



## LBJ School Syllabus Guidelines

### Prepared by the Office of Academic Affairs

LBJ faculty are required to post a full syllabus to their course Canvas site and publish the site one week before the first class day. This will allow students registered for your course to log on to Canvas and download the syllabus before the semester begins. If you need Canvas help, contact either your faculty assistant, LBJ's Canvas Contact, Michelle Jun ([michelle.jun@austin.utexas.edu](mailto:michelle.jun@austin.utexas.edu)) or visit the UT Canvas Training Center (<https://utexas.instructure.com/courses/633028>).

An electronic copy of the syllabus should also be forwarded to Alice Rentz in the Office of Academic Affairs ([arentz@austin.utexas.edu](mailto:arentz@austin.utexas.edu)). If you would like the syllabus to be posted on LBJ's website, be sure to mention that in your email. Posting to the website allows greater access for students who are not yet registered in your class but who may be considering taking it. Please note that state law requires that all undergraduate syllabi and instructor CV's be posted to UT's website no later than the 1<sup>st</sup> class day. See "additional information" below for more details.

## Syllabus Requirements

1. The course number and title.
2. The instructor's name, office location, and office hours (**note:** office location is optional for any public version).
3. If there are teaching assistants for the class, their names, office locations, and office hours (**note:** do not include in any public version).
4. An overview of the class, including prerequisites, the subject matter of each lecture or discussion, and the academic/learning goals for the course and how they will be assessed.
5. Grading policy, including the means of evaluation and assignment of class grades, including whether plus and minus grades will be used for final class grade and whether attendance will be used for determining the final class grade.
6. A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade.
7. A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate, identified by author, title, and publisher.
8. Final exam date and time (when available).
9. The class Web site, if any.
10. A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, <http://ddce.utexas.edu/disability/>. An example of possible language: **Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities at 471-6259 (voice) or 512-410-6644 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations.**
11. A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism (Link to University Honor Code: <https://www.utexas.edu/about/mission-and-values>). (Sample statement: "**Students are expected to respect the LBJ School's standards regarding academic dishonesty. You owe it to yourself, your fellow students, and the institution to maintain the highest standards of integrity and ethical behavior. A discussion of academic integrity, including definitions of plagiarism and unauthorized collaboration, as well as helpful information on citations, note taking, and paraphrasing, can be**

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found at the Office of the Dean of Students web page at <http://deanofstudents.utexas.edu/conduct/>. The University has also established disciplinary procedures and penalty guidelines for academic dishonesty, especially Sec. 11.504 in Appendix C of the Institutional Rules on Student Services and Activities section in UT's General Information Catalog.")

12. A notice regarding accommodations for religious holidays. (Sample statement: "By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.")
13. The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://operations.utexas.edu/units/csas/terms.php>:
  - a. Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
  - b. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
  - c. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class. In the event of an evacuation, follow the instruction of faculty or class instructors.
  - d. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
  - e. Behavior Concerns Advice Line (BCAL): 512-232-5050
  - f. Link to information regarding emergency evacuation routes and emergency procedures can be found at: <https://preparedness.utexas.edu/emergency-plans>
14. Campus Safety & Wellness Resources information: More information on how to sign up for emergency text alerts, contact information for various UT offices, wellness resources, and campus initiatives relating to safety and/or wellness can be found at <https://www.utexas.edu/campus-life/safety-and-secu>

## Additional Information

**May I include information about campus carry in my syllabus?** We respect the Second Amendment rights of all our faculty. However, please remember that notification in your syllabus is not a legally effective way to provide notice that you have banned guns in your sole occupant office.

[https://campuscarry.utexas.edu/protected/files/CampusCarryFAQsforFaculty\\_7.28.16.pdf](https://campuscarry.utexas.edu/protected/files/CampusCarryFAQsforFaculty_7.28.16.pdf)

**Faculty Innovation Center: guidance for creating your Syllabus**

<https://facultyinnovate.utexas.edu/effective-syllabus>

**UGS Courses Syllabus Checklist**

<https://ugs.utexas.edu/sig/plan/syllabus-checklist>

**Posting Undergraduate Syllabi and Instructor CV's to the UT Website**

[Public Access to Course Information](#)

[HB 2504 Text](#)