**UCA STUDENT SYLLABUS**

**CAMPUS**

**COURSE TITLE:**

**COURSE #:**

Timing:

Number of credits/in-class hours *(please consult the 2024/2025 Course memo)*:

Number of weeks: (*Please consult* [**the** **Academic calendar**](https://registrar.ucentralasia.org/calendar/) *for 2024/2025 Academic Year*)

Course faculty (*and office number if applicable*):

Office hours: (*for example, Thursday 5:00PM – 7:00PM*)

Contact information: (*for example, email, message on Teams and so on*)

Prerequisites (*if applicable*):

Last updated:

**Course Description**

*(A course description serves as a concise and easy to understand overview of the course, providing students with a clear understanding of its purpose and benefits. It outlines the key aspects and highlights of the course, explains how the course fits into the major. The description is written in the present tense to provide a current perspective. Rather than presenting a list of topics, the description remains focused on detailing what students will actively engage in and accomplish throughout the course).*

**Course Learning Outcomes**

Upon the completion of the course, students will be able to:

*(Add a list of learning outcomes. Course learning outcomes describe what students will be capable of doing, knowing, and thinking upon completing the course. The outcomes are formulated using a taxonomy of learning, such as Bloom's or Dee Fink’s Taxonomy, and begin with a measurable verb that indicates the desired performance. They are designed to be free of ambiguous words or phrases that could lead to uncertainty, such as "critically examine." Typically, a course will have 5-7 learning outcomes, which should be measurable through course assessments. When formulating learning outcomes, consider if the outcome can be achieved based on the prerequisite knowledge and skills of the learners and be realistically accomplished within the course).*

…

**Course Organization**

*(A short paragraph outlining the key aspects of a course such as teaching, learning and assessment methods, information about course structure and sequencing (e.g., lectures, tutorials, labs, problem-solving sessions etc.), the resources students will need for the course, communication and support channels as well as hints for effective and successful studying).*

**Core Literacies**

*(Please consult the* ***Core literacies Handbook*** *to indicate Core literacies of the course).*

**Attendance Policy**

The university views class attendance as your individual responsibility. You are expected to attend all classes, complete all assignments, and take all exams as scheduled. Instructors will take Attendance every class.  If you miss more than 10 % of class time, you may not be able to write the final exam or get credit for the course.  Each absence from a class session or part of a class session must be justified in writing to the faculty member.  If you are late for class, the instructor may mark you as absent. See UCA’s **Attendance Policy** (part of SAS Academic Polices) to understand all your rights and obligations.

**Academic Integrity**

Plagiarism, defined as presenting another individual’s or software-generated ideas, writings, or work as your own, is a serious academic offense with severe penalties, including possible expulsion. You must compose your assignments in your own words and properly acknowledge any ideas, passages, or materials borrowed from other sources using quotation marks and appropriate citations, such as footnotes. All submitted papers may be subject to textual similarity review using Turnitin, a commercial plagiarism detection software.

Guidelines for the use of AI tools are outlined in the course syllabus (**see Course Assessment and Grading**) and/or specific assessment tasks. The course instructor will determine the extent to which AI tools may be used for this course/each task. Any use of AI must be properly acknowledged. If you are unsure about the appropriate use of AI tools, please consult your course instructor to ensure compliance with the guidelines. Please be aware that AI tools can produce inaccurate outputs. You are responsible for the accuracy and integrity of all content you submit, whether it is your own work or generated by software. For more information, refer to **UCA’s Academic Integrity Policy**, which is part of the Academic Policies.

**Required Resources/Textbook Readings**

*(Instructors are expected to utilize the resources available in the library for this course. If the required resources are not readily available, please contact the University librarian, Ahmad Shah at ahmad.shah@ucentralasia.org, for assistance in acquiring the necessary materials).*

**Course Assessments and Grading**

The School of Arts and Sciences follows the Grading System outlined in the **UCA Academic Policies.**

*(Table format is recommended. Each component of the summative assessments should have a short description, the % of the final grade that it is worth, and the due date or timing of assessment.* ***It is mandatory to add criteria for each part of the summative assessment.*** *The detailed information of the criteria should be added to the Moodle page of the course.)*

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| --- | --- | --- | --- |
| **Item** | **Description** | **Due date/ Timing** | **Weight, in %** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total: 100%** |

**Late submission *(****specify how late submissions will be handled in your course. Common options include a fixed penalty of 10% deduction per day (up to 50% max), a sliding scale of 5% deduction on the first day and 10% on the second (up to three days max), or not accepting late submissions at all).*

*(Please specify the permitted use of AI in this course/for specific assignments. A three-tier approach will be applied to categorize AI use; feel free to modify as necessary.*

***1. No AI***

*In this course assignments, the use of AI tools is completely prohibited. You must complete all aspects of the work independently and without assistance from AI tools, drawing solely on your own knowledge, research, and analytical skills. This ensures that your submitted assignments are a true reflection of your individual understanding and capabilities. If you are unclear if something is an AI tool, please check with your course instructor. Using AI tools for any purpose in this course will violate the University’s academic integrity policy.*

***2. AI-Assisted***

*In this course, you are permitted to use AI tools for specific tasks/assignments as outlined in the task/assignment brief on Moodle (e.g., refining your writing, generating ideas, reviewing concepts, or conducting initial research). However, the core content, argumentation, and critical analysis must be your own. AI should be used to enhance the quality of your submissions, not to create the content. Be aware that AI outputs can be biased or inaccurate, and you are fully responsible for the accuracy and integrity of the work you submit. All AI assistance must be properly acknowledged using APA style (https://libguides.jibc.ca/apa/artificial-intelligence), including a description of the tool used, its purpose, and the specific prompt employed. Failure to provide proper references and descriptions will be considered a breach of academic integrity. Please note that the use of AI tools is not permitted for graded assignments/during midterm and final exams in this course.*

***3. AI-Integral***

*In this course (for specific assignments), you should integrate AI tools as part of the work (e.g., using AI for data processing, content generation, or advanced problem-solving). The assignment requires you to skillfully combine AI outputs with your own ideas and insights, demonstrating their ability to collaborate with technology effectively. Be aware that AI outputs can be biased or inaccurate, and you are fully responsible for the accuracy and integrity of the work you submit. All AI assistance must be properly acknowledged using APA style, including a description of the tool used, its purpose, and the specific prompt employed. Failure to provide proper references and descriptions will be considered a breach of academic integrity).*

**Course Calendar**

*(Table Format is recommended. Week by week listing of the Topics, readings, assignments/assessments, guiding questions and/or assigned readings, or any other applicable information.* ***Faculty members are strongly encouraged to conduct in-progress course feedback sessions with their students – please refer to the*** [***In-progress course feedback guide***](https://ucentralasia.sharepoint.com/:b:/s/CTLT906/EZ0KwUxRWbhJpBND7ThQRMQBhKVbTKqHwYZpa1u3pz4Acw?e=E1Z1bj)*).*

*Any other information or anything else you would like to include should be added after the Course Calendar or posted on Moodle.*