee, any Core Area Learning Outcomes should be placed in full on the syllabus.) Please also provide information about how the learning outcomes for any special designations are going to be met. This information can be listed fully within, or provided as an annotation, footnote, appendix to, the syllabus.

Credit-hour policy (required for courses in non-traditional formats, such as lab, studio, and fieldwork; optional for courses in traditional lecture or seminar formats).

Course- or instructor-specific academic honesty policy (optional).

Other course-specific policies (optional): late papers, make-up exams or rewrites, incompletes, and so on.

Course-specific behavioral expectations and classroom rules (optional).

Outside activities information (optional).

Writing and Speaking Centers (optional)
The Speaking Center is available by Zoom to help all USF students prepare for all kinds of presentations–such as speeches, team presentations, and visual aid demonstrations. Coaches are USF students, selected because of their skill and experience (and excellent grades) in public speaking. They can help you with a variety of aspects of public speaking, including delivery, topic selection, research, and outlining. Speaking Coaches are available for appointments Monday through Friday 9:00am to 9:00pm. For more information on the USF Speaking Center or help making appointments, please check out our home page: https://myusf.usfca.edu/student-life/lwc/speaking-center.

Writing Center Consultants are available by Zoom, Monday through Friday, to give you feedback on any part of your writing process: from getting started, to organizing your draft, to editing your final product. We are happy to meet with you, and we would love to discuss your drafts-in-progress. Please see our website for hours and instructions on how to make a Zoom appointment. https://myusf.usfca.edu/lwsc/writing-center

For either Writing or Speaking Center appointments, go to myusf.force.com or email LWSC@usfca.edu. There is also a chat feature in the lower left corner of our websites.

USF Food Pantry Information: (optional)
The USF Food Pantry is a short-term resource for those experiencing food insecurity. Food insecurity is a common issue across college campuses nationwide that impacts the overall health and wellbeing of students. The food pantry, located on the basement level of the Gleeson Library in Room G04, is a resource where all registered USF students can receive food and toiletries. Items are available on a first-come, first-serve basis, and the pantry utilizes a QR code for check-in. For more information and the current schedule, visit the USF food pantry website (https://myusf.usfca.edu/food-pantry). If you have further questions, please contact the Pantry Coordinator at usfpantry@usfca.edu or 415-422-4099 (during business hours Monday thru Friday from 9:00am - 5:00pm). You can find out about additional food security resources through the USF food insecurity resource page (https://myusf.usfca.edu/food-pantry/COVID19) and the CalFresh resources site (https://myusf.usfca.edu/food-pantry/calfresh).

NOTE ON UNIVERSITY POLICIES AND LEGAL DECLARATIONS: On the CAS Curriculum web page you will find two options for including these statements on your syllabus, which can be cut and pasted into your syllabus. The first version (included below) has complete descriptions and the second is an abridged version with hyperlinks, suitable only for electronic syllabi. If you would prefer to include the abridged version, please refer to the USF Policies and Legal Declarations page.

Students with Disabilities

The University of San Francisco is committed to providing equal access to students with disabilities. If you are a student with a disability, or if you think you may have a disability, please contact Student Disability Services (SDS) at sds@usfca.edu or 415 422-2613, to speak with a disability specialist. (All communication with SDS is private and confidential.) If you are eligible for accommodations, please request that your accommodation letter be sent to me as soon as possible; students are encouraged to contact SDS at the beginning of the semester, as accommodations are not retroactive. Once I have been notified by SDS of your accommodations we can discuss your accommodations and ensure your access to this class or clinical setting. For more information please visit the SDS website: https://www.usfca.edu/student-disability-services.

Behavioral Expectations

All students are expected to behave in accordance with the Student Conduct Code and other University policies (see http://www.usfca.edu/fogcutter/). Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may need to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Conduct Code.

Academic Integrity

As a Jesuit institution committed to *cura personalis* -- the care and education of the whole person -- USF has an obligation to embody and foster the values of honesty and integrity. USF upholds the standards of honesty and integrity from all members of the academic community. All students are expected to know and adhere to the University's Honor Code. You can find the full text of the code online at http://myusf.usfca.edu/academic-integrity/. The policy covers:

- Plagiarism — intentionally or unintentionally representing the words or ideas of another person as your own; failure to properly cite references; manufacturing references.
- Working with another person when independent work is required.
- Submission of the same paper in more than one course without the specific permission of each instructor.

- Submitting a paper written by another person or obtained from the Internet.

Use of AI in this Course

Statement #1
The comprehensive use of AI tools is permitted with appropriate attribution. In alignment with the USF Honor Code, students must present work that is authentically their own. In this course at the instructor's discretion, the comprehensive use of AI tools is permitted with appropriate attribution. As this policy may be different from other course AI policies, please ask your instructor to clarify any questions you may have. To mitigate risks associated with the use of AI, please review the Guidelines for Responsible Use of Artificial Intelligence (AI) at USF.

Statement #2
The use of AI tools is only permitted within given parameters. In alignment with the USF Honor Code, students must present work that is authentically their own. In this course, the use of AI tools is only permitted within the parameters provided by the instructor, specific to each assignment, with appropriate attribution. As this policy may be different from other course AI policies, please ask your instructor to clarify any questions you may have. To mitigate risks associated with the use of AI, please review Guidelines for Responsible Use of Artificial Intelligence (AI) at USF.

Statement #3
The use of AI tools is strongly discouraged or not permitted unless explicitly stated by the instructor. The use of AI tools is strongly discouraged or not permitted unless explicitly stated by the instructor. In alignment with the USF Honor Code, students must present work that is authentically their own. If the use of AI tools is permitted at any interval in the course, specific instructions must be followed. As this policy may be different from other course AI policies, please ask your instructor to clarify any questions you may have. To mitigate risks associated with the use of AI, please review the Guidelines for Responsible Use of Artificial Intelligence (AI) at USF.

[Important note to faculty: Please customize this syllabus statement to note whether the use of AI tools is "strongly discouraged" -or- "not permitted". Do not include both, as this will be confusing to students. Although this third syllabus statement option is provided, it may not be enforceable. Be aware that prohibiting AI tools use or not providing clear expectations drives their use underground. This presents a significant equity issue, privileging students who have more sophisticated language abilities and/or expertise with AI tools. Also, be aware that AI tools comprise stand-alone tools, such as ChatGPT, and AI functionality, which is increasingly embedded in a range of technologies. In these situations, it may not always be apparent to students when or if they are using AI tools. This is an important consideration in terms of punitive consequences.]

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) is a great source of support for issues of sadness, anxiety, loneliness, college adjustment, relationship struggles, and others not requiring medical intervention. CAPS offers online workshop series open to all students; consultations and referrals; and extensive website resources. In addition, CAPS All Hours "warmline" can be contacted by calling (855) 531-0761 or students can use the peer-led Crisis Textline by texting HOME to 741741. CAPS also offers remote individual and group teletherapy to students residing within California. (State regulations prevent provision of therapy across state lines.) The student may choose to talk either by video or telephone and can engage in Single Session Therapy (SST), brief ongoing therapy, or group therapy. There are no fees for services. Please call 415.422.6352 to make an appointment. Visit https://www.usfca.edu/life-usf/counseling-psychological-services for more details. Students seeking off campus mental health services can also receive information and support from Case Management (part of the Office of the Dean of Students); visit https://myusf.usfca.edu/dean-of-students/ocrs for further information.

Confidentiality, Mandatory Reporting, and Sexual Assault

As instructors, one of our responsibilities is to help create a safe learning environment on our campus. We also have a mandatory reporting responsibility related to our role as faculty. We are required to share information regarding sexual misconduct or information about a crime that may have occurred on USF's campus with the University. Here are some useful resources related to sexual misconduct:

- To report any sexual misconduct, students may visit the Title IX coordinator (UC 5th floor) or see many other options by visiting https://myusf.usfca.edu/title-ix
- Students may speak to someone confidentially or report a sexual assault confidentially by contacting Counseling and Psychological Services at (415) 422-6352.
- To find out more about reporting a sexual assault at USF, visit USFs Callisto website at: https://usfca.callistocampus.org
- For an off-campus resource, contact San Francisco Women Against Rape (SFWAR) (415) 647-7273 (http://sfwar.org/)