**IMPORTANT INFORMATION**

**Black text** is required.

**Blue text** (except for hyperlinks) is **optional**.

**Red text** is **information for you**; be sure to **remove** it from the final document.

# PREF ####: Course Title Goes Here

Fall/Spring/Summer 20XX

## Instructor Information

### Instructor(s):

[Insert Name(s)]

### Office Number:

[Insert building and office number]

### Office Telephone Number:

[Insert office telephone number. If you do not have an office telephone, insert the number of your academic department. [**Providing a personal phone number is strongly discouraged (e.g. cell phone number)**, as your syllabus will be publicly accessible on the internet.]

### Email Address:

[Insert your UT Arlington email address]. [For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business.]

### Faculty Profile:

[Insert your Profile URL, e.g. [My Faculty Profile](https://mentis.uta.edu/explore/profile/antoinette-sol) https://mentis.uta.edu/explore/profile/antoinette-sol.] Faculty are reminded that all profile data entered in Digital Measures will appear in their Mentis profile page. No data is entered in Mentis.

### Office Hours:

[Insert schedule of office hours] [As neither the UT System nor UT Arlington has official policies that specify the length, frequency, or scheduling of faculty office hours, policies determined by each college, school or departmental shall prevail; where no such policy exists, faculty members should establish office hours that reflect sound professional judgments made in the best educational interests of their students.]

## Course Information

### Section Information:

[Insert course prefix, number, and section]

### Time and Place of Class Meetings:

[Insert building, classroom number, day and time of meeting]

### Description of Course Content:

[Insert brief description of course content.] [Suggestion: Cut and paste the course description as it appears in the university catalog.]

### Student Learning Outcomes:

[Insert measurable student learning outcomes] [For assistance on how to write useful learning outcomes, visit [The Center for Research on Teaching and Learning Excellence](http://www.uta.edu/ctle/assessment/index.php).]

### Required Textbooks and Other Course Materials:

[Insert list of all required materials followed by a list of other materials that are optional. Please check that your textbooks are available on the [Bookstore](https://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials)]

### Descriptions of major assignments and examinations:

[Insert a description of major course requirements, examinations, and projects.] [How to define “major” is left to you. Best practices for supporting student success call for clearly indicating the anticipated due date for each assignment or exam].

### Other Requirements:

[Optional.] [If relevant, insert special requirements such as specific and course prerequisites, out-of-class meetings, etc. It is *especially* important to let students know if there are any requirements that go beyond regular class meetings so that those with other responsibilities (family, work, other courses) can plan accordingly.]

## Grading Information

### Grading:

[Insert a detailed description of grading policies, *including* how the final grade will be calculated.] [Suggested additional language: Optional. See [Office of Records and Registration: Grading](http://www.uta.edu/records/faculty-staff/grading.php) for how to enter grades, etc. and [Final Grade Reports Schedule](http://www.uta.edu/records/calendars/grade-reports.php) for dates and deadlines related to grades.] Students are expected to keep track of their performance throughout the semester which Canvas facilitates, and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

### Make-up Exams:

[Optional.] [Insert your make-up exam policy, if any.]

### Expectations for Out-of-Class Study:

[Optional.] [A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc.] [Suggested language] Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional ## hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

### Grade Grievances:

[Optional.] Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. [Some instructors opt to cut and paste the relevant policy here. Every school or college must create his/her/its own grade grievance policy. For undergraduate courses, see [Undergraduate Grading Policies](http://catalog.uta.edu/academicregulations/grades/#undergraduatetext); for graduate courses, see [Graduate Grading Policies](http://catalog.uta.edu/academicregulations/grades/#graduatetext). For student complaints, see [Student Complaints](http://www.uta.edu/deanofstudents/complaints/index.php).]

## Course Schedule

**[Required by the 1st Day of Classes]**

You **must** provide students with a schedule / timetable for the course. Furthermore, *per* [House Bill 2504](http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.HTM), your course schedule must “[provide] a general description of the subject matter of each lecture or discussion.” The Canvas UTA template offers a suggested outline in the Modules section

In your course schedule, you should strive to indicate (to the extent possible) dates for all major work to be completed. (The definition of “major” is left to the discretion of each instructor.)

You are encouraged to include the following verbiage (or something similar) at the top of your syllabus page: “*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –First M. Last.”* Should you find adjustments to be necessary, please do your best to advise students in a timely manner. (The definition of “timely” is left to the discretion of each instructor.)

If you plan to include important administrative dates (e.g., the officially-scheduled time slot for your course’s final examination, the last day to drop), please be sure to double-check the relevant information published by the Office of [Records and Registration](http://wweb.uta.edu/aao/recordsandregistration/) and the [Academic Calendar](http://www.uta.edu/uta/acadcal.php).

## Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

* Drop Policy
* Disability Accommodations
* Title IX Policy
* Academic Integrity
* Student Feedback Survey
* Final Exam Schedule

## Additional Information

### [Additional information specific to your College, School, Departmental, or Program may also be included in the syllabus. Check with your academic unit’s leadership for details.]

### Attendance:

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will take attendance sporadically” or “I have established the following attendance policy: …”] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

[**Important!** Be sure that you include this section on attendance, even if you do not track attendance or factor attendance into the grade. It is important that students understand that any attendance rules applied in your course are your own and *not* a matter of institutional policy. Doing so will keep the University in compliance with Federal regulations as they apply to Title IV funding. If you are teaching a course in which attendance / hours must be tracked to meet other non-institutional requirements (e.g., to earn an academically-grounded professional credential), be sure to clearly indicate the agency that has established the requirement.

### Lab Safety Training:

**[Required for laboratory courses in the Colleges of Engineering and Science where students may be working with chemicals, biological material, radiological material or lasers] Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

### Emergency Exit Procedures:

[Required for face-to-face courses; should be omitted for online courses] Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located [insert a description of the nearest exit/emergency exit]. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

[This section requires faculty members to be fully aware of the exits nearest their classrooms, even before the semester begins. Evacuation plans may be found at [Evacuation Route Maps (Buildings)](http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php). In the case that you are unable to ascertain this information in time for your syllabus, you must be sure to explain to your students on day one how best to exit the building. Inclusion of this verbiage as well as a brief discussion on the matter with your students at the beginning of the term is mandated by UT Arlington Procedure 7-6: [Emergency/Fire Evacuation Procedures](http://www.uta.edu/police/Evacuation%20Procedures.pdf).

[Should you learn that your class roster includes students with physical/sensory disabilities, you should arrange to meet *in private* with each of these students to discuss their needs for assistance in the event of an emergency evacuation.]

Students should also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at [Emergency Communication System](https://www.uta.edu/uta/emergency.php).

### Student Support Services:

[Required for all undergraduate courses]UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/studentsuccess/learning-center/utsi/tutoring/index.php) by appointment, [drop-in tutoring](https://www.uta.edu/ideas/services/index.php), [mentoring](https://www.uta.edu/ideas/services/mentoring/index.php) (time management, study skills, etc.), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), [counseling](https://www.uta.edu/caps/services/appointments.php), and [federally funded programs](http://www.uta.edu/studentsuccess/learning-center/mcnair-scholars/index.php). For individualized referrals, students may call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [Resource Hotline](http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php) (http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php).

### IDEAS Center:

**The** [**IDEAS Center**](https://www.uta.edu/ideas/) (https://www.uta.edu/ideas/) **(**2nd Floor of Central Library) offers **FREE** [tutoring](https://www.uta.edu/ideas/services/tutoring/index.php) and [mentoring](https://www.uta.edu/ideas/services/mentoring/index.php) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

### The English Writing Center (411LIBR):

[Optional.] The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com/) (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library’s hours](https://library.uta.edu/hours) of operation.

### Librarian to Contact:

[Optional.] Each academic unit has access to [Librarians by Academic Subject](http://www.uta.edu/library/help/subject-librarians.php) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

## Emergency Phone Numbers

[Optional but strongly recommended] Enter the UTA Police Department’s emergency phone number into your own mobile phone.] In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

## Library Information

**This final section is not part of the syllabus template, but a message from the UT Arlington Library.**

Faculty members should feel free to incorporate any of the following information into your course syllabus or other course materials.

### Research or General Library Help

Ask for Help

* [Academic Plaza Consultation Services](https://library.uta.edu/academic-plaza)(library.uta.edu/academic-plaza)
* [Ask Us](http://ask.uta.edu/)([ask.uta.edu/](http://ask.uta.edu/))
* [Research Coaches](https://library.uta.edu/subject-librarians) (http://libguides.uta.edu/researchcoach)

Resources

* [Library Tutorials](https://library.uta.edu/how-to) ([library.uta.edu/how-to](http://library.uta.edu/how-to))
* [Subject and Course Research Guides](https://libguides.uta.edu/) ([libguides.uta.edu](http://libguides.uta.edu/))
* [Librarians by Subject](https://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
* [A to Z List of Library Databases](https://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
* [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves)(https://uta.summon.serialssolutions.com/#!/course\_reserves)
* [Study Room Reservations](https://openroom.uta.edu/)(openroom.uta.edu/)

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