

**2021-22 SYLLABUS GUIDELINES**

Per [UW Syllabus Guidelines](https://registrar.washington.edu/staffandfaculty/syllabus-guidelines/), a syllabus is required for every class. The follow items must be included and be posted to CANVAS prior to student registration every quarter:

1. Number and title of class, instructor(s) name(s), email address, office location and hours, UW date of final exam.

2. A list of the learning goals for the class.

3. An outline of how the class will be graded, when the exams and critiques/reviews will be given, when assignments are due, and any policy that governs missing exams or turning in late work. The following is standard UW policy: Students are required to take exams as scheduled. Exceptions are granted in cases of documented emergencies and must be approved by the instructor.

4. Weekly outline of course activity, assignments, learning, and progress as appropriate.

5. Resources, reading lists, bibliography, websites, and/or any other information students will need to be successful in the class.

6. **Required Syllabus Statement Language:** State law requires faculty to include language about religious accommodations in syllabi. The following language closely mirrors that of the law itself and was developed in close collaboration with Faculty Senate and the AGs office.

o Required Syllabus Statement Language: [DO NOT AMEND] “Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations%20policy/)

Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request Form](https://registrar.washington.edu/students/religious-accommodations-request/)”

7. **SoA+AH+D Policies**: The current Policies document is available from the School’s [Teaching Resources](https://depts.washington.edu/artfac/teaching-resources/) page; attach it to your syllabus or upload it to your Canvas page.

8. **SoA+AH+D Advising:** Current UW students can schedule Zoom or In Person Advising appointments ([schedule online here](https://art.washington.edu/advising/academic-advising)), or stop by Art Rm 104 for drop-in advising, available Monday - Thursday, 9am - 3pm. Students can also email Advising at [uaskart@uw.edu](mailto:uaskart@uw.edu).

9. **Covid Health + Safety Information:** Include the following links on your syllabus or Canvas page:

o [Covid-19 Prevention Plan](https://art.washington.edu/covid-19-updates) for the School of Art + Art History + Design

o [UW Novel Coronavirus Information](https://www.washington.edu/coronavirus/)

o View the [COVID-19 Public Health Requirements and Guidance Flowchart](https://www.ehs.washington.edu/system/files/resources/COVID-19-public-health-flowchart.pdf) for information on **when to report** COVID-19 illness and close contact exposure, **when to get tested** for COVID-19, and **when to stay home**.

o [UW Vaccination Policy](https://www.ehs.washington.edu/covid-19-prevention-and-response/uw-covid-19-vaccination-policy)

o [UW Covid-19 Face Covering Policy](https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements)