

Add Table/Chart showing the week, class meeting days, dates, topics, assignments, and due dates. Providing a detailed course schedule allows your students to understand the course topics, time commitment, and deadlines for completing their assignments.

Date:	Topic:	What is required to prepare for class:	Assignment Due Dates:
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Grading Scale

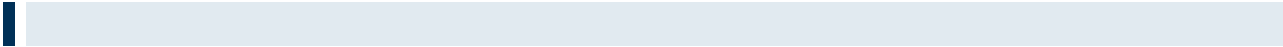
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Note: ODU does not give A+ grades; A is the highest grade. The designation of the grade of "I" indicates assigned work in the course has not been completed. The grade of "I" is assigned only upon the instructor's approval of a student's request. The "I" grade may be given only in exceptional circumstances beyond the student's control, such as serious illness. In such cases, the student is responsible for notifying the instructor. The "I" grade will become an "F" if not removed by the last day of classes of the following semester (excluding the examination period) according to the following schedule: Fall semester "I" grades become "F" grades if not removed by the last day of classes in the spring semester; Spring and summer session "I" grades become "F" grades if not removed by the last day of classes in the fall semester. An "I" grade may not be changed to a "W" under any circumstances.

Per university policy, students are expected to attend class. Please review the University attendance policy and determine if you require attendance and how many points will be deducted for absences.

Include information on your attendance policy.

Add your late/make-up work policy: conditions and criteria.



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The Office of Student Conduct & Academic Integrity (OSCAI) oversees the administration of the student conduct system, as outlined in the Code of Student Conduct. Through their interactions with students, they seek to foster a climate of personal and academic integrity that facilitates the success of all members of the

Option 2:

Academic Integrity, or designee, before the student is permitted to return to the class from which the student was directed to leave.

Expectation of faculty conduct is also a consideration. It is a good practice to review the Faculty Code of Conduct found in the *Old Dominion University Teaching and Research Faculty Handbook* on page 117. [Faculty Code of Conduct](#)

“In summary, faculty members are expected to conduct themselves in a manner, both on campus and in the community, that is in consonance with the University's reputation as an institution of high ethical values. At the same time, the University affirms and protects faculty members' rights to academic freedom, freedom of expression, and due process.”

You can use and create forms to gather feedback from your students. You can customize the feedback in weekly and/or mid-semester forms to help you better understand student learning. These are “checking-in” methods giving student an opportunity to share with you what they need to achieve their goals in your class. You can create simple forms using Google Forms ([Feedback Forms](#)) asking students if they are struggling with course materials; however, these methods are not required.

Student Opinion Surveys are the official tools the university uses to gather anonymous feedback from students. These are distributed at the end of every semester. [Student Opinion Surveys](#).

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