

UK Syllabus Template

This template shows the information generally required on a syllabus. Much of the material is to be left to the discretion of the instructor. However, certain components reflect *Senate Rules* and should be adhered to. Instructors can simply use the language provided here as boilerplate for their syllabus, or they may adapt it in their own words which preserve the intent of the *Senate Rules*. Those sections below are labeled with “boilerplate.” Information that is optional, but often included by instructors, is at the end of this template.

Note: there are additional requirements for Distance Learning course syllabi. Please see the Distance Learning form for these items at the following link:

<http://www.uky.edu/elearning/development-resources/sacs-syllabus-requirements>.

ABC 123 Introduction to Alphabets

Instructor: Dr. I. M. Smart
Office Address: 123 Funkhouser Bldg
Email: Smart@uky.edu
Office Phone: 257-1234
Office hours: Monday and Wednesday, 2 to 3:30 PM

Course Description

This is the same description that is in the bulletin description. It should MATCH that description on the course forms, new or change.

Prerequisites

(if any, should list, or they can be in the description above)

Student Learning Outcomes

(Learning outcomes are a description of what a student will be able to do upon completion of the course. See appendix for an overview of Bloom’s Taxonomy of Cognitive Learning for examples of active verbs associated with the various levels of cognition.)

After completing this course, the student will be able to:

1. Describe something
2. Analyze an issue and develop a solution
3. Prepare a document for...

Required Materials

Textbooks, lab materials, other things the student needs to acquire should be listed here.

Description of Course Activities and Assignments

Textual information.... See example

Course Assignments

Here should be a listing of required assignments for the grade

- 3 Exams at 100 points each
- 6 graded homeworks at 15 points each
- 1 group paper and presentation at 100 points
- Etc.

Summary Description of Course Assignments

Provide a short summary of the different components of your assignments. For example, a short description of exams, assignments. Students should be able to determine what they will be required to do from this.

Also, if this is a 400G- or 500-level course, please describe what will be required differently for Graduate Students from Undergraduate Students.

Course Grading (if 4xxG or 5xx, must have a grade scale for graduate and undergraduate students. There must also be differentiated expectations for UG and Grad, in addition to a differentiated grading scale, such as a longer research paper, an independent project, etc.)

Expectations for graduate students beyond the expectations for undergraduates (400G- and 500-level courses only)

Grading scale for undergraduates:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = E

Grading scale for graduate students (no D for Grad Students):

- 90-100% = A
- 80 – 89% = B
- 70 – 79% = C
- Below 70%= E

Expectations for graduate students beyond the expectations for undergraduates

For 400G- and 500-level courses only.

Tentative Course Schedule

A linear listing of topics, assignment due dates, and examination dates.

Final Exam Information

Date, time, location, other information

Mid-term Grade (for 100-400 level courses, and for undergrads in 500-level courses)

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Submission of Assignments

Describe expectations for assignment submissions. Paper vs online. Late penalties, other requirements.

Attendance Policy

Clearly spell out attendance policies for the course, in accordance with Senate Policy on excused absences.

Excused Absences (boilerplate)

Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) interviews for full-time job opportunities post-graduation and interviews for graduate or professional school, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences (boilerplate)

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family.

Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity (boilerplate)

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which

the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability (boilerplate)

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 (DRC). The DRC coordinates campus disability services available to

students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/DisabilityResourceCenter>.

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### *Optional Components*

#### **Course goals or objectives (optional)**

*Emphasis should be on Student Learning Outcomes, and often these are redundant with Student learning outcomes. Some accreditation agencies require this though).*

#### **Classroom Behavior Policies (optional)**

*Describe any policies that you enforce in your classroom, e.g., no cellphones, guidelines for respectful dialogue, etc.*

#### **Other forms of plagiarism (optional)**

*The instructor must state in the syllabus if, for a particular class, double submission, self-plagiarism, or unauthorized resubmission of one's own work are also considered plagiarism.*

#### **Non-Discrimination Statement and Title IX Information (optional)**

*The University of Kentucky faculty are committed to supporting students and upholding the University's non-discrimination policy.*

*Discrimination is prohibited at UK. If you experience an incident of discrimination we encourage you to report it to Institutional Equity & Equal Opportunity (IEEO) Office, 13 Main Building, (859) 257-8927.*

#### *Acts of Sex- and Gender-Based Discrimination or Interpersonal Violence*

*If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to a faculty member or TA/RA/GA, understand that as a "Responsible Employee" of the University these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEO Office. If you would like to speak with someone who may be able to afford you confidentiality, the Violence Intervention and Prevention (VIP) program (Frazee Hall – Lower Level; <http://www.uky.edu/StudentAffairs/VIPCenter/>), the Counseling Center (106 Frazee Hall, <http://www.uky.edu/StudentAffairs/Counseling/>), and the University Health Services (<http://ukhealthcare.uky.edu/uhs/student-health/>) are confidential resources on campus.*

#### **Other Policies (optional)**

*You may wish to list College or major specific information here.*

#### **Other Information (optional)**

*Faculty may wish to list required readings or other information here that is referenced in earlier sections.*

