

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 1June 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 syllabusIntroduce Project Assignments“Working with your Client” andProject 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 applies to all UTK courses. 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

# 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, and through the TNVoice course evaluation. Please take the few moments needed to respond to these requests as they are used by instructors, department heads, deans and others to improve the quality of your UT learning experience.

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

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact [Student Disability Services](http://sds.utk.edu/) (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

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

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of [Student Disability Services](http://sds.utk.edu/). The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

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

The [Center for Health Education and Wellness](http://wellness.utk.edu/) empowers all Volunteers to thrive by cultivating personal and community well-being.  The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The [Student Counseling Center](http://counselingcenter.utk.edu/) is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the [Big Orange Pantry](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.utk.edu%2Fbig-orange-pantry%2F&data=04%7C01%7Crhinde%40utk.edu%7Cc08b048824a945d9c08608d9dc4a0589%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C637783032738103574%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=popHYayG%2Bd7H50O1pEKnK4Cxaumn677WZOSU%2BQ8zBbE%3D&reserved=0) for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the [Student Emergency Fund](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.utk.edu%2Fstudent-emergency-fund%2F&data=04%7C01%7Crhinde%40utk.edu%7Cc08b048824a945d9c08608d9dc4a0589%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C637783032738103574%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Ioh3QMExJXlPQjiOgzmTFtfTMKGCEjN3CiR3sUBUCFo%3D&reserved=0).

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP or [submit an online referral](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.utk.edu%2F974-help%2F&data=04%7C01%7Crhinde%40utk.edu%7Cc08b048824a945d9c08608d9dc4a0589%7C515813d9717d45dd9eca9aa19c09d6f9%7C0%7C0%7C637783032738103574%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=IZ4u78AIu5kSwtJiq8iAKTTOJgv%2BEpDL5hnHA%2BRSMKA%3D&reserved=0). The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress.

# 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.

# COVID-19 GUIDELINES

***Recommended syllabus language related to COVID-19 is available on the syllabus page of the Teaching and Learning Innovation website:*** [***https://teaching.utk.edu/the-syllabus/#covid***](https://teaching.utk.edu/the-syllabus/#covid)***. Please note that this language may change. For your convenience, COVID-19 guidelines as of January 21, 2022, are listed below.***

According to public health authorities, in areas where there is substantial or high COVID-19 transmission, wearing masks in indoor spaces can help reduce transmission of the virus and keep communities healthy. Any individual can choose to wear a mask anywhere on campus, even when it is not required. The university expects everyone to protect others from the spread of COVID-19 and strongly recommends wearing masks in academic and administrative spaces.

For the most current information on masks, please check the COVID-19 website at <http://www.utk.edu/coronavirus>.

The university recommends that all members of the campus community be vaccinated for their own protection, to prevent disruption to the semester, and to prevent the spread of COVID-19. The Student Health Center medical staff is available to students to answer questions or discuss concerns about vaccines, and the center provides vaccines free of charge for anyone 18 years or older who would like one. Vaccination information and appointment signups are available at <http://tiny.utk.edu/vaccine>.

If you think you are sick or have been exposed to COVID-19, you should contact the Student Health Center or your preferred health care provider. You can also contact the university’s COVID-19 support team for guidance by filling out the COVID-19 self-isolation form at <http://covidform.utk.edu>.

You are advised not to attend class in-person if you are sick or need to isolate or quarantine. The university has more [detailed guidance on quarantine and isolation](https://www.utk.edu/coronavirus/guides/when-to-self-isolate). The university recommends that students and employees stay home anytime they do not feel well.