

Items for Inclusion in a Course Syllabus

The following document presents an outline of some elements for consideration per the Zimpleman faculty handbook (see Section 3.32 and Appendix C).

Instructor

- Name
- Contact information (office location, Drake phone number and email address) (*Note: faculty are encouraged to use Drake phone numbers and accounts for communicating with students*)
- Office hours consistent with [Drake policy](#)

Course

- Class meeting time and location
- Objectives (course content specific)
- Zimpleman promise and learning outcomes
 - Our graduates will be equipped with the technical skills, business acumen, empathy, and experience necessary to innovate and lead in a globally complex, diverse, and dynamic world. They will be: proficient in their fields, data-driven, strategic, and innovative problem solvers, effective communicators, socially and ethically responsible leaders, and global and multicultural citizens. Visit <https://www.drake.edu/zimpleman/about/mission/> for more details.
- Required resources
 - Learning Management System (e.g., Blackboard)
 - Books, references, or other readings
 - Technology requirements (calculators, software, hardware, etc.)
 - Other
- Assessment of student performance
 - Examples: exams, papers, projects, class participation, etc.
 - Grading policy
- Attendance policy (if any) for classes, field trips, presentations, etc.
- Class etiquette policies (if any) including communication expectations, technology use, etc.
- Late work and make-up policies for exams, projects, field trips, etc.
- Course outline or schedule of topics
- Course calendar (schedule of exams, assignments, papers, etc.)

Statement on accommodations

- [Access and Success](#)

Statement of academic integrity

- [Drake Student Handbook](#)
- [Zimpleman policies](#)
- Instructor specific additions to the Zimpleman policy

Statement about end-of-semester course evaluations by students (e.g. students will evaluate this course at the end of the semester.)

Additional resources for consideration include:

- [Drake Diversity, Equity, and Inclusion](#)
 - Drake University values diversity as an institutional strength that encompasses a broad range of human differences. Our commitment to diversity, equity, and inclusion acknowledges the role Drake University can play in redressing historic injustices that result in continued marginalization of members of specific groups, and seeks to understand and respond to contemporary calls for inclusivity as necessitated by social justice. Drake University moves past mere tolerance of diversity and creates a culture of inclusion that sees diversity of identities, backgrounds, and ideas as fundamental to our excellence and success as an institution. Visit <https://www.drake.edu/diversity/> for more details.
- [Access and Success](#)
 - If you have a physical or mental disability that substantially limits your ability to participate in this course under normal circumstances, you should contact [Access and Success](#) (515-271-1835) to request any accommodations. Requests must be received and approved (including instructor approval) at least one week before the necessary accommodation. All relevant information will be kept strictly confidential. If you have any special needs or require accommodations not covered by Access and Success, please let me know.
- [Tutoring](#)
 - Peer [tutoring](#) is available to Drake students at no charge. Tutoring is most beneficial for students who are actively participating in classes. Tutoring is not intended to be a substitute for consistent class attendance. The availability of in-person and virtual tutoring will vary by subject and can be confirmed in Starfish when you schedule your appointment.
- [Drake's Speaking Center](#)
 - Speaking Center tutors have experience and training in speech pedagogy and are prepared to assist with selecting and narrowing topics, organizing ideas, drafting and revising an outline, preparing visual aids, and practicing deliver. Visit the [Speaking Center](#) to schedule a personal meeting with a tutor.
- [Drake's Writing Center](#)
 - The Writing Center is a tutoring center to assist with writing needs, including working on an essay, report, or research paper. Visit the [Writing Center](#) to schedule an appointment.
- [Zimpleman Career Services](#)
 - [Career Services](#) at Drake University is dedicated to offering support to empower students in their career development journey. They provide individualized, comprehensive resources to assist you in developing essential career skills, including resume and cover letter writing, interview preparation, and networking strategies. Workshops, seminars, and career fairs offer valuable opportunities to connect with employers and professionals in various industries, helping to expand professional networks and increasing chances of securing meaningful employment. The Career Services liaison for the Zimpleman College of Business is Annette Watson. Meetings with her can be scheduled via Starfish or Handshake. Annette's contact information is annette.watson@drake.edu, 515-271-4715, and her office is located in Aliber Hall, room 201.
- [Starfish](#)
 - The Starfish platform can help us to support you when you need it and make it easy for you to find the right people and services. The platform also makes it easy for those people to engage with you when they recognize that you need extra help.
- [Counseling Center](#)
 - As a student you may experience a range of issues that can cause barriers to learning. These might include anxiety, high levels of stress, feeling down, or loss of motivation. Drake Student Health and Counseling is available to help. The counseling center offers individual

appointments, including a weekly mental health support group. Walk-in and counseling appointments are a free service for Drake students. If you would like to make an appointment with a counselor, please call 515-271-3864 or email CounselingCenter@drake.edu. Additionally, students have free, immediate access to teletherapy through Drake's partnership with [Uwill](#). If you are experiencing a mental health crisis, call 833-646-1526 for help 24/7/365. For medical emergencies, call 911.

- [Drake Information Technology Services](#)
 - Drake's [ITS Support Center](#), located in the lower level of Carnegie Hall, provides assistance with passwords, general technology questions, software, computer, and network related problems. General phone support is available 24/7 at 515-271-3001.
- [Title IX](#) and [Sexual Harassment](#)
 - All students are required to abide by the Drake Sexual Harassment Policy, which includes the responsible use of university computing and electronic communication resources. Sexual harassment, as defined in the Drake Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communication systems, including course-based chat rooms or message boards.
- [Public Safety](#)
 - The mission of Drake [Public Safety](#) is to provide a safe and secure environment for students, faculty, staff and campus visitors. Public Safety can be reached at 515-271-2222 or via the [Rave Guardian app](#).
- [Academic Calendar](#)
 - The official Academic Calendar for Drake University is updated and maintained by the Office of the Registrar. Students can find academic calendar details online including important dates and deadlines for adding and dropping classes.
- [Final Evaluation Information](#)
 - Details related to the finals schedule for day classes can be found online.