

Syllabus Template for UCLA Film, Television, and Digital Media

~~FACULTY NAME~~ **DO NOT INCLUDE YOUR NAME** (FOR APPLICATION
REVIEW PURPOSES ONLY)

COURSE #, COURSE TITLE
QUARTER/YEAR
COURSE SUBTITLE IF NEEDED

COURSE DESCRIPTION & GOALS:

A 5-10 sentence description that details:

- 1) the course and its scope
- 2) the goals of the course -- the specific skills and knowledge the students will gain from taking the course. In developing these goals, it is appropriate to think about what the course offers to students immediately and also what lasting impact it will have on them
- 3) There should be a correlation between the goals for the course and the weekly schedule. You should plan the reading assignments, weekly discussion topics and questions, and your exams, papers and other assessments with these course goals in mind.

REQUIRED TEXTBOOKS/READINGS:

This information should include where to purchase or locate all required readings or supplementary materials.

RECOMMENDED TEXTBOOKS/READINGS:

This information should include where to purchase or locate all recommended readings or supplementary materials.

WEEKLY COURSE SCHEDULE:

Using a list or calendar format, provide students as much specific detail as is feasible regarding weekly class topics. Highlight reading and writing assignment deadlines, draft and final paper due dates, and exam dates and all weekly course requirements.

ADDITIONAL COURSE INFORMATION:

Provide course specific information regarding: classroom procedure, if relevant; use of materials, computers, or particular software in class, in labs, or during examinations; scope of written assignments, including length, acceptability of handwritten work, citation style, and requirements of grammar and format, including punctuation and spelling, and any grading implications of neglecting these requirements; supporting material for answers or solutions on quizzes, homework, lab reports, or exams; use of e-

mail or Web etiquette.

STATEMENT OF GRADING:

- 1) Identify the number of points or percentage of the course grade assigned to each exam, paper, project, or assignment (including participation and attendance).
- 2) Specify any grade consequences for missing deadlines. A general policy of a half-grade deduction for each 24-hour period past the deadline is standard.
- 3) If the class is graded on a curve, explain how the curve works.

A standard grading scale for graduate and undergraduate students is provided below:

UNDERGRADUATE STUDENTS:

A+ = Extraordinary
A = Superior
B = Good
C = Fair
D = Poor
F = Failure
P = Passed (achievement at grade C level or better)
NP = Not Passed
I = Incomplete
IP = In Progress (for multiple-quarter courses)
DR = Deferred Report

GRADUATE STUDENTS:

A = Superior Achievement
B = Satisfactorily demonstrates potential for professional achievement
C = Passed but work does not indicate potential for professional achievement
F = Failure
S = Satisfactory (achievement at grade B level or better)
U = Unsatisfactory
I = Incomplete
IP = In Progress (for multiple-quarter courses)
DR = Deferred Report

For all students, the grades A, B, C, and D may be modified by a plus (+) or minus (-) suffix, to raise or lower the student's grade point average.

The one exception is the A+ grade, which will not raise a student's grade point average because it carries the same number of grade points as the A grade. **The A+ grade should be used very sparingly. It should only be conferred on students who are truly exceptional. Otherwise it loses its significance.** An F grade yields no unit or course credit.

For graduate students, the grades A, B, and S denote satisfactory progress toward an advanced degree, but a C grade must be offset by higher grades in the same term for a student to remain in good academic standing.

Faculty members may assign an “I” grade when a student’s work is of passing quality but is incomplete for a good reason, such as illness. **Instructors cannot not assign an “I” without a request from the student.**

ACADEMIC INTEGRITY AND STUDENT CONDUCT:

PLEASE INCLUDE THE BELOW UCLA STATEMENT OF ACADEMIC INTEGRITY AND INFORMATION ON STUDENT CONDUCT:

With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Accordingly, when accusations of academic dishonesty occur, The Office of the Dean of Students is charged with investigating and adjudicating suspected violations. Academic dishonesty, includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. Plagiarism is a serious offense. It is the presentation of another author’s words or ideas as if they were your own. If you have any questions about documentation, quotations, and related matters, please do not hesitate to ask your instructor before submitting your work.

Please also refer to the UCLA Rules of Student Conduct at the below website:

<http://www.deanofstudents.ucla.edu/Student-Conduct>

STATEMENT OF EQUITY, DIVERSITY AND INCLUSION:

The department of FTVDM shares UCLA’s commitment to diversity, equity and inclusion.

Your syllabus should reflect your attention to these principles in your selection of films, reading materials, and frameworks for discussion as the subject matter allows.