UTHSC Syllabus Basic Template

How to use this document

The basic syllabus template provides recommended components to include in your course syllabus. This syllabus is not required by UTHSC, nor does it replace your college’s or program’s required syllabus. However, it is intended as an example of best practices.

Be sure to check with your college or program regarding syllabus requirements.

Each section includes a brief description of the component’s content, which should be deleted as you enter your course specific information.

Add, change, or delete components of the syllabus to fit your needs.

Course # and Title

Term/Year

Department Name and College

Campus Location

UTHSC

GENERAL COURSE INFORMATION

Course Instructor/Director:

Email: (Consider including please allow 24 hours for a response)

Phone:

Office Address:

Office Hours (online, F2F, or both): (Consider including I am happy to schedule an appointment if these times don’t work for you; just ask!)

Course Days/Time:

Course Location (include link to campus map):

Course Format (F2F, online, hybrid):

Additional Instructors: (name, office address, contact info)

COURSE DESCRIPTION

Provide a description of the course. This should mimic what is included in the most recent UTHSC course catalog/bulletin. However, it may include additional details/information including course overview, overall purpose/goal of course, course value, how this course fits into overall curriculum, credit hours, prerequisites etc.

STUDENT LEARNING OUTCOMES/OBJECTIVES (SLOs)

Include 4-6 learning outcomes/objectives (SLOs) that clearly describe what the students should know or be able to do by the end of the course, not what the teacher will do.

At the end of this course, you will be able to:

TIPS TO BE SUCCESSFUL IN THIS COURSE

Provide a description of how students can succeed in this course.

COURSE MATERIALS OR TEXTBOOKS, MATERIALS, AND RESOURCES

Include a list of anything you require students to use during this course:

* required, optional, and supplemental texts (title, author, publisher, edition)
* required materials, e.g., lab equipment, supplies, software, technology, etc.
* course resources, e.g., tech support, electronic resources, library research guides and websites.
* Explanation of where to purchase or access these

ASSIGNMENTS AND ASSESSMENTS OR ASSIGNMENTS/PROJECTS/EXAMS

Provide a list of the assignments, projects, and exams that will be required.

* These may include but are not limited to written assignments, portfolios, quizzes, homework, projects, participation grades, and exams.
* With each assignment include a description, detailed instructions, rubric, deadline, percentage of grade, connection to SLOs.
* Explain how each assignment should be submitted.

| Assignment | SLOs | Due Date | % of Final Grade |
| --- | --- | --- | --- |
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|  |  |  |  |

GRADING AND GRADING POLICY

Provide a detailed description of policies and procedures that may impact a student’s grade or performance. Include the following:

Grading Scale

|  |  |
| --- | --- |
| Letter Grade | Final Percentage |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

* [UTHSC Honor Code](https://www.uthsc.edu/sace/student-life/honor-code.php)
* Late Work Policy
* Make-up Work
* Appealing a Grade or Request regrading
* Extra Credit

COURSE SCHEDULE

Provide a course calendar that outlines topics to be covered, reading assignments, assignment due dates, etc. This section helps students to prepare for class sessions in advance and manage time to prepare for assignments/assessments. What will students be asked to do for each class session?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Week* | *Mode (zoom or F2F)* | *Topic* | *Prep for Class* | *Assignments and Deadlines* |
|  |  |  |  |  |

POLICIES AND PROCEDURES

This section should include list specific University, College, Program, and course policies that impact students’ performance. Your syllabus must include the disability and inclusivity statements. Consider including but not limited to the following policies:

* Academic Services/Resources
* Attendance
* Communication
* Disability Statement
	+ Any student who feels they may need an accommodation based on the impact of a disability should contact Student Academic Support Services and Inclusion (SASSI) to self-disclose and officially request accommodations. All requests for accommodations must be submitted with supporting documentation and the SASSI Self-Disclosure and Accommodation Request Forms. Although students may register for services at any time, please attempt to make arrangements within the first two weeks of the semester as it does take time to process the request and review documentation. PLEASE NOTE: If a disability is not identified until after a course or clinical experience has begun or been completed, the performance evaluations received up to that point in the course or clinical experience will stand (since disability status had not been previously identified or self-disclosed through the application process for accommodations in SASSI. Information regarding applying for accommodations can be found [***here***](https://uthsc.edu/sassi/inclusion/disability-services.php). For additional information, contact the Disability Coordinator in SASSI ***lbrook15@uthsc.edu*** or 901.448.1452.
* Drop/Withdrawal Dates as per College policy
* Inclusivity Statement (OIED)
	+ *UTHSC instructors and staff promote diversity of the student body, welcome their ideas and experiences, and embrace the cultures they represent. All members of this course are to treat every student, instructor, staff member and others with respect and dignity. All members will be open and considerate to the thoughts, opinions, comments, and beliefs of all individuals present.*
* Technology Use

This syllabus, like our course should be seen as an evolving experience, and from time-to-time changes might become necessary. As instructor, I reserve the right to modify this syllabus, with the stipulation that any changes will be communicated to the entire class clearly and in writing. (Gannon, 2018))

Acknowledgements: This syllabus template draws ideas from the UTK syllabus, University of Maryland syllabus, Cornell’s Syllabus Guide, and Gannon’s How to create a syllabus: advice guide. This template is not required by UTHSC; it is intended as an example of best practices.