

University Senate Syllabus Guidelines

General Course Information

- Full and accurate title of the course.
- Departmental and college prefix.
- Numerical designation of course & section number.
- Scheduled meeting day(s), time and place.

Instructor Contact Information

- Instructor name.
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor.
- Office phone number.
- Office address.
- UK email address.
- Times of regularly scheduled office hours and if prior appointment is required.

Course Description

- Reasonably detailed overview of the course.
- Student learning outcomes.
- Course goals/objectives.
- Required materials (textbook, lab materials, etc.).
- Outline of the content, which must conform to the Bulletin description.
- Summary description of the components that contribute to the determination of course grade.
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).
- Final examination information: date, time, duration and location.
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.
- Policy on academic accommodations due to disability.

Course Policies

- Attendance.
- Excused absences.
- Make-up opportunities.
- Verification of absences.
- Submission of assignments.
- Academic integrity, cheating & plagiarism.
- Classroom behavior, decorum and civility.
- Professional preparations.
- Group work & student collaboration.

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Syllabi for courses offered via distance learning must include the information below, in addition to General Course Information, Instructor Contact Information, Course Description and Course Policies.

Distance Learning Considerations

- Instructor's virtual office hours, if any.

- The technological requirements for the course.

- Contact information for Teaching and Learning Services Center (<http://www.uky.edu/TASC/>; 859-257-8272) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>; 859-257-1300).

- Procedure for resolving technical complaints.

- Preferred method for reaching instructor, e.g. email, phone, text message.

- Maximum timeframe for responding to student communications.

- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLLS>)
 - o Carla Cantagallo, DL Librarian
 - o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - o Email: dllservice@email.uky.edu
 - o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16