

# A&S Syllabus Guidelines

## General Course Information

☐ Full and accurate title of the course.  
☐ Number of credit hours

☐ Course prefix, number and section number.  
☐ 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

- Bulletin Course Description (Must match the bulletin). Description should include course fees and field trips.
- Prerequisites (if applicable).
- Reasonably detailed overview of the course.
- Measurable Student learning outcomes.
- Learning outcomes reflect the level of the course.
- 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.
- Differentiation in assignments and/or grading scale for undergraduate vs. graduate students.
- 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.).

## Course Policies

- Academic accommodations due to disabilities.
- Attendance.
- Midterm statement for undergraduates.
- Excused absences (20% rule).
- Make-up opportunities.
- Verification of absences.
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- Verification of absences.
- Submission of assignments.
- Academic integrity, cheating & plagiarism.