**COURSE NAME & semester & section being taught**
NOTE:  Each syllabus should note the semester, course number and "section"/CRN
*IT IS REQUIRED THAT YOU SUBMIT YOUR SYLLABUS ELECTRONICALLY TO YOUR DEPARTMENTAL OR COLLEGE SECRETARY*

**COURSE**: Dept., Number, CRN

**TITLE:** Name of Course

**CREDIT:** Number of credit hours

**FACULTY:** Faculty name; office phone, office hours (virtual office hours), email contact, response time

**PREREQUISITES AND COREQUISITES:**  List if applicable/necessary

**COURSE DESCRIPTION:**  The course description **MUST** match the course description that is listed in the current catalog.

**COURSE OBJECTIVES:**  List course objectives. For courses that are approved for General Education credit, this is an appropriate place to include the criteria that make the course fall within a particular general education category.

**CLASS PARTICIPATION/ATTENDANCE POLICY:** Specify any attendance policy.

**LATE ASSIGNMENT SUBMISSION/MAKE-UP POLICY:** State the policy, if any, for make-up exams, projects, papers, etc.

**EVALUATION/ASSESSMENT:** It is important to give the student information about your basis for the final course grade. Include here the percentage weight for the final grade for each element (e.g. paper 40%, exam 40%, etc.) and the grading scale (e.g. A= , B= , C= , etc.).

For general education courses that must have a writing requirement, this is the place to identify that component and the percentage of the total grade that it carries.

For clarity, and to avoid problems later, it is a good idea to specify the criteria for required course elements such as papers, oral presentations in the syllabus or in a separate document.  Provide specific details for each assignment:  Name of the assignment, what is expected, when it is due (include the time and what time zone), how and where to submit.  If you use a rubric to grade the assignment, post that as well.  You might also include when the assignment will be graded and how that information will be presented back to the student.

You might also include information about your perspective of assigning a grade of I (Incomplete).  (Pull from the Undergraduate or Graduate Catalog.)

**TEXTBOOK:** Name of any required text(s) and any other recommended materials.

**COMMUNICATION:**  (Sample statement):  To enhance student services, the University uses your UTC email address for all communications. (See http://www.utc.edu/ for your exact address.) Please check your UTC email on a regular basis [here you might add what you consider a regular basis to be].  If you have problems with

accessing your email account, contact the Help Desk at 423/425-4000.

**ACCOMMODATION STATEMENT** (required for all syllabi)
If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

**COUNSELING CENTER STATEMENT** (required for all syllabi)
If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

**The syllabus could also include:**
**DETAILED COURSE SCHEDULE/TOPICAL OUTLINE:** Week by week, or unit/module listing of topics and required readings/requirements for each session with specific deadlines noted for any/all assignments.  BE SPECIFIC here and include everything.

**TEACHING/LEARNING STRATEGIES:** Include here the teaching strategies you may use-e.g. lecture, guest speakers, audiovisuals, demonstrations, etc.

You can include a statement at the end to the effect that this is subject to change and that it is the responsibility of the student to keep informed of changes, new materials, missed content. If you want, you might also include any references to UTC Online (and how you will be using the system), communication using UTC email addresses only, etc.

**Information on Plagiarism and Cheating (from the UTC Student Handbook):**
PLAGIARISM:
Please read and heed the following information regarding academic dishonesty.  The instructor cannot and will not tolerate academic dishonesty.  For more information, refer to the UTC Student Handbook.

What is cheating?
- Supplying or using work or answers that are not your own.
- Providing or accepting assistance with completing assignments or examinations.
- Faking data or results.
- Interfering in any way with someone else's work.
- Stealing an examination or solution from the teacher.

What is plagiarism?
- Copying a paper from a source text without proper acknowledgment.  NOTE:  All references should use the APA Style for formatting.
- Buying a paper from a research service or term paper mill.
- Turning in another student's work with or without that student's knowledge.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate documentation.
- Turning in a paper from a term paper website.

If you use SafeAssign, consider adding a statement for students.  Sample statements:
> **Sample syllabus statement #1 [EDIT specifically for your class]:**

All (some/selected) papers and other written assignments in this class must (should) be submitted to UTC Online (Blackboard) text-matching software (SafeAssign) for review and to analyze for originality and intellectual integrity.  By submitting your paper online, you agree to have your paper included in the institutional repository of digital papers.  If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student as outlined in the UTC Student Handbook.

**Sample syllabus statement #2 [EDIT specifically for your class]:**
The instructor of this class reserves the right to submit papers to the UTC Online (Blackboard) text-matching software (SafeAssign) for review and analysis of originality and intellectual integrity.   If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student as outlined in the UTC Student Handbook.

URL for course:  http://utconline.utc.edu/ and what user name/password to use.

Computer Requirements for the course:  Include any plug-ins or add-ons needed to access the course materials.