

Note that the logo above can be kept or deleted but cannot be resized or moved.

# Course Number and Title, Term and Year

University of Tennessee, Knoxville

NOTE: This template is designed to be accessible, but accessibility may change as you add content. To learn more about making/keeping documents accessible, visit the Office of Information Technology’s [Accessibility of Learning Materials](https://oit.utk.edu/instructional/strategies/accessibility-of-learning-materials/) page or request a consultation by contacting the [OIT Help Desk](https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/Home/).

For universal accessibility, always use the “Styles” feature in Word to differentiate headings and normal text. This was already done in this syllabus template, so you can just fill in the text specific to your course.

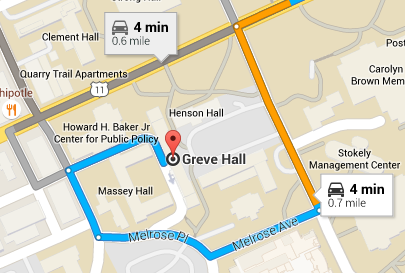
Course Section: Insert Course Section Here

Meeting Time and Place: Insert Meeting and Place Here

Course Credit Hours: Insert Course Credit Hours Here

## Faculty Contact Information

[This section includes office hours, office location, phone number, email address, instructor web page URL and it may include any other contact instructions (GTA information). Build in some flexibility for office hours—e.g. alternate ways of contact, some variation in hours.]. NOTE: For universal accessibility, if you insert a photo of yourself and a map of your office location, be sure to click on those images and add “alt text” to describe both the photo and the map (right click and select “Format Picture”).

## Course Description/Information:

[This section can be taken from the course catalog and include the overall goal of the course and any course prerequisites/co-requisites.]

### Value Proposition:

[The instructor’s statement regarding the value (worth) of this course. This statement makes explicit for the student the value of learning in this course.]

### Student Learning Outcomes/Objectives:

[Written as what students will be expected to do at the end of the course; all SLOs are measurable and align with course evaluation / grading methods; SLOs may include cognitive, behavioral, affective and metacognitive outcomes.]

### Programmatic Outcomes/Department Goals:

[The learning outcomes may include programmatic outcomes; this section may also mention the mission of the program or program goals.]

### Learning Environment:

[This section provides students with the instructor’s vision of what take place in the class. It includes information about the methods of instruction, what will take place in class, out of class, the tools for learning, etc.]

### Course Communications:

[This section details how you will communicate with students. How quickly they can expect a response to email.] For technical issues, contact the OIT HelpDesk via phone (865) 974-9900 or online at <http://help.utk.edu/>.

### How to Be Successful in This Course:

[This section can span topics from general guidelines (e.g., estimated amount of time to spend on preparation, assignments, participation in class discussion, use of supplemental teaching materials, etc.) to more sophisticated rubrics related to student performance on various evaluation measures (e.g., exams, assignments, projects). It can also describe faculty roles and student roles, the role of the student, the role of the faculty member. This section provides an opportunity to present the notion of shared responsibility for learning. A useful table with examples is provided below:

Student’s Responsibility

* Be prepared for all classes
* Be respectful of others
* Actively contribute to the learning activities in class
* Abide by the UT Honor Code

Instructor’s Responsibility

* Be prepared for all classes
* Evaluate all fairly and equally
* Be respectful of all students
* Create and facilitate meaningful learning activities
* Behave according to University codes of conduct

### Texts/Resources/Materials:

[This section includes any required or recommended texts and/or materials assigned for the course (lab equipment, art supplies, software, etc.), and the course Webpage or another URL.]

### Required Equipment:

[This section includes any required equipment, such as a certain type of computer, headset with a microphone, etc.]

### Course Resources:

[This section includes information about the course Canvas site, and any type of research / reference materials or technology, i.e., Online@UT, LiveText, Library Resources, the student will need to use for the classroom.]

### Course Requirements, Assessments, and Evaluations:

[This section includes class attendance and tardiness policy, evaluation methods and grading system, i.e., points, percentages, rubrics, tests, quizzes, weighting, curve, or UT grading distribution information, grade appeals to instructor, etc.; it may also include the policy for incompletes and withdrawals.]

### Major Assignments and Exams (names and due dates)

* Exams and quizzes (how many, what kind, dates, final exam period, missed exams/makeup exams policies, etc.);
* Assignments/problem sets/projects/reports/research papers (general info, assessment criteria, format, policy for late or missed assignments);
* Other assignments (e.g., posting comments to discussion board);Where possible, build in flexibility to give students choices (e.g., in assignment types or topics) and where students turn in assignments (e.g., online and in class).

### Course Feedback:

[This section may include methods of feedback to faculty member that will be used, such as formative feedback mechanisms during the semester.]

