

University Senate Syllabi Guidelines

General Course Information

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

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- ☐ 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. Standard language is below:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

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.