2-Line_Architecture_CardOnTrans.eps

**Course ID and Title**

**Units:**

**Term—Day—Time:**

IMPORTANT:

The general formula for contact hours is as follows:

**Courses must meet for a minimum of one 50 minute session per unit per week over a semester.**

(Please refer to the *Contact Hours Reference,* located at usc.edu/curriculum/resources.)

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

**Instructor:**

**Office:** Physical or virtual address

**Office Hours:** (General guideline: 1 weekly office hour for each 4 unit class taught. Office hours are not to be calculated in “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.

**IT Help:**Group to contact for technological services, if applicable.

**Hours of Service:**

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

**Course Description**

Enter an expanded version of the description published in the University catalogue and describe the student audience for whom the course is appropriate.

**Learning Objectives**

Address what a student is expected to learn and how these goals fit with departmental or program learning objectives, and ultimately, line up with your school’s learning objectives.

**Prerequisite(s):** course(s) that must be taken prior to this course

**Co-Requisite (s):** course(s) that must be taken prior to or simultaneously

**Concurrent Enrollment:** course(s) that must be taken simultaneously

**Recommended Preparation**: course work or background that is advisable, not mandatory

**Course Notes**

Grading Type, if other than the assumed letter grade (ie, Credit No-Credit or Numeric and/or In Progress) Note any unique characteristics of the course of operating procedure. Is the course Web-Enhanced (i.e. Blackboard), Blended or Online? If copies of lecture slides and other class information will be posted on Blackboard, 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 of accessing course if not in a traditional classroom setting.

**Required Readings and Supplementary Materials**

Required readings and supplementary materials. Where to access/purchase.

**Description and Assessment of Assignments**

What kind of work is to be done and how should it be completed, i.e. how the learning outcome will be assessed. Include any assessment and grading rubrics to be used.

**Grading Breakdown**

How will students be graded overall, including the assignments detailed above. Participation should be no more than 15%, unless justified for a higher amount. All must total 100%.



**Assignment Submission Policy**

Describe how, and when, assignments are to be submitted.

**Additional Policies**

Add any additional policies that students should be aware of: late assignments, missed classes, attendance expectations, use of technology in the classroom, etc.

**Course Schedule: A Weekly Breakdown**

**Provide a detailed course calendar that provides a thorough list of deliverables—readings, assignments, examinations, etc., broken down on at least a weekly basis. The format may vary, but the content must include:**

* **Subject matter (topic) or activity**
* **Required preparatory reading, or other assignments (i.e., viewing videos) for each class session, including page numbers.**
* **Assignments or deliverables.**

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. **For each unit of in-class contact time, the university expects two hours of out of class student work per week over a semester.**

(Please refer to the *Contact Hours Reference,* located at usc.edu/curriculum/resources.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics/Daily Activities** | **Readings and Homework** | **Deliverable/ Due Dates** |
| Week 1 Dates |  |  |  |
| Week 2 Dates |  |  |  |
| Week 3 Dates |  |  |  |
| Week 4 Dates |  |  |  |
| Week 5 Dates |  |  |  |
| Week 6 Dates |  |  |  |
| Week 7 Dates |  |  |  |
| Week 8 Dates |  |  |  |
| Week 9 Dates |  |  |  |
| Week 10 Dates |  |  |  |
| Week 11 Dates |  |  |  |
| Week 12 Dates |  |  |  |
| Week 13 Dates |  |  |  |
| Week 14 Dates |  |  |  |
| Week 15 Dates |  |  |  |
| FINAL Date |  |  | Date: For the date and time of the final for this class, consult the USC *Schedule of Classes* at [www.usc.edu/soc](http://www.usc.edu/soc). |

**Statement on Academic Conduct and Support Systems**

**Academic Conduct:**

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](https://policy.usc.edu/scampus-part-b/). Other forms of academic dishonesty are equally unacceptable.  See additional information in *SCampus*and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>

**Support Systems:**

*USC Student Health* is available through the single phone number **213-740-9355 (WELL)**—including all services 24/7.

<https://studenthealth.usc.edu/>

**Counseling and Mental Health Services**, a division of the *Department of Psychiatry and Behavioral Sciences, Keck School of Medicine of USC*

**Medical Services,** with providers on clinical faculty of the *Departments of Family Medicine, Obstetrics and Gynecology, Dermatology, Orthopaedic Surgery, Keck School of Medicine of USC; and professional affiliations with the USC Chan Division of Occupational Science and Occupational Therapy, the USC School of Pharmacy, and the Division of Physical Therapy and Biokinesiology.*

**Relationship and Sexual Violence Prevention and Services**, with counselors who are clinical faculty of the *Department of Psychiatry and Behavioral Sciences, Keck School of Medicine of USC*

A nurse (for medical concerns) or licensed counselor (for mental health concerns) is available 24 hours a day, even when the student health centers are closed and during university closures.

**Students in crisis may walk-in for urgent mental health services** at the health centers (Engemann Student Health Center on UPC or Eric Cohen Student Health Center at HSC) during operational hours without an appointment; this may include urgent matters involving a death in the family, suicide concern, crime/sexual assault survivor counseling, or other high-risk matters.

**Urgent “sick” appointments for medical care** are available “same-day” for students needing care during operational hours.

**The evening operators of the 24/7 phone service line** can connect to USC Student Health services when an urgent matter presents itself.

**Sexual assault survivors requiring transportation** to a SART center can ask RSVP to call a Lyft ride (an “on-call” staff advocates program to accompany survivors is currently staffing operations and will be activated this fall).

**MySHR (the student health record portal)** shows all available regular appointment times; many appointments can be made within 24-48 hours.

**Campus incident post-ventions** are regularly provided by Counseling and Mental Health Services on campus for students; departments are encouraged to contact us to learn more or to make arrangements.

*National Suicide Prevention Lifeline – 1 (800) 273-8255*

[*www.suicidepreventionlifeline.org*](http://www.suicidepreventionlifeline.org)

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Office of Equity and Diversity (OED) | Title IX - (213) 740-5086*

[equity.usc.edu](https://equity.usc.edu/), [titleix.usc.edu](http://titleix.usc.edu)

Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

*Bias Assessment Response and Support - (213) 821-8298*

<https://campussupport.usc.edu/trojans-care-4-trojans/>

Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.

*The Office of Disability Services and Programs - (213) 740-0776*

[dsp.usc.edu](http://dsp.usc.edu/)

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Campus Support & Intervention - (213) 821-4710*

<https://campussupport.usc.edu/>

Assists students, faculty, and staff in navigating complex issues.

*Diversity at USC - (213) 740-2101*

[diversity.usc.edu](https://diversity.usc.edu/)

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 - UPC: (213) 740-4321– 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/), [emergency.usc.edu](http://emergency.usc.edu/)

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 - UPC: (213) 740-6000 - 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/)

Non-emergency assistance or information.