## Key Campus Resources for Students:

* [Center for Career Development and Academic Exploration](http://career.utk.edu/) (Career counseling and resources; Handshake job search system)
* [Course Catalogs](http://catalog.utk.edu/) (Listing of academic programs, courses, and policies)
* [Hilltopics](http://hilltopics.utk.edu/) (Campus and academic policies, procedures and standards of conduct)
* [OIT HelpDesk](https://help.utk.edu/) **(865)**974-9900
* [Schedule of Classes/Timetable](https://bannerssb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched)
* [Student Health Center](http://studenthealth.utk.edu/) (visit the site for a list of services)
* [Academic Success Center](http://studentsuccess.utk.edu/) (Academic support resources)
* [Undergraduate Academic Advising](http://advising.utk.edu/) (Advising resources, course requirements, and major guides)
* [University Libraries](http://www.lib.utk.edu/) (Access to library resources, databases, course reserves, and services)

## Course Outline/Assignments/Units of Instruction/Clinic Schedule:

[This section typically includes a table or list with the tentative calendar, topics, and assignments, dates for exams and due dates, special events, etc.] This is highly recommended but this section may also refer students to a dynamic document, a calendar or other page on a Canvas course site, or be posted as a graphic. Major dates for assignments should not be changed or students should be given reasonable advanced notice.]

NOTE: For accessibility, use the table feature in Word to create a table. Repeat headers at top and/or create a new table for each week or class session. Mark the header as “Header Row” using Table tools.

**Table Example 1:**

| Unit | Instructor Activities | Student Activities |
| --- | --- | --- |
| Unit 1: Enter Dates and Learning outcomes | Instructor activities “I do” (e.g. class activity, materials)  (Formative assessment method, e.g. feedback) | Student activities “You do”  (e.g. homework, independent work, group work)  (Formative and Summative assessments) |

**Table Example 2:**

| Week 1 June 3 | Topics | Project Timeline |
| --- | --- | --- |
| Synchronous class meeting: First day of class; By the end of the week, students will proposal a project | Instructor introduction; student introductions  Review syllabus  Introduce Project Assignments  “Working with your Client” and  Project Planning Requirements | By June 10:   * Meet with client (online, by phone, in person) * Begin developing your project plan to include: project overview description, problem statement, timeline for development, ideas for tools needs for development/development platform, potential issues, any costs… |

You can also include important dates in the academic calendar either here or added to your site’s calendar (e.g. last day to add classes, academic closings and breaks, last day to drop a course with “WD,” last day to drop a course without “F” and last day of classes and final exam days.

***The instructor reserves the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing / email of any such changes. [Optional section/language]***

# The Campus Syllabus

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that is common across courses at UT. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

- Dr. John Zomchick, Provost and Senior Vice Chancellor

# UNIVERSITY CIVILITY STATEMENT -- <http://civility.utk.edu/>

“Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, gracious-ness, cordiality, affability, amiability and courteous-ness. Civility enhances academic freedom and integrity and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus.”

# EMERGENCY ALERT SYSTEM -- <http://safety.utk.edu/>

The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for [UT Alerts](http://safety.utk.edu/). Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

# ACADEMIC INTEGRITY

Each student is responsible for their personal integrity in academic life and for adhering to UT’s Honor Statement. The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

# YOUR ROLE IN IMPROVING THE COURSE THROUGH ASSESSMENT

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

# STUDENTS WITH DISABILITIES -- http://sds.utk.edu

Any student who feels they may need an accommodation based on the impact of a disability should contact Student Disabilities Services in Dunford Hall, at 865-974-6087, or by video relay at, 865-622-6566, to coordinate reasonable academic accommodations.

ACCESSIBILITY POLICY AND TRAINING – <http://accessibility.utk.edu>

# WELLNESS -- <http://counselingcenter.utk.edu/> and <http://wellness.utk.edu/>

The Student Counseling Center is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. The Center for Health Education and Wellness manages 974-HELP, the distressed student protocol, case management, the Sexual Assault Response Team, and the Threat Assessment Task Force.

# SOCIAL DISTANCING & COVID-19 PROCEDURES –

Students are required to wear face masks at all times and maintain social distancing (6 feet between individuals in traditional classrooms, or, in instructional laboratories and similar settings, only a few minutes in closer proximity when absolutely necessary to achieve learning objectives). Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home.

Instructors have the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor has the right to cancel class.

Additionally, following other simple practices will promote good health in and out of the classroom, such as frequent and thorough hand washing, wiping down desks and seats with disinfectant wipes whenever possible, not sharing personal items such as pens and cell phones, and avoiding crowded hallways and other enclosed spaces.

The Volunteer Creed reminds us that we bear the torch in order to give light to others. As Volunteers, we commit to caring for one another and for the members of the communities in which we live, work, and learn. This semester, the University asks that we all demonstrate the Volunteer spirit by following these and other health guidelines and requirements.