UTC COURSE SYLLABUS GUIDANCE
Fall 2019

This document contains a list of required components for UTC course syllabi based on information needed to assist in SACS COC accreditation compliance and teaching and learning best practices. The syllabus should be in a format that is accessible to all learners, and this format is provided in the UTC syllabus template. Syllabi should be saved using the naming convention listed on the syllabus resources webpage and loaded into UTC Learn course spaces by the first day of class. A link to a syllabus in UTC Learn, for example to a Google Doc, is not a replacement for attaching the file.

BASIC INFORMATION (this information should match the official course schedule as published by the Records Office)

- Name of University (The University of Tennessee at Chattanooga)
- Course Title
- Semester and Year
- Department, Course Number, CRN, Modality, and Credit Hours

INSTRUCTOR INFORMATION

- Instructor(s) of Record (this information should match the instructor name in the official course schedule as published by the Records Office)
- Graduate/Teaching Assistant(s), if applicable
- Instructor Email and Phone Number: In addition to email address and phone number, it is recommended that you include a statement about instructor response time to emails and phone messages. Clear in information is provided about when learners will receive instructor responses to emails... (Quality Matters Standard 5.3).
- Instructor Office Hours & Location

COURSE INFORMATION

- Course Meeting Days, Times, and Location: Also include any required days/times for online/hybrid courses. This information should match information in the official course schedule for the course section.
- Course Catalog Description: Should match the description in the catalog.
- Course Pre-/Co-Requisites (Quality Matters Standard 1.6)
- Course Student Learning Outcomes: These outcomes should be measurable, written from the learner’s perspective, and suited to the level of the course (Quality Matters Standards 2.1, 2.3, and 2.5). These outcomes should be consistent across course sections.
- General Education Credit and General Education Outcomes: If applicable, enter statement about general education credit and general education outcomes (http://www.utc.edu/general-education/faculty-information/outcomes.php)
- Course Fees, if applicable. Please list any laboratory fees or other additional fees, such as exam proctoring. Recommended statement for proctored exams: Additional fees may be incurred for student identity verification for course assessments. If you choose a proctoring site that charges additional fees, you are responsible for paying any additional fees.

COURSE MATERIALS

- Required Course Materials: List required textbooks, software, etc. All materials should be provided in an accessible format.
- Supplemental/Optional Materials: If applicable, list any supplemental or optional course materials. If optional instructional materials are provided and their use is recommended in the course, the materials are labeled as optional ... (Quality Matters Standard 4.2)
UTC COURSE SYLLABUS TEMPLATE Fall 2019

TECHNOLOGY

• Technology Requirements for Course: Requirements are stated, including hardware, software, subscriptions, plug-ins, and mobile applications (Quality Matters Standard 1.5)
• Technology Skills Required for Course: Computer and digital information literacy skills expected of the learner are clearly stated (Quality Matters Standard 1.6)
• Technology Support: Ways for students to obtain the technology support available is clearly explained (Quality Matters Standard 7.1)

Recommended statement: If you have problems with your UTC email account or with UTC Learn, contact the IT Solutions Center at 423-425-4000 or itsolutions@utc.edu.

COURSE ASSESSMENTS AND REQUIREMENTS

• Provide description of how student learning will be assessed.
• List activities, assignments, and assessments that students are expected to complete in the course. Include exams, quizzes, assignments, homework, projects, written papers, presentations, portfolios, etc. (Quality Matters Standard 3.2)

COURSE GRADING (NOTE: UTC does not use +/- grades)

• Course Grading Policy: A clear, written statement at the beginning of the course fully explains to the learner how course grades are calculated. The points, percentages, and weights for each component of the course grade are explained. If grades are reduced because of late submission, the instructor’s policy on late submission clearly states the amount of the reduction(Quality Matters Standard 3.2).
• Instructor Grading/Feedback Response Time: A clear plan for instructor-learner interaction, including when learners can expect the instructor’s responses to discussion posts and feedback on assignments (Quality Matters Standard 5.3).

COURSE AND INSTITUTIONAL POLICIES: Course and institutional policies with which the learner is expected to comply are clearly stated within a course, or a link to current policies is provided (Quality Matters Standard 1.4).

• Late/Missing Work Policy: Course policy for accepting and grading late work is provided.
• Student Conduct (academic integrity): A statement about student conduct related to academic integrity is included or a link to the UTC Student Handbook: http://www.utc.edu/dean-students/pdfs/academics.pdf.
• HONOR CODE PLEDGE (from the UTC Student Handbook)
  I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to ensure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.
• Attendance Policy: Course attendance policy is provided (face-to-face and hybrid courses). University policy states that at the beginning of the semester, faculty members will state to their classes their policy on absences. It is the responsibility of the students to inform instructors when illness or participation in University activity prevents attendance. Instructors will decide whether the students may make up work missed and what effect the absences may have on the requirements of the course.

COURSE PARTICIPATION/CONTRIBUTION

• The requirements for learner interaction are clearly stated (Quality Matters Standard 5.4)

COURSE LEARNING EVALUATION

• The statement in the syllabus template is the required statement.
Required Statement: Course evaluations are an important part of our efforts to continuously improve the learning experience at UTC. Toward the end of the semester, you will receive a link to evaluations and are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymous evaluations.

BOOKSTORE
UTC Bookstore: The UTC Bookstore will price match Amazon and BN.com prices of the exact textbook - same edition, ISBN, new to new format, used to used format, and used rental to used rental format, with the same rental term. For more information, go to the Bookstore Price Match Program webpage, visit the bookstore, email sm430@bncollege.com or call 423-425-2184.

COURSE CALENDAR/SCHEDULE
- Information is provided to help learners understand the purpose of the course and how the learning process is structured and carried out, including course schedule ... (Quality Matters Standard 1.2).
- Key dates for assessments and assignment due dates.
- The course schedule or calendar clearly specifies the dates, times, and locations of face-to-face class meetings